8000 - OPERATIONS

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8120 - VOLUNTEERS

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

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

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

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation.

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

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

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

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

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

Adopted 8/27/07
Revised 1/28/08
Revised 9/29/10
Revised 5/8/17
Revised 2/12/18
Revised 7/18/19

8121 - PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

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

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

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

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

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

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

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

A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or

B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

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

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

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

Adopted 8/27/07
Revised 3/8/10
Revised 7/9/12
Revised 2/8/16
Revised 5/8/17
Revised 2/12/18

8210 - SCHOOL CALENDAR

The Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the Corporation.

The total number of days when the schools will be in session for instructional purposes shall be in accordance with State law and the State Department of Education.

All days lost due to snow, fire, epidemics, health conditions, etc. cannot be counted as a part of the minimum days of instruction for State aid and must be made up unless a waiver is obtained from the State Department of Education.

The Superintendent shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

I.C. 20-30-2-1, 6, 20-18-2-17
511 I.A.C. 6-2-1.1(j)

T.C. 1/27/16

8220 - SCHOOL DAY

The Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

511 I.A.C. 6-2-1.1

T.C. 1/27/16

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the School Corporation with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the Corporation's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the Corporation's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the Corporation to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall Corporation.

The Corporation-wide plan describes how the Corporation will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the Corporation's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the Corporation. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to Corporation operations. The COOP outlines and coordinates all efforts by the Corporation in cooperation with other local and State agencies and businesses to restore the essential functions of the Corporation to the larger local community post-disaster.

The Superintendent shall recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

Adopted 8/28/17

8305 - INFORMATION SECURITY

The School Corporation collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the Corporation. This information may be in hard copy or digital format, and may be stored in the Corporation or offsite with a third party provider.

Protecting Corporation data/information is of paramount importance. Information security requires everyone's active participation to keep the Corporation's data/information secure. This includes School Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use Corporation Technology and Information Resources.

Individuals who are granted access to data/information collected and retained by the Corporation must follow established procedures so that the information is protected and preserved. Board members, administrators, and all Corporation staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the Corporation are required to certify annually that they shall comply with the established information security protocols pertaining to Corporation data/information. Further, all individuals granted access to Corporation Confidential Data/Information retained by the Corporation must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the Corporation Technology Resources on which it is stored.

If an individual has any questions concerning whether this policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the Corporation's Technology Director or Information Technology Department/Office.

The Board authorizes the Superintendent to develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of Corporation Data/Information. Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release of data/information. These procedures shall comply with the Corporation's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Corporation Confidential Data/Information will be informed of relevant Board policies that govern access to and use of Corporation Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines ("AGs") may put Corporation data/information at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be referred to the Corporation's disciplinary system and/or law enforcement. Contractors/vendors who violate

this Policy and/or AGs may face termination of their business relationships with and/or legal action by the Corporation. Parents and visitors who violate this Policy and/or AGs may be denied access to Corporation Technology Resources.

The Superintendent shall conduct a periodic assessment of risk related to the access to and security of the data/information retained by the Corporation, as well as the viability of the Continuity of Organizational Operations Plan developed pursuant to Policy **8300**.

Adopted 8/28/17

8310 - PUBLIC RECORDS – DESIGNEE AND COPY FEES

The Superintendent, or designee, shall be the records access officer and shall be responsible for public records requests decisions.

Requests for access to public records shall be made in person received between the hours of 8:00 a.m. and 4:00 p.m. on regular business days or in writing on forms provided by the Corporation. Requests must identify with particularity the record for which access or disclosure is sought.

Records may be inspected only at the office or location where they are regularly maintained.

Fees for copies will be the actual cost of copying the records requested or 10 cents per page for black and white whichever is greater. If color copies are requested, the cost for copying will be the actual cost or 25 cents per page whichever is greater. Actual cost means the cost of paper and the per-page cost for the use of copying equipment. The fee does not include labor or overhead costs.

Fees for a search of a requested record that is electronically stored will be accessed on an hourly basis for the actual search time in excess of five hours. Partial hours will be prorated. The search fee is $20.00 per hour. [The search fee will be determined at the time the search for the record is completed.] The search fee does not include the computer processing time to copy the record but includes the actual time it takes the school employee to search for the requested record.

Fees are payable to the Wa-Nee Community Schools and must be received before any record is duplicated and disclosed.

With respect to records that are determined not to be available, the record access officer will certify upon the request form that the Corporation does not possess the record, it does not exist, or it could not be found after diligent search. A copy of the completed form should be returned to the requestor or the requestor should be informed of the determination by the records access officer.

The records access officer shall be guided by the Indiana Access to Public Records Act and by the state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records.

DATE ADOPTED: 10/28/2019

LEGAL REFERENCE: I.C. 5-14-3

8311 - PUBLIC ACCESS TO EMPLOYEE CONTRACTS

The contracts between the Board and its certificated employees are and always have been public records under I.C. 20-28-6-2(d) and the Indiana Access to Public Records Act, I.C. 5-14-3. This policy should promote a better understanding of these contracts.

Following Board approval of the Superintendent's employment contract, the Board shall direct that the provisions of that employment contract be posted on the Corporation's Internet website.

Administrator Contracts

The Superintendent shall post the provisions of each employment contract the Board has entered into with an administrator other than the Superintendent on the Corporation's Internet website. "Administrator" as used here means a certificated employee in a position outside the bargaining unit represented by a school employee organization in negotiations pursuant to I.C. 20-29-6.

Collective Bargaining Agreement with Teachers' Exclusive Representative

Not later than fourteen (14) business days after the Board and a school employee organization have reached an agreement on a contract pursuant to I.C. 20-29-6 and ratified the proposed agreement, the Board directs the Superintendent to post the ratified collective bargaining agreement on the Corporation's Internet website.

I.C. 20-26-5-4.3: Superintendent's contract
I.C. 20-26-5-4.7: Administrator contracts
I.C. 20-29-6-19: Collective bargaining agreement
I.C. 5-3-1-1.5: Publication on newspaper website
I.C. 5-3-1-2(a): Publication of notice of Superintendent's contract

Adopted 10/27/14

8315 - INFORMATION MANAGEMENT

The School Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the School Corporation outside the "records retention schedule". In such situations, a litigation hold procedure will be utilized to identify and preserve information relevant to a specific matter. All paper documents and electronically stored information ("ESI") subject to a litigation hold shall be handled pursuant to the requirements in AG **8315**. All information falling within a litigation hold, which is under the control of the Corporation, must be preserved in a readily accessible form and cannot be disposed of under the records retention and disposal procedures. Failure to comply with a litigation hold notice may result in disciplinary action, up to and including possible termination.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; wireless communication device as defined in Bylaw 0100; pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the Corporation for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "litigation hold" under this policy. If the Superintendent initiates a "litigation hold," s/he or the Board's legal counsel will notify the Board of the reason the litigation hold was instituted and its scope. When implementing a litigation hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the litigation hold procedure outlined in AG **8315**.

A litigation hold shall remain in place until removed by the Board. A litigation hold may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "records retention schedule once the litigation hold is removed.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a litigation hold. This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG **8315**.

Federal Rules of Civil Procedure 34, 37(f)
Indiana Rules of Trial Procedure 34

Adopted 3/8/10
Revised 6/25/18

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School Corporation to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the Corporation and the Corporation's responsibilities to the employee.

The Board requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

A social security number contained in the records of the school corporation (student or employee) may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. The employee shall be informed whether requested information is legally required or whether s/he may decline to supply the information.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

The employee shall have access to his/her file upon request.

Personnel records shall be available to administrators in the performance of their responsibilities vis-a-vis an employee.

Only the public records portions of an employee's personnel file will be made available to a Board member except as specified in Bylaw 0143 - Board Member Authority.

Personnel wishing to review their own records shall:

A. request access in writing;

B. review the record in the presence of the administrator designated to maintain said records or designee;

C. make no alterations or additions to the record nor remove any material therefrom;

D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein their name and date, material to be appealed, and reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

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

Revised 8/27/07
T.C. 1/27/16

8330 - STUDENT RECORDS

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

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

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

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

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

A. attendance records

B. the students' latest ISTEP/GQE test results

C. any secondary level and postsecondary level certificates of achievement earned by the student

D. immunization information from the student's immunization record

E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4

F. a functional workplace Spanish designation on the student's transcript if the student successfully completed a Spanish language course that meets the requirements of I.C. 20-32-4-12(b)

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

A. observations and ratings of individual students by professional staff members acting within their sphere of competency;

B. samples of student work;

C. information obtained from professionally acceptable standard instruments of measurement such as:

1. interest inventories and aptitude tests,
2. vocational preference inventories,
3. achievement tests,
4. standardized intelligence tests,

D. verified reports of serious or recurrent behavior patterns;

E. rank in class and academic honors earned;

F. psychological tests;

G. custodial arrangements.

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

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

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

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

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

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for

purposes of the referral, evaluation and identification of students suspected to have a disability;

C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

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

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

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

The Board authorizes the administration to:

A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
2. the parent or eligible student, upon request, receives a copy of the record; and
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school corporation in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request.

C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

D. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;

E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to

those education programs. A written agreement between the parties is required under this exception.

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

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

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

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

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within thirty (30) days after receipt of the Superintendent's annual public notice.

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

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

Disclosure of Lists of Students for Political or Commercial Purposes

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

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least three (3) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request.

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

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

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

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

A. inspect and review the student's education records;

B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint of Corporation noncompliance with the United States Department of Education;

F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent also shall develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Corporation employees of the Federal and State laws concerning student records.

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

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information.

Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board.

Address Confidentiality Program

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

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

Violation of this Policy

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

A. who knowingly or intentionally discloses information classified as confidential by State statute commits a Class A infraction;

B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

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

I.C. 5-14-3-3(f)
I.C. 5-14-3-4(a)(3) and (12)
I.C. 5-14-3-4(c)
I.C. 5-14-3-10
I.C. 5-15-6-8
I.C. 20-32-4-12
I.C. 20-33-2-13
I.C. 20-33-7-1 et seq.
I.C. 31-39-2-13.8
511 I.A.C. 7-38-1 et seq.
26 U.S.C. 152
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g
Individuals with Disabilities Education Act of 2004, 20 U.S.C. 1400 et seq.
20 U.S.C. 7165(b)
20 U.S.C. 7908
34 C.F.R. Part 99
34 C.F.R. Part 300

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Revised 1/28/08
Revised 3/8/10
Revised 9/26/12
Revised 2/23/15
Revised 2/8/16
Revised 5/8/17
Revised 8/28/17
Revised 2/12/18

8340 - LETTER OF REFERENCE OR EMPLOYMENT REFERENCE

Letter of Reference:

The Board recognizes that an employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with prospective employers. A current or former employee has no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file.

Employment Reference:

Notwithstanding the preceding provision giving an administrator discretion to provide a letter of reference to a current or former employee, if another school makes a request for an employment reference for a current or former employee, in compliance with I.C. 20-26-5-11.5, the administrator shall disclose to the requesting school any incident known by the School Corporation in which the employee committed an act resulting in a substantiated report of abuse or neglect under Indiana law.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

All Corporation employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Corporation employee, contractor or agent in obtaining a new job if s/he knows or has probable cause to believe that such Corporation employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

I.C. 20-26-5-11.5
I.C. 22-5-3-1
Section 8546 of the Every Student Succeeds Act (ESSA)

Adopted 9/12/05
Revised 12/11/06
T.C. 1/27/16
Revised 5/8/17

8350 - CONFIDENTIALITY

It is the policy of the Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

This policy applies **only** to identified confidential information received from a public agency. However, under the Family Educational Rights and Privacy Act, anything that is made part of the student's records will be sent to a receiving School Corporation with notice of the parent.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

A. denying requests for release of such information absent subpoena or court order;
B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

20 U.S.C., Section 1232g, 34 C.F.R. 99

Revised 3/02
Revised 2/24/03
T.C. 1/27/16

8351 - SECURITY BREACH OF CONFIDENTIAL DATABASES

It is the policy of the Board that when unauthorized access or acquisition of data occurs, which would compromise the confidentiality or security of personal information maintained by the Corporation on a database, the Corporation will take appropriate action to assess the risk, and notify the affected individuals in accordance with law.

Scope

This policy applies to any security breach involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the Corporation and handling personal information on the Corporation's behalf. It is expected that those offices, individuals or entities operating, maintaining, and using databases containing personal information will effectively control access to the databases to protect against unauthorized access, acquisition, modification, use or disclosure of personal information.

In order to better protect personal information and facilitate the investigation of incidents of unauthorized access, employees shall not store personal information on a personal computer, server or other data storage equipment not owned or maintained by the Corporation.

Security Breach and Personal Information – Definitions

A "security breach" means the unauthorized access to and acquisition of computerized data that compromises the security or confidentiality of personal information owned or licensed by the Corporation and that:

A. causes a material risk of identity theft or other fraud to the person or property of a resident of the State;

B. reasonably is believed to have caused a material risk of identity theft or other fraud to the person or property of a resident of the State; or

C. reasonably is believed will cause a material risk of identity theft or other fraud to the person or property of a resident of the State.

Unauthorized access of information will not be considered a security breach if:

A. the employee or agent acted in good faith in accessing the data;

B. the access was related to the activities of the Corporation or the employee's or agent's job-related duties; and

C. the employee or agent did not use the personal information for an unlawful purpose or subject the information to further unauthorized disclosure.

Also, the acquisition of personal information pursuant to a search warrant, subpoena, or other court order, or pursuant subpoena, order or duty of a regulatory State agency, will not be considered a security breach.

For purposes of this policy, personal information means an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any of or more of the following (when the information is not encrypted, redacted, or altered by any method or technology in such a manner that the information is effectively obscured or unreadable):

A. Social Security number;

B. driver's license number or State identification card number; and/or

C. account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.

Discovery of Security Breach and Notification

If an employee suspects, discovers and/or determines that a security breach has occurred, the employee shall promptly notify his/her immediate supervisor and the Superintendent, in writing.

The Superintendent shall determine and implement the steps necessary to correct the unauthorized access and requirements for notifying those individuals whose personal information may have been compromised.

The Superintendent shall develop and implement administrative guidelines related to this policy.

Adopted 3/8/10
T.C. 1/27/16

8390 - ANIMALS ON SCHOOL CORPORATION PROPERTY

Introduction

The Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy.

This policy shall apply to all animals on Corporation property, including service animals.

Definitions

A. **Animal** shall be held to include every living creature other than a plant or a human.

B. **Service animal** as used in this policy has the meaning of the term in I.C. 16-32-3-1.5 and means an animal trained and providing services constituting a reasonable accommodation to a person with a disability. The term includes but is not limited to:

1. a hearing animal;
2. a guide animal;
3. an assistance animal;
4. a seizure alert animal;
5. a mobility animal;
6. a psychiatric service animal; or
7. an autism service animal.

For purposes of the administration of this policy, note that while some Federal regulations limit the scope of the term "service animal" to a dog or miniature horse, Indiana law establishes the broader definition set out above.

Vaccination, Licensing and/or Veterinary Requirements

Animals admitted or housed on Corporation property or brought on Corporation property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought onto Corporation property on a regular basis for any purpose, including service animals, must meet every veterinary health and inoculation requirement set forth in State law and local regulation or ordinance, including but not limited to a current rabies vaccination.

Non-Service Animals in Schools and Elsewhere on Corporation Property

Animals, permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a

student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law.

A non-service animal that is poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate a risk of injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the non-service animal. This evaluation may result in a decision that despite the educational value of the non-service animal's presence, the educational value does not outweigh the risk of injury to a person.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the principal may permit animals other than service animals to be present in a Corporation school to support curriculum-related projects and activities only under the following conditions:

A. The staff member seeking approval to have a non-service animal in his/her classroom shall:

   1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
   2. take precautions deemed necessary to protect the health and safety of students and other staff;
   3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
   4. keep the surrounding areas in a clean and sanitary condition at all times.

B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Humane Treatment of Animals

Animals kept on school premises shall be treated humanely and shall not be subjected to cruel treatment or housed in unsanitary or unnecessarily restrictive conditions. For purposes of this provision, "humanely" includes the provision of adequate food and fresh water, and the term "animal" means a sentient creature capable of assessing and responding to its environment.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents/guardians. The Board does not assume responsibility for training, daily care, healthcare, or supervision of a student's service animal unless the provision of a service animal is required for a student to receive a free appropriate public education ("FAPE"), in which case the Corporation's obligation must be stated in the student's IEP or Section 504 Plan.

By admitting a service animal to Corporation property, the Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on Corporation property or at Corporation-sponsored events.

A service animal that meets the definition set forth in this policy shall be under the control of the student with a disability or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Board Policy **8120**.

The principal will be responsible for reviewing and determining whether the required documentation has been provided for the student's service animal. Services to a student shall not be suspended or withheld pending receipt of the requisite documentation for the service animal until the student or a parent/guardian has been given a reasonable period of time to submit any required documentation.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, if a service animal has demonstrated that it is not housebroken, the principal is responsible for documenting such behavior and for determining whether the service animal is to be removed and/or excluded from school property.

The principal or administrator responsible for the Corporation facility shall notify the Superintendent and Director of Special Education by e-mail if a service animal has been removed and/or excluded shall document the reasons for the removal or exclusion.

The principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with Policy **2260** – Nondiscrimination and Access to Equal Educational Opportunity and the complaint procedure set forth in AG **2260B** - Complaint Procedures for Nondiscrimination.

The procedures that are set forth in AG **2260B** - Complaint Procedures for Nondiscrimination shall not preclude a student and his/her parent/guardian from pursuing a complaint with the United States Department of Education's Office for Civil Rights, the United States Department of Justice, the Indiana Department of Education, or the Indiana Civil Rights Commission.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access Corporation transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the

student, to also access Corporation transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, access Corporation transportation.

When a service animal is going to ride on a school bus owned or leased by the School Corporation, the student and his/her parents/guardians, or eligible student, and the handler, if s/he is someone other than the student, shall:

A. meet with the principal and Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on the bus/vehicle with a leash, tether or harness;

B. at the discretion of the principal and Transportation Supervisor an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the service animal's functions and how students should interact with the service animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. Situations that would cause cessation of transportation privileges for the service animal include:

A. the student, or handler, is not able to control the service animal's behavior, in which poses a threat to the health or safety of others; or

B. the service animal urinates or defecates on the bus.

Prior to the first day of transportation, an eligible student (i.e., one which has reached the age of eighteen (18) and has not had a guardian appointed) or his/her parents/guardians shall be informed in writing of the types of service animal behaviors that could result in cessation of transportation privileges for the service animal.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Superintendent.

Although transportation may be suspended for the service animal, it remains the Corporation's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus/vehicle is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy **1623**, Policy 3123, and Policy **4123** - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Corporation provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the interactive process mandated by the Americans with Disabilities Act.

Food Service Employees

Food service employees who use a service animal shall be required to comply with the standards applicable to food preparation and food service set out in FDA Food Code Section 2-403.11. Failure to comply with these requirements represents a direct threat to health of others. This provision prohibits handling of animals by employees engaged in food preparation or service but allows employees to use service animals if certain specific conditions are met. Section 6-501.115 states that service animals may be permitted in food consumption areas not used for food preparation. Food service employees may handle their service animals if, after handling a service animal, the employee washes his/her hands for at least twenty (20) seconds using soap, water, and vigorous friction on surfaces of the hands, followed by rinsing and drying as per Section 2-301.12.

Employees of vendors shall be accommodated as employees of the Corporation as long as this accommodation does not cause undue hardship for the Corporation or a direct threat to the health or safety of employees or others.

Service Animals for Parents/guardians, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by a service animal are permitted access to all areas of the Corporation's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the Corporation's facilities with their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy **9160** - Public Attendance at School Events.

I.C. 16-32-3: Rights of Blind and Other Physically Disabled Persons
28 CFR Part 35: Justice Department Regulations for Nondiscrimination on the Basis of Disability in State and Local Government Services
29 CFR 1630: EEOC Regulations Implementing the ADA as amended
34 CFR Part 104: Regulations Implementing Section 504 of the Rehabilitation Act, 29 U.S.C. 794
34 CFR Part 300: Individuals with Disabilities Education Act (IDEA) Regulations
511 IAC 7-43-1(1)(2)(B): Related Services for Students

Adopted 10/14/13
Revised 9/14/15

8390.01 USE OF THERAPY DOG(S) IN SCHOOLS

The Wa-Nee Community Schools Board of School Trustees supports the use of therapy dogs for the benefit of its students subject to the conditions of this policy. Research indicates child benefits from working or visiting with a therapy dog include a reduction in stress or anxiety; improvement in physical and emotional well-being; easing of social isolation and development of positive social skills, including empathy; improvement of self-esteem; and an increase in the likelihood of successful academic achievement.

Animal assisted activities and animal assisted interactions are interactions where the specific content of the visit is spontaneous and is meant to provide motivational, educational, or recreational activities that improve physical, social, emotional, and/or mental functioning of an individual.

A therapy dog is a dog that has been individually trained, evaluated, and registered to provide animal assisted activities and animal assisted interactions within a school. Therapy dogs are not service animals.

A therapy dog handler for purposes of this policy is an individual who is registered with individually trained and evaluated by an appropriate organization to provide animal assisted activities, animal assisted therapy, and animal assisted interactions within a school or other facility. The school corporation shall enter into a Memorandum of Understanding with the handler addressing the responsibilities of both parties with respect to therapy dogs consistent with the provisions of this policy.

The Memorandum of Understanding (MOU) shall indicate the party(ies) responsible for the therapy dog's care, behavior, and suitability for interacting with students and others in the school while the therapy dog is on school corporation property.

Therapy Dog Standards and Procedures

The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school corporation property:

A. Training and Certification

As a part of the MOU, the handler shall submit and maintain proof of certification as a therapy dog handler with each individual therapy dog brought to the school corporation. Such certification shall be from a therapy dog certifying organization as agreed to by the Superintendent. Such certification shall be completed before the therapy dog is allowed on school corporation property . The certification must remain current and in good standing at all times.

B. Health and Vaccination

The handler shall ensure and submit proof from a licensed veterinarian that the therapy dog is in good health and is immunized against diseases common to dogs. Such vaccinations shall be kept current and up to date at all times.

Once approved by the Superintendent to bring a therapy dog on school corporation property, such handler shall adhere to the rules of his/her certifying organization and the following rules of the school corporation:

A. Identification: The handler shall bring only certified therapy dogs onto school property and may bring only one such dog at a time.

B. Health and Safety: The handler shall ensure that the therapy dog does not pose a health and safety risk to any student, employee, or other person at school and that the therapy dog is brought to the school corporation only when properly groomed, bathed, free of illness or injury and of the temperament appropriate for working with children and others in the schools. The handler should ensure appropriate hand hygiene is maintained following interaction with the therapy dog.

C. Control: The handler shall ensure that the therapy dog wears a collar or harness and a leash and shall maintain control of the therapy dog by holding the leash at all times that the therapy dog is on school property, including during breaks, unless holding such leash would interfere with the therapy dog's safe, effective performance of its work or tasks. The handler shall maintain control of the therapy dog at all times and shall not tether the therapy dog to any individual or object.

D. Supervision and Care of Therapy Dog: The handler shall be solely responsible for the supervision and humane care of the therapy dog, including any feeding, exercising, and cleaning up after the therapy dog while the therapy dog is in a school building or on school property. The handler shall not leave the therapy dog unsupervised or alone on school property at any time. The therapy dog must be provided an adequate and appropriate space to rest. The handler shall limit the therapy dog's work based on the dog's needs and ability. The school corporation is not responsible for providing any care, supervision, or assistance to the therapy dog except in an emergency.

E. Purpose: The purpose of the therapy dog is pre-determined and understood by all parties. The principal and the handler will develop school-wide expectations before the arrival of the therapy dog.

F. Authorized Areas: The handler shall ensure that the therapy dog has access to only such areas of the school buildings or properties that have been authorized by school corporation administrators.

G. Allergies and Aversions: The handler shall remove the therapy dog to a separate area as designated by the school administrator in such instances where any student or school employee who suffers dog allergies or aversions is present.

H. Recordkeeping: Handlers shall sign in their therapy dog upon arrival at any school and shall sign out on departure from the buildings.

I. Parent Notification: Families will be notified sufficiently in advance of the arrival of a therapy dog in the school by the school principals.

J. Fees and Gratuities: The handler shall not borrow money or personal items or receive any personal gratuity, gift, or tip, such as money or jewelry from students.

K. Exclusion or Removal from School Corporation Property: A therapy dog may be excluded from school corporation property if a school administrator determines that:

(1) the handler does not have control of the therapy dog;
(2) the therapy dog is not housebroken;
(3) the therapy dog presents a direct and immediate threat to others in the school; or
(4) the therapy dog's presence otherwise interferes with the educational program.

The handler shall immediately remove his/her therapy dog from school property when instructed to do so by a school administrator.

8400 - SCHOOL SAFETY

The Board is committed to maintaining a safe environment in all of the Corporation's schools. To that end, in accordance with State and Federal law, the Corporation shall establish a *Safe School Committee* for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines.

Each *School Safety Committee* may include at least one (1) member who is a member of the school or Corporation career and technical education school.

The *School Safety Committee* shall be responsible for developing a plan that addresses the following issues:

A. Unsafe conditions, crime prevention, school violence, bullying, drug use and other issues that prevent the maintenance of safe schools.

B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.

C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.

D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the plan, the *School Safety Committee* may seek input from representatives of the following:

A. local law enforcement agencies;

B. the local Fire Marshal(s) or his/her designee(s);

C. emergency medical services;

D. building administrators;

E. the local emergency management service agency;

F. School Resource Officer(s);

G. other employees and community members as needed.

The Superintendent shall recommend the approval and adoption of the Corporation's plan.

Safe School Committee's Duty To Implement the Safe and Drug-Free Schools and Communities Act

The *Safe School Committee* is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure that the Corporation remains compliant with Federal law, the *Safe School Committee* shall:

A. develop a drug-free school plan that:

1. requires each school to collect and report drug related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug related behavior; and
2. addresses ways to eliminate illegal drugs and drug related behavior in schools;

B. oversee the implementation of the school plan;

C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

Security Police Training

In the case of a special police officer who is assigned as a security police officer for the Corporation, the Board shall require that the police officer receives training and education, approved by the State Board of Education that will enable the police officer to appropriately deal with individuals with Autism and Asperger's Syndrome.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Corporation report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the Corporation's school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent shall refer this to the *Safe School Committee* for the Corporation so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall meet with the *Safe School Committee* for the Corporation, discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Corporation Police

The Board may establish a Corporation police department and may appoint police officers, prescribe their duties and direct the conduct of the police officers, prescribe distinctive uniforms, and provide emergency vehicles. An individual appointed as a Corporation police officer must successfully complete the training, as approved by the State Board of Education that will enable the officer to appropriately deal with individuals with Autism and Asperger's Syndrome, in addition to training prescribed by the Law Enforcement Training Board.

I.C. 5-2-10.1-12
I.C. 20-26-16
I.C. 20-26-5-31
I.C. 20-34-3-20-9
I.C. 20-30-5-11
Title IX, Section 9532 of the No Child Left Behind Act of 2001
20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

Adopted 9/12/05
Revised 1/28/08
Revised 2/8/16
Revised 5/8/17

8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY

The Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the Corporation, and promotes and incorporates the following:

A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of Corporation facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a corporation-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.

B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and Corporation safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the Corporation.

C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.

D. Procedures related to Corporation employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.

E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and

programmed corrective actions, and provides communication about accidents to employees and stakeholders.

F. Procedures that detail plans for foreseeable emergencies and fire prevention.

ANIMALS IN CLASSROOMS

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal.

Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

When bringing an animal into the classroom, considerations must be given to students or staff who may be allergic to the animal. In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered. The name of the student with the allergy shall remain confidential.

If after an animal is brought to class and school officials become aware that an individual did have an allergic reaction, the school shall resolve the issue and provide the necessary cleaning of all surfaces in the classroom to remove the allergen.

The care of an animal is the responsibility of the teacher. Cages and aquariums shall be cleaned by the teacher, not a student. Animal waste and materials from the cages shall be bagged and disposed of in a proper manner in a proper outside trash container. Waste water from an aquarium may be disposed of by flushing it down a toilet or any sink where food is not prepared. For animals staying in the classroom for longer than that day, it is the teacher's responsibility to provide care over the weekends and during vacations.

Under the teacher's supervision, students may handle the animal in the classroom after being given instruction on proper handling techniques for handling the animal, as well as proper hand washing techniques after handling the animal. When appropriate, students may feed the animal under the supervision of the teacher.

Live animal presentations and assemblies under the supervision and control of a trained professional may at times have more unique animals and may not be allowed in the classrooms. These presentations are allowed in accordance with the provisions of this policy.

Exceptions to this policy are service animals and fish in an aquarium provided the fish are of a reasonable size and quantity.

Owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

INDOOR AIR QUALITY (IAQ)

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation's website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator's name and contact information.

Each school facility is to meet criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including, but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

Criteria established by the ISDH are as follows:

A. Carbon dioxide levels shall never exceed seven hundred (700) ppm over the outdoor carbon dioxide concentration.

B. Outdoor air shall be supplied to classrooms when occupied.

C. Heating facilities shall be capable of and operated during periods of student occupancy to maintain a temperature not less than sixty-eight (68) degrees Fahrenheit in all instructional rooms, offices, locker rooms, and cafeteria; sixty-five (65) degrees Fahrenheit in activity rooms and shops; and sixty (60) degrees Fahrenheit in interior toilet rooms.

D. When air conditioning is being provided, the system shall be capable of providing and operating during times of student occupancy to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit and sixty-five percent (65%) relative humidity.

E. The school corporation shall establish and maintain a written procedure for routine maintenance of the heating, ventilating and air conditioning system (HVAC). This procedure shall include the following items:

1. a schedule for inspecting the HVAC system, including annual inspection
2. ensuring that all supply and return air pathways in the HVAC system are unobstructed and perform as required
3. a schedule for cleaning the HVAC coils at least annually
4. a schedule for inspecting and changing filters

This written procedure for routine maintenance, as well as a log verifying the maintenance was completed in a timely manner including the logging of cleaning and filter changes of the HVAC system, shall be made available for the state inspector's review and maintained for a minimum of three (3) years.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

A. roof leaks
B. structural defects in the building
C. improperly controlled humidity levels
D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination. When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours;
B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards;
C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment;
D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted;
E. when mold or mold contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours.

Further, the school corporation shall endeavor to reduce irritants by not allowing the use of ozone generators sold as air purifiers while students are present in the classroom. Scented candles and air fresheners are not be used in the classrooms.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

SCHOOL BUS AND OTHER VEHICLE IDLING

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality.

The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy **8615** and AG 8615.

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with environmental policy and applicable regulations, the Corporation shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy **8420**	-	Emergency Evacuation of Schools
Policy **8431**	-	Chemical Management and Preparedness for Toxic Hazard or Asbestos Hazard
Policy **8432**	-	Pest Control and Use of Pesticides
Policy **8442**	-	Reporting Accidents
Policy **8450**	-	Control of Casual-Contact Communicable Diseases
Policy **8453**	-	Control of Noncasual-Contact Communicable Diseases
Policy 8453.01	-	Control of Blood-Borne Pathogens
Policy **8615**	-	Idling School Buses and Other Idling Vehicles on School Property

Indiana Department of Health Model Policies
I.C. 16-19-3-5, 16-41-37.5
410 IAC 33-4-1 through 8

Adopted 9/26/12
T.C. 1/27/16
Revised 5/8/17

8410 - CRISIS INTERVENTION

The Board believes that the employees, and students of the Corporation, as well as visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various crisis situations.

The Superintendent shall promulgate administrative guidelines for responding to a crisis situation, developing a prevention plan, and providing effective intervention for students who may show warning signs that relate to violence or other troubling behaviors.

T.C. 1/27/16

8420 - EMERGENCY PREPAREDNESS PLANS AND DRILLS

The Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and such emergencies are best met by preparedness and planning.

The Superintendent shall ensure that a written emergency preparedness plan is developed for the School Corporation and each school in the Corporation in consultation with local public safety agencies. The plan shall contain the following:

A. appropriate warning systems

B. procedures for notifying other agencies and organizations

C. posting of evacuation routes

D. emergency preparedness instruction for staff and students

E. public information procedures

F. steps that will be taken prior to a decision to evacuate buildings or dismiss classes, and

G. provisions to protect the safety and well-being of staff, students and the public in case of:

1. fire;
2. natural disaster, such as tornado, flood or earthquake;
3. adverse weather conditions, such as winter storms or extreme heat;
4. nuclear contamination, such as power plan or transport vehicle spills;
5. exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals and cleaning agents; and
6. man-made occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water or air supply, hostage, and kidnapping incidents

Within sixty (60) days after the beginning of each school year, the Superintendent shall certify to the Indiana Department of Education that the emergency preparedness plans for the Corporation and each school have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the Superintendent shall certify to the Indiana Department of Education that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

In order to prepare students and staff for emergency situations, the Board requires the principal of each school in the Corporation to conduct emergency preparedness drills during the school year in compliance with the rules adopted by the State Board of Education, the State Fire Marshal and the Fire Prevention and Building Safety Commission, as applicable. Each school and attendance center will conduct at least one (1) tornado and one (1) man-made occurrence disaster drill per semester. These drills may be conducted instead of the monthly fire evacuation drill required by the State Fire Marshal; provided, however, that tornado and man-made occurrence drills conducted in place of a monthly fire drill may not be conducted in two (2) consecutive months and may not be conducted more than twice in a semester.

The Board requires the principal of each school to conduct the following additional emergency preparedness drills: lockdown, lockout, sheltering.

Each principal shall file a certified statement that all required drills have been conducted.

The Superintendent shall ensure that each principal complies with the requirement to file a certified statement that all required drills have been conducted.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

I.C. 20-34-3-20
511 IAC 6.1-2-2.5
675 IAC 22

Revised 2/8/16

8431 - CHEMICAL MANAGEMENT AND PREPAREDNESS FOR TOXIC OR ASBESTOS HAZARD

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from exposure to toxic chemicals used in the classroom as a part of an instructional program, as well as toxic chemicals used for cleaning or maintenance and from the presence of asbestos materials used in previous construction.

CHEMICAL MANAGEMENT/TOXIC HAZARDS

In order to reduce student and staff exposure to chemical hazards used or kept at the school corporation facilities, the Superintendent will be responsible for developing and implementing a plan for minimizing exposure to these toxic hazards.

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment, and the maintaining of school grounds.

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer who shall oversee the implementation of the Corporation's Chemical Management/Toxic Hazards Plan. The plan may include:

A. provisions to ensure when chemicals are used during a class, such as but not limited to chemistry, biology, or industrial technology, appropriate ventilation in proper working order must be used to minimize potential exposure to these chemicals (either the National Institute for Occupational Safety and Health (NIOSH) or the Occupational Safety and Health Administration (OSHA) guidelines for evaluating student exposure must be used);

B. identification of potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Material Safety Data Sheets (MSDs) which provide directions for proper use of materials which shall be followed by all Corporation employees in using said materials;

C. maintenance of a Corporation wide inventory of toxic chemicals and a file of MSDs for all toxic chemicals on Corporation property;

D. a purchasing procedure which requires the purchase of the least toxic chemical which will effectively do the job and provisions to avoid over stocking toxic chemical materials;

E. a storage protocol which provides for safe storage and ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;

F. a written communication program which:

1. details the methods used to inform staff and students of the hazards, and

2. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;

G. a training program for all Corporation employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the Corporation's plan for communication, labeling, etc.

H. a disposal procedure which adheres to State environmental protection guidelines;

I. a protocol which addresses actions to be taken in the event of a spill of toxic chemicals or other potential accidents.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;

B. take appropriate actions based on the inspections;

C. establish a program for dealing with friable asbestos, if found;

D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;

E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Indiana Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Asbestos School Hazard Abatement, 20 U.S.C. 4011 et seq.
Asbestos Hazard Emergency Act, 40 C.F.R. Part 763
Toxic Substances Control Act 15, U.S.C. 2601 et seq.
I.C. 16-9-3-5, 16-41-37.5
410 IAC 33-4-8

Revised 3/02
Revised 1/26/04
Revised 9/26/12
T.C. 1/27/16

8432 - PEST CONTROL AND USE OF PESTICIDES

The Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;

B. provide the name and phone number of the person to contact for information regarding pest control;

C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all pesticide use, and, provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into a school;

D. The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide notification list, and the Corporation shall permit a person to be added to the registry at any time upon their request.

E. provide notice of planned pesticide applications to parents and employees who have requested advance notice;

F. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these records available to anyone for inspection and copying upon request.

The Corporation will provide notice to those in the registry at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

I.C. 15-16-5
357 IAC 1-16
ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000

Revised 10/27/14

8442 - REPORTING ACCIDENTS

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury.

The Superintendent shall prepare administrative guidelines which should include procedures for notification of the insurer.

T.C. 1/27/16

8450 - CONTROL OF CASUAL-CONTACT, COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease through normal school contact is essential to the well-being of the school community and to the efficient operation of the Corporation.

For purposes of this policy, "casual-contact, communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

A. instruction of professional staff in the detection of these common diseases and measures for their prevention and control;

B. removal of students from Corporation property to the care of a responsible adult;

C. preparation of standards for the readmission of students who have recovered from casual-contact, communicable diseases;

D. filing of reports as required by statute and the State Department of Health.

I.C. 20-34-3-9

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

8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Head lice do not hop, jump or fly; they can only crawl. Head lice are mostly spread by direct head-to-head (hair-to-hair) contact and are not known to spread diseases. Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats, sports helmets) is much less likely to occur.

The school nurse or his/her 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 The student will be sent home at the discretion of the nurse with an instruction sheet on how to eliminate the lice. The parent will be told that the child is expected to return to school in two (2) or less days after treatment.

After treatment and upon returning to school, the student will be re-examined by the school nurse The student can return to class at the discretion of the nurse. The student may then be re-examined during the next several days/weeks to decrease the risk of re-infestation.

If on returning there are live lice, the parents will again be given specific instruction on removal of lice. The student can be sent home at the discretion of the nurse. This time, the student is expected to return in one (1) school day.

When the student returns to school s/he will be re-examined by the school nurse, The student will be returned to class at the discretion of the nurse. If there are live lice, the parents/guardian will be given specific instructions on removal of lice. Parents need to continually observe their child for this potential problem/ re-infestation and treat adequately and appropriately as necessary

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

Adopted 2/23/15
Revised: 6/23/25

8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the Corporation.

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, training and oversight by a medical doctor or by the local EMS Medical Director. The Board also directs the Superintendent, in conjunction with the Nurse Coordinator, to review the guidelines, as appropriate. The AED devices will be located at school buildings for use by employees with proper AED training.

I.C. 16-31-3.5, 34-30-12-1

Adopted 9/12/05
T.C. 1/27/16

8453 - CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "noncasual-contact communicable disease" shall include:

A. AIDS - Acquired Immune Deficiency Syndrome;

B. ARC - AIDS Related Complex;

C. persons infected with HIV (human immunodeficiency);

D. Hepatitis B;

E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a noncasual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the Elkhart County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

The Corporation shall provide an alternative education program for any student removed from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound Instruction.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff

member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which noncasual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

20 U.S.C. 1232(g)
I.C. 20-34-3-17, 16-41-9, 20-34-3-9

Revised 1/26/04
T.C. 1/27/16

8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;

B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;

C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;

D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;

E. provide for record-keeping of all of the above which complies with both Federal and State laws;

F. develop an exposure control plan.

29 USC 1910.1030

T.C. 1/27/16

8455 - COACH TRAINING

The Corporation shall comply with State law governing the training and certification of all coaches and athletic activity sponsors. This applies to all coaches, whether employees, volunteers, or other individuals, who coaching student athletes.

The School Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education not less than once during a two (2) -year period that:

1. is sport specific;
2. contains player safety content, including content on:
    a. concussion awareness;
    b. equipment fitting;
    c. heat emergency preparedness; and
    d. proper technique;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2) -year period, the coach must complete instruction and successfully complete a test concerning the new information.

After June 30, 2017, prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education at least once during a two (2) -year period that:

1. contains player safety content on concussion awareness;
2. requires a coach to complete a test demonstrating comprehension of the content of the course; and
3. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) -year period, the coach must complete instruction and successfully complete a test concerning the new information.

A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the

intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

All coaches and athletic activity sponsors shall be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

I.C. 20-34-7
I.C. 20-34-8

Revised 2/8/16
Revised 5/8/17

8462 - CHILD ABUSE AND NEGLECT

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

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

The building administrator shall secure prompt medical attention for any such injuries reported.

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

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

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

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

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

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

A. an in-person presentation;
B. an electronic or technology based medium, including self-review modules available on an online system;

C. an individual program of student of designated materials

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

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

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

I.C. 20-26-5-35.5
I.C. 20-28-3-4.5
I.C. 20-30-5-5.7
I.C. 31-33-1-1
I.C. 31-33-5-1
I.C. 31-33-5-2(b)
I.C. 31-33-5-3
I.C. 31-33-5-5(b)
I.C. 31-33-22-1(a)

Revised 3/02
T.C. 1/27/16
Revised 2/12/18

8500 - FOOD SERVICES

The Board will provide cafeteria or serving facilities in all schools where space and facilities permit and food service for the purchase and consumption of lunch for all students.

The Board also will provide a breakfast program in accordance with procedures established by the State Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities, including the Food Service program. Students and all other members of the School Corporation community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other Corporation official so that the Board may address the conduct. See Policy **2260** – Nondiscrimination and Access to Equal Educational Opportunity.

The Food Service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Indiana has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

A. the student's disability and the major life activity affected by the disability;

B. an explanation of why the disability affects the student's diet; and

C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not identified as having a disability but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

A. the medical or dietary need that restricts the student's diet; and

B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

The operation and supervision of the Food Service program is the responsibility of the Food Service Director. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board will assist the program by furnishing available space, initial major equipment, and utensils.

Meal Charges

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent. The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually. The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Food Service Director. This procedure will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of $15.00

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.

Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. If the Corporation contracts with any third party to provide food services, the Board policy and Superintendent's procedure also must be distributed to the contractor and its employees working in the Corporation schools.

A lunch account becomes inactive after thirty-six (36) weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of $10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of $8.00 or less may be offset against the positive balances in the Fund; provided,

however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Bad Debt/Uncollectable Debt

Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation general fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectable also are unallowable.

Bad debt may be removed from accounts receivable in accordance with Policy **6151**.

Additional Compliance

In accordance with Federal law, the Food Service Director will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the Food Service accounts will be made by the Food Service Director.

With regard to the operation of the Corporation Food Service program, the Superintendent shall require:

A. maintenance of sanitary, neat premises free from fire and health hazards;
B. preparation of food that complies with Federal food safety regulations;
C. planning and execution of menus in compliance with USDA requirements;
D. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy **1130**, Policy 1214, Policy **3113**, Policy 3214, Policy **4113**, Policy 4214, and Policy **6460**);
E. compliance with food holds and recalls in accordance with USDA regulations;
F. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
G. safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
H. regular maintenance and replacement of equipment;

I. compliance with the Corporation's time and effort record-keeping policy by all Corporation employees whose salaries are paid from USDA funds or with non-Federal funds used to meet a match or cost share requirement. (See Policy **6116**)

The Corporation's Food Service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and thirty (30) minutes following the end of the school day also shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs* and the USDA *Smart Snacks in Schools* regulations. Foods and beverages unassociated with the food-service program may be vended subject to the rules and regulations set forth in Policy **8540**.

The Superintendent shall require that the Food Service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015
2 C.F.R. Part 200
USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Revised 12/11/06
Revised 10/27/14
Revised 2/8/16
Revised 10/24/16
Revised 8/28/17
Revised 6/13/22

8510 - WELLNESS

The Board establishes the following wellness policy for the Wa-Nee Community School 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.

The Board believes the effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. 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 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 standards and benchmarks shall be age-appropriate and culturally relevant.

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 physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
   2. **Physical Activity**

      Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

C. With regard to other school-based activities:
   1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

2. The school shall provide attractive, clean environments in which the students eat.

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.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. 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. 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.

B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

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 and foods or beverages sold from vending machines are subject to this prohibition.

E. It is recommended that all foods provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations support proper nutrition and promote healthy choices.

F. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

G. The school food service program may involve students, parents, staff and school officials in the selection of competitive food items to be sold in the schools.

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 appoint a Corporation wellness committee that includes parents, students, a representative of the school food services, a physical education teacher, a school health professional, the School Board, a school administrator, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

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 appropriate; and

E present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended.

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 wellness evaluation checklist from the Indiana Department of Education (http://www.doe.in.gov/sites/default/files/nutrition/evaluation-checklist_0.pdf).

I.C. 20-26-9-18
42 U.S.C. 1758b
7 C.F.R. Parts 210

Adopted 5/22/06
Revised 4/28/14
T.C. 1/27/16
Revised 10/24/16
Revised 8/28/17
Revised 1/14/19

8531 - FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the Superintendent to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall follow the current Federal and State statutes and regulations governing school lunch programs, including but not limited to those governing the application process, accounting standards, and audit requirements of the Free and Reduced Lunch Program. All employees responsible for the collection and processing or auditing of free and reduced price lunch applications shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements.

In addition, applications for students to qualify for free and reduced price lunches shall be audited a second time by a Corporation employee other than the Corporation employee who collects and processes the applications initially. This employee also shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements. All applications submitted for free and reduced lunch will be reviewed on an annual basis.

The Superintendent shall establish whatever administrative guidelines are necessary to ensure the program is conducted in accordance with guidelines established by the U.S. Department of Agriculture and the Indiana Department of Education.

I.C. 20-26-9-1 et seq.
I.C. 20-41-2-1 et seq.
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

T.C. 1/27/16
Revised 10/24/16

8540 - VENDING MACHINES

The School Board recognizes that vending machines can produce revenues that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities provided that the following conditions are satisfied:

A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.

B. The Corporation's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.

C. No products are vended between 12:00 am midnight and thirty (30) minutes following the end of the school day that would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition or with Policy **8510** - Wellness.

D. Food items and beverages available for sale to students in vending machines for consumption on campus between 12:00 am midnight and thirty (30) minutes following the end of the school day shall comply with the current USDA's *Dietary Guidelines for Americans* and *Smart Snacks for Schools* regulations.

The Superintendent shall develop and implement administrative guidelines that require that these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.

42 U.S.C. 1779
7 C.F.R. 210.11(a)(5)

Revised 10/27/14
T.C. 1/27/16
Revised 10/24/16

8600 - TRANSPORTATION

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

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

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

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program for the habilitation or rehabilitation of developmentally disabled or physically disabled persons) between their residence and the school.

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

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

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

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

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

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

Transportation of Charter School Students

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

The Superintendent shall be responsible for developing and implementing administrative guidelines to implement this policy.

I.C. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)
I.C. 9-13-2-161 ("school bus" defined)
I.C. 20-26-5-4(5) (purchase of busses) and (8) (employ drivers)
I.C. 20-27-3 (State School Bus Committee)
I.C. 20-27-9 (use of school busses)
I.C. 20-27-11-1
Hoagland v. Franklin Township Community School Corporation,
No. 49S02–1410–PL–643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)
Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011); *Frame v. South Bend Schools*, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)

Revised 3/02
Revised 1/26/04
Revised 11/04
Revised 12/11/06
Revised 3/8/10
Revised 7/9/12
T.C. 1/27/16
Revised 2/12/18

8606 - BUS DRIVERS AND CELLULAR TELEPHONE USE

It is the policy of the School Board to take every step necessary to maintain the safety of its students while riding in school buses that are used to transport School Corporation students. This policy shall be implemented in compliance with Federal and State law and regulations of the Indiana State Board of Education and the State School Bus Committee.

Definitions:

"Electronic device" includes, but is not limited to, a cellular telephone; personal digital assistant; pager; computer; or any other device used to input, write, send, receive, or read text.

"Mobile telephone" means a mobile communication device that falls under or uses any commercial mobile radio service, as defined in regulations of the Federal Communications Commission, 47 CFR 20.3. It does not include two-way or Citizens Band Radio services.

"Telecommunications device" means an electronic or digital telecommunications device. The term includes a:

A. wireless telephone;
B. personal digital assistant;
C. pager; or
D. text messaging device.

The term does not include:

A. amateur radio equipment that is being operated by a person licensed as an amateur radio operator by the Federal Communications Commission under 47 CFR Part 97; or
B. a communications system installed in a commercial motor vehicle weighing more than 10,000 pounds.

"Text message" means a communication in the form of electronic text sent from a telecommunications device.

Federal and State Laws:

Federal and State law prohibit texting, emailing, and using a telecommunications device or hand-held mobile telephone, including a cellular telephone, while driving commercial motor vehicles, including school buses, except in a bona fide emergency.

Federal regulations prohibit operators of commercial motor vehicles from texting while driving. Federal regulations also prohibit operators of commercial motor vehicles from using a hand-held mobile telephone while driving. For purposes of the Federal regulations, "driving" does not include operating a commercial motor vehicle when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can safely remain stationary.

State law prohibits a person from using a telecommunications device to:

A. type a text message or an electronic mail message;

B. transmit a text message or an electronic mail message; or

C. read a text message or an electronic mail message;

while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

Furthermore, it is a serious traffic violation under State law to drive a commercial motor vehicle while using a hand-held device as described in the Federal regulations at 49 CFR 383 through 384 and 49 CFR 390 through 392.

Prohibitions:

In light of the Corporation's policy to protect the safety of its students to the greatest extent possible and the State and Federal laws referenced herein, all Corporation employees and any independent contractors or employees of independent contractors who drive school buses to transport Corporation students are prohibited from:

A. using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while driving a school bus to transport students; and

B. using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while driving a school bus to transport students

except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

Furthermore, all Corporation employees are prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle other than a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

A Corporation employee who operates a motor vehicle other than a school bus to transport Corporation students is prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while operating a motor vehicle to transport students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

A Corporation employee who violates this policy shall be subject to disciplinary action, up to and including termination. The Board directs that any contracts entered into with an independent contractor for bus transportation shall provide that: (1) the Corporation requires compliance by the independent contractor and its employees or subcontractors with this policy as a condition of the contract; and (2) the violation of this policy by an independent contractor or its employees or subcontractors may result in the termination of the contract.

I.C. 9-13-2-31 ("commercial motor vehicle" defined)
I.C. 9-13-2-161 ("school bus" defined)
I.C. 9-13-2-177.3 ("telecommunications device" defined)
I.C. 9-13-2-177.4 and I.C. 9-21-8-0.5 ("text message" defined)
I.C. 9-21-8-59 (prohibition against use of telecommunications device while operating a moving motor vehicle)
I.C. 9-24-6-6(a)(12) (driving a commercial motor vehicle while using a hand-held mobile device)
49 C.F.R. 383.5 (definition of "commercial motor vehicle," "electronic device" and "mobile telephone")
49 C.F.R. 383.51 (disqualification of drivers)
49 C.F.R. 391.15 (disqualification of drivers)
49 C.F.R. 392.80 (prohibition against texting while driving)
49 C.F.R. 392.82 (prohibition against using a hand-held mobile telephone while driving)

Adopted 10/24/16

8615 - IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY

The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time.

The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes.

Exceptions to this policy include, but are not limited to:

A. Safety of children or emergencies
   1. use of lift equipment during loading of individuals with special needs
   2. use of defroster, heater, air conditioning, or other equipment during loading or unloading for health or safety concerns
   3. use of bus headlights or flasher warning lights for safety or visibility purposes
   4. other safety or emergency issues

B. Hot or cold weather
   1. during hot weather and the bus has air conditioning to keep students cool while on the bus
   2. during cold weather to warm the bus (this should be done outside the school zone)

C. Maintenance operations
   1. buses may idle as necessary as part of a pre-safety inspection
   2. if necessary to make emergency repairs to vehicles

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

The Superintendent shall prepare administrative guidelines to implement anti-idling and smart driving procedures for all personnel driving School Corporation owned vehicles or drivers of buses contracted to transport students.

Complaints of non-compliance are to be filed with the Superintendent.

I.C. 16-9-3-5, 16-41-37.5
410 IAC 33-4-3
Indiana Department of Health Idling Vehicles Sample Policy

Adopted 9/26/12

8640 - TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS

It shall be the policy of the Board to use regular or special-purpose, school vehicles for transportation on field and other Corporation-sponsored trips.

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Corporation shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge may be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization.

Transportation for field or other Corporation-sponsored trips may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each Corporation-sponsored activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, noncorporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the principal.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles and/or use of private vehicles.

I.C. 20-27-9-1 et seq., 20-27-9-6

T.C. 1/27/16

8651 - NONSCHOOL USE OF CORPORATION VEHICLES

The Board will permit school vehicles, owned or leased by this Corporation, to be used to transport individuals or groups in accordance with law.

Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students. The Board reserves the right to refuse or cancel any nonschool transportation in the interest of the educational program or the efficient operation of the Corporation.

Vehicles must be operated by the holder of a valid bus driver's license who is an employee of this Corporation or someone approved by the Board. The cost of nonschool transportation shall be based on administrative guidelines established by the Superintendent.

I.C. 20-27-9-6

Revised 3/02
T.C. 1/27/16

8660 - TRANSPORTATION BY PRIVATE VEHICLE

The Board authorizes the transportation by private vehicle of students of the Corporation.

Any such transportation must be approved in advance and in writing by the principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall be an employee of this Board or a parent of a student enrolled in this Corporation and the holder of a currently valid license to operate a motor vehicle in the State of Indiana.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount not less than $100,000 per person and $300,000 each accident for Bodily Injury and $100,000 each accident for Property Damage. A single limit of $300,000 for Bodily Injury and Property Damage combined is also permissible. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

T.C. 1/27/16

8710 - INSURANCE

The Board shall purchase with Corporation funds the type and amount of insurance necessary to protect the Corporation from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

A. fire and extended coverage on buildings and contents
B. comprehensive bodily injury, property damage on automobiles, buses, and trucks
C. boiler and machinery
D. special coverage for equipment not ordinarily covered under a standard policy
E. employee insurance coverage as specified in the Master Agreement(s) or by Board action
F. worker's compensation coverage
G. open stock burglary
H. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Business Manager shall administer the insurance program.

I.C. 20-26-5-4, 20-27-5-9, 20-9.1-2-6, 21-2-5.6-1 et seq.

T.C. 1/27/16

8740 - BONDING

The Board recognizes that prudent trusteeship of the resources of this Corporation dictates that employees responsible for the safekeeping of Corporation monies be bonded.

The Corporation shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

T.C. 1/27/16

8750 - DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS AND EMPLOYEES

It is the policy of the Board to defend and indemnify Board members and employees in claims brought against them if:

A. the acts and omissions which gave rise to a claim arise out of their office or employment;

B. the Board receives timely notice of the claim and has the opportunity to evaluate and defend against the claim; and

C. the Board member or employee's acts or omissions which are the basis of the claim are not predicated on or arise out of bad faith or malfeasance.

The Board may purchase one or more policies of insurance or self-insure to implement this policy. Where counsel is provided by an insurance carrier, the Board shall be advised in the implementation of this policy by that counsel and the school attorney appointed by the Board.

As used in this policy, the term "Board members and employees" means Board members, employees, volunteers, student teachers, and/or parent organizations.

As used in this policy, "defend and indemnify" means paying all costs of defense including attorneys' fees, court costs, and costs of litigation as well as any judgment or settlement of a claim. Pursuant to the authority given to the Board by I.C. 20-26-5-4(15), the Board may purchase liability insurance or self insure to pay these expenses.

As used in this policy, the term "claim" includes a demand or cause of action based upon an alleged tort, breach of contract, or violation of an Indiana or Federal statute or constitution.

In implementing this policy, the Board may authorize the defense and indemnification of a Board member or employee by adopting a resolution pursuant to the authority given the Board in I.C. 20-26-5-4(17). A resolution adopted pursuant to this policy may reserve to the Board the right to make a final determination concerning the defense and indemnification of the Board member or employee when the facts which gave rise to the claim have been fully investigated and evaluated. If a resolution of the Board reserves a right to make a final determination, and the Board does not exercise that reserved right, the preliminary resolution shall become the Board's final determination. Failure to pass a resolution shall not affect the Board's authority or responsibility to defend or indemnify a Board member or employee. However, if a resolution is put to a vote by the Board and the resolution fails, the Board shall not defend or indemnify the Board member or employee pursuant to this policy.

It is the policy of the Board to pay all costs and fees incurred by or on behalf of any employee of the Corporation, including a member of a committee, a commission, an authority, or another instrumentality of the Board, in defense of any suit arising out of the performance of duties for, or employment with, the Corporation, provided the Board by resolution determines that such action was taken in good faith. The Corporation shall, subject to the provisions of Statute, also pay any judgment, compromise, or settlement of the claim or suit when the Board determines that it is in the best interest of the Corporation, the act or omission causing the loss is within the scope of the employee's employment, and the employee did not act in bad faith or with malfeasance in office or employment. The intent is to hold any such employee harmless from any liability, cost, or damage in connection therewith, including but not limited to the payment of any

legal fees, except where such liability, cost, or damage is predicated on, or arises out of, the bad faith of such employee or is a claim or judgment based on his/her malfeasance in employment.

I.C. 20-26-5-4(15) and (17), 34-13-2 through 4, 34-13-3-20

Revised 3/02
Revised 9/26/12
Revised 10/14/13

8760 - STUDENT ACCIDENT INSURANCE

The Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

I.C. 20-26-5-4

T.C. 1/27/16

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

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

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

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

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

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

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

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

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

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

I.C. 1-1-11-2
I.C. 1-2-2-1
I.C. 1-2-3-6
I.C. 20-30-5-0.5, 20-30-5-4.5
I.C. 20-33-12
20 U.S.C. 4071 et seq.

Revised 2/24/03
Revised 7/28/03
Revised 1/26/04
Revised 11/14/05
T.C. 1/27/16
Revised 2/12/18

8900 - ANTI-FRAUD

This policy is implemented to advise employees about activities which may be fraudulent, illegal or otherwise unethical. The Corporation will not tolerate such activities and disciplinary measures will be implemented as appropriate.

Scope

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and any other parties with a business relationship with the Corporation.

Policy

Fraud and fraudulent activity is strictly prohibited.

Each employee or agent of the Corporation shall be responsible for reporting any observed or suspected fraud or fraudulent activity to the Business Office, the Superintendent or the Board President.

All administrators shall be vigilant for any conduct that may appear to constitute fraud within the areas of their responsibility.

All reporting and investigation shall be done in accordance with the Corporation's Whistleblower's Guideline. (AG **1411**).

Fraud – Definitions

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon his/her injury.

The following are examples of prohibited acts:

A. falsification of any Corporation record with the intent to conceal information to the Corporation's detriment or the individual's advantage, particularly financial records
B. forgery of a check, bank draft, wire transfer or any other Corporation financial document
C. unauthorized alteration of a financial document or account belonging to the Corporation
D. misappropriation of funds, supplies or other assets of the Corporation
E. impropriety in the handling or reporting of money or financial transactions
F. disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly)
G. asking for or accepting anything of material value from contractors, vendors or persons providing services or materials to the Corporation, except as provided in gift policies
H. unauthorized destruction, removal, or use of records, furniture, fixtures and/or equipment for personal gain (either directly or indirectly)

I. misuse of State or Federal funds for other than their designated purposes

This list is meant to illustrate the types of activities that are prohibited. It is not comprehensive. Other misconduct of a similar nature is similarly prohibited.

Confidentiality

The Corporation will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and its obligations under the Freedom of Information Act. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.

Except as authorized by the Superintendent, the reporting witness and others interviewed are not to discuss the allegations or investigation with other Corporation employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations which are not privileged could harm an innocent individual's reputation and result in potential civil liability.

Non-Retaliation

Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the Corporation's Whistleblower's Policy **1411**.

Adopted 8/11/08