

NORTH CENTRAL PARKE
COMMUNITY SCHOOL
CORPORATION

BYLAWS AND POLICIES

POLICY MANUAL

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the North Central Parke Community School Corporation” are hereby adopted and that all bylaws and policies heretofore adopted by the Rockville Community School Corporation and the Turkey Run Community School Corporation are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy, or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this School Corporation, the remaining bylaws, policies, and parts of policies shall remain in full effect.

FURTHERMORE, any policies adopted by the Board after the date of this approval shall be so designated with the date of the adoption located in the bottom left corner of the policy.

Take notice that the foregoing resolution was adopted by the North Central Parke Community School Corporation at a public meeting held at Marshall, Indiana on June 16, 2016.

DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Board

The Board of School Trustees

Bylaw

Rule of the Board for its own governance.

Corporation

The School Corporation

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the Corporation.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking official action upon the business of the School Corporation.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of School Trustees.

Principal

The educational leader and head administrator of one or more Corporation schools. In policy and administrative guidelines, implies authority to delegate designated responsibilities to appropriate members of his/her staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the Corporation's programs and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parents of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated collectively-bargained agreement.

Secretary

The chief clerk of the Board of School Trustees.

Shall

This word is used when an action by the Board or its designee is required. The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the Corporation.

Superintendent

The chief executive officer of the School Corporation. In policy, implies delegation of responsibilities to appropriate staff members.

Support Employee

An employee who provides support to the Corporation's program and whose position does not require a professional certificate.

Vice-President

The Vice-President of the Board of School Trustees.

Voting

A vote at an open meeting of the School Board.

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1002 Introduction

North Central Parke Community School Corporation is a reorganized public school corporation comprised of the former Rockville Community School Corporation and Turkey Run Community School Corporation. Both former school corporations have been disbanded as a result of the reorganization.

The effective date of the reorganized North Central Parke Community School Corporation is January 1, 2013.

Description of North Central Parke Community School Corporation District:

North Central Parke Community School Corporation consists of the Parke County, Indiana townships of Adams, Greene, Howard, Penn, Liberty, Sugar Creek, Union, and Washington. The district consists of Parke Heritage High School (formerly Rockville Jr./Sr. High School), Parke Heritage Middle School (formerly Turkey Run Jr./Sr. High School), Rockville Elementary School, and Turkey Run Elementary School and all associated facilities.

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the North Central Parke Community School Corporation.

The first board of school trustees of North Central Parke Community School Corporation established the permanent location and mailing address of the central administration office of North Central Parke Community School Corporation as follows:

The official address of the School Corporation shall be:

1497 E. State Road 47

Marshall, IN 47859

Description of the Services Provided by North Central Parke Community School Corporation:

North Central Parke Community School Corporation exists for the purpose of providing a comprehensive public education in grades preschool through 12 for the children in the Parke County, Indiana townships of Adams, Greene, Howard, Penn, Liberty, Sugar Creek, Union, and Washington. The educational program will include general education, special education, and vocational education, as well as co-curricular and extra-curricular programs for said students.

1004 POWERS AND PHILOSOPHY

a. Board Authority

The supervision of this Corporation shall be conducted by the School Board, hereinafter sometimes referred to as the “Board”, which is constituted and is governed by the laws of the State of Indiana.

b. Board Powers

The School Board shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property. The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition act. The School Board shall have the management and control of all facilities and programs in the Corporation the employees, students, and other persons entering upon its premises.

c. Philosophy of the Board

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by, and is governed by State statutes. The School Board has the dual responsibility for implementing legal requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and thereby reaffirms its intent to:

- a. Maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the School Corporation, and the citizens shall be urged to bring their aspirations and concerns about the Corporation and its schools to the attention of this body.
- b. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- c. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

1005 FUNCTIONS

a. Legislative

Bylaws and Policies

The School Board shall adopt bylaws and policies for the organization and operation of the Board and the Corporation.

The bylaws and policies may be adopted, amended, and/or repealed at any meeting of the Board. Bylaws shall be adopted, amended, repealed, or suspended by a positive vote of five (5) members of the full Board.

Policies shall be adopted, amended, or repealed by a positive vote of four (4) members of the full Board.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Board may adopt, amend, or repeal administrative rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

b. Executive

Selection of Superintendent

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the Indiana Department of Education, and the policies of this Board.

c. Administrative Guidelines

The Superintendent shall prepare guidelines for the administration of the School Corporation which are not inconsistent with state statutes, regulations of the State Board, or the policies of this Board. Such administrative guidelines shall be binding on the employees and the students of this Corporation when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

d. Judicial

The School Board may assume jurisdiction over any dispute or controversy arising within this Corporation and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of the Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter. Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the School Corporation, and any statutory or regulatory requirements.

1006 MEMBERSHIP

The Board of School Trustees of North Central Parke Community School Corporation:

a. The first board of school trustees of North Central Parke Community School Corporation (effective January 1, 2013) will be appointed. The seven (7) members will be appointed by the following procedure:
Districts 1, 4, and 5 shall be appointed by the existing board of school trustees of Rockville Community School Corporation before the effective date of the reorganization. The appointees shall meet the eligibility requirements outlined above.

District 2, 3, and 6 shall be appointed by the existing board of school trustees of the Turkey Run Community School Corporation before the effective date of reorganization. The appointees shall meet the eligibility requirements outlined above.

District 7 shall be appointed by the Judge of the Parke Circuit Court before the effective date of the reorganization and shall meet the eligibility requirements outlined above.

Appointed members will serve from the effective date of the reorganization until December 31, 2014.

The first elected board of school trustees of North Central Parke Community School Corporation shall be elected at the regularly scheduled general election in

November, 2014. All seven (7) districts shall be elected at this time. The four (4) elected candidates with the highest total number of votes shall receive four (4) year terms of office and the balance of elected candidates will receive two (2) year terms of office. All subsequent elections for the board of school trustees of North Central Parke Community School Corporation shall be for four (4) year terms.

The board of school trustees of North Central Parke Community School Corporation shall consist of seven (7) members.

Each member of the board of school trustees of North Central Parke Community School Corporation shall be elected by the voters of the entire district voting at a board of school trustees' election.

Elections for members of the board of school trustees shall occur at regularly scheduled general elections in each even numbered year.

Candidates for the board of school trustees of North Central Parke Community School Corporation shall seek election without political party affiliation.

Election to the Board of school trustees is considered a lucrative office by Indiana law and makes a member ineligible to hold another lucrative office.

North Central Parke Community School Corporation district shall consist of seven (7) residency districts, with one member being elected to serve each district:

District 1 – The Parke County, Indiana township of Adams, exclusive of the civil town of Rockville.

District 2 – The Parke County, Indiana townships of Liberty and Sugar Creek.

District 3 – The Parke County, Indiana townships of Penn and Howard.

District 4 – The Parke County, Indiana civil town of Rockville.

District 5 – The Parke County, Indiana township of Union.

District 6 – The Parke County, Indiana townships of Washington and Greene.

District 7 – At large. Inclusive of the entire district.

Eligibility Requirements for members of the board of school trustees of North Central Parke Community School Corporation:

Eligible members shall be a resident within the school corporation district boundaries for a minimum of 1 year prior to the date of election (as revised).

Eligible members shall reside in the district from which they are seeking election at the time of their election.

Eligible members shall be a registered voter in the district from which they are seeking election.

Eligible members shall be a minimum of twenty-one (21) years of age at the date of election.

Once officially seated as a member of the board of school trustees of North Central Parke Community School Corporation, a member is considered eligible to retain their office as long as they remain a resident within the school corporation district boundaries for the remainder of their elected term. Should a member relocate outside of the North Central Parke Community School Corporation district, they are ineligible to retain their office and must vacate it.

The compensation of the appointed board of school trustees of North Central Parke Community School Corporation will be one thousand five hundred dollars (\$1,500) per year. Subsequent boards of school trustees may determine the compensation level for members within the parameters of Indiana law.

Members of the board of school trustees of North Central Parke Community School Corporation shall be eligible to be re-elected to succeed oneself, as long as that member remains eligible based on the requirements listed above and under any applicable state statutes.

(Revised on October 20, 2016)

1006 A Vacancies

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

- a. the death of the incumbent, or the incumbent being found mentally incompetent by the proper court
- b. the incumbent's resignation
- c. the incumbent's conviction of a felony
- d. the incumbent's election or appointment being declared void by a competent tribunal
- e. the incumbent's failure to take the oath of office
- f. the incumbent's ceasing to possess the legal qualifications for holding office
- g. the incumbent moving his/her residence out of the Corporation
- h. the incumbent's failure to perform duties (Removal by action of the Circuit Court under provisions of I.C. 5-8-1.)

1006 B Filling a Board Vacancy

The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.

All applicants are to submit a notice of their interest, in writing, to the Superintendent along with a resume stating their qualifications and interest in the position.

Appointment by the Board to fill a vacancy shall be by a majority vote of the full Board.

1006 C Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Corporation, and learn Board procedures. Accordingly, the Board shall give to each new Board member prior to his/her first regular meeting as a Board member for his/her use and possession during the term on the Board the following items:

- a. a copy of the Board policy manual
- b. a copy of each current Employee contract or personnel handbook
- c. the current budget statement, audit report, and related fiscal materials
- d. student handbooks

The Board shall encourage the attendance of each new Board member at orientation and training meetings as well as attendance at Board meetings.

1006 D Board Member Authority

Individual members of the Board do not possess the powers that reside in the School Board but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are require in the performance of his/her duties as a Board member.

1006 E Access to Corporation personnel records shall be subject to the following guidelines:

Examination of school employee personnel records by the School Board shall be conducted only at executive sessions of the Board. The Board may request that the Superintendent bring the personnel records of a designated employee(s) to an executive meeting of the Board.

Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the executive session of the Board.

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal

responsibilities in making decisions in matters such as appointments, assignments, promotions and demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

1006 F Public Expressions of Board Members

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members may make public statements on school matters:

- a. to local media
- b. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

1. Correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Superintendent and other Board employees
3. routine "thank you" letters of the President of the Board
4. statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board)
5. personal statements not intended for publication

1008 Compensation

Board members shall be compensated at an amount determined annually at the Board Organization meeting in January. Payment shall be made semiannually in June and December. No additional payment shall be made for attendance at any meeting of the school board.

Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board to ensure appropriate and proper reimbursement of expenses for Board members:

- a. Expenses will be reimbursed only for activities authorized by the Board.
- b. Reimbursement for mileage will not exceed the current rate established for Corporation employees.
- c. When attending a Board-approved conference, all reasonable fees- parking, mileage, meals, and housing will be reimbursed.
- d. When the Board attends community or school-related events as a Board function, or if a Board member attends as the designated representative of the Board, any incurred expenses including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- e. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- f. If a spouse or child of a school board attends a function with the board member, only the expense of the school board member will be reimbursed.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval.

1010 Board Member Ethics

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

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

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

1. recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings;
2. refusing to make statements or promises as to how s/he will vote on any matter which should properly come before the Board as a whole;
3. making decisions only after all facts bearing on a question have been presented and discussed;
4. respecting the opinion of others and by graciously conforming to the principle of “majority rule”;
5. refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all members do not have the opportunity to attend.

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

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

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

1. attempting to appraise fairly both the present and future educational needs of the community;
2. regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools of the community;
3. insisting that all school business transactions be on an open, ethical, and above-board basis;
4. vigorously seeking adequate financial support for the schools;
5. refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;

6. refusing to discuss personnel matters or any other confidential business of the Board;
7. winning the community's confidence that all is being done in the best interests of school children.

1012 Conflict of Interest

Board Members shall perform their official duties in a manner free from any possible criticism or prejudice or self-interest. To this end:

1. every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which s/he had either a direct or an indirect financial interest of a substantial nature;
2. each member of the Board shall resist every temptation and outside pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School Corporation.
3. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest in accordance with statute (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion the matter and the vote thereon; (I.C. 35-44-1-3)
4. No member of the Board may obtain, for at least one (1) year after termination of service on the Board, a pecuniary interest in any Corporation contract or purchase which was approved during his/her tenure. (I.C. 35-44-1-7)

1014 Indemnification

The Board shall bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board member, the Superintendent, a former member of the Board, and/or a former Superintendent in his/her defense of a civil action, or in a criminal action, brought against him/her for any act or omission arising out of the performance of duties as a Board member.

1016 Organization

a. Organizational Meeting

The School Board shall organize annually on or before January 15th at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a President.

b. Oath of Office

Each newly-elected Board member shall take an oath of office as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation.

c. Election of Officers

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

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member. The Board shall also appoint an Assistant Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member to assist the Treasurer of the Board.

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

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

Required Action at Organizational Meeting

The Board shall, at the organizational meeting:

1. designate a day, place, and time for regular meetings which shall be held at least once every month;
2. appoint legal counsel;
3. set official bonds for the treasurers.

d. Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Ad hoc committees shall serve until the committee is discharged.

A member may request (or refuse) appointment to a committee.

e. Board of Finance for North Central Parke Community School Corporation

The School Board shall establish each January at its organizational meeting a Board of Finance consisting of the Board President and Secretary.

The function of the Finance Board will be to review the Corporation's investment policy, practices, and portfolio. The Corporation's Treasurer shall provide the Board, if requested, with a copy of the policy and practices as well as a written report that summarizes the investment activities during the previous year.

1018 Meetings

a. Parliamentary Authority

The parliamentary authority governing the School Board shall be Robert's Rules of Order. Newly revised in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of this Board.

b. Quorum

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

c. Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act in his/her stead; if neither person is available, the Secretary shall act in their stead. Any member shall be designated by a plurality of those present to preside if none of the above are able to serve. The act of any person so designated shall be legal and binding.

d. Notice

Regular Meetings

The Board shall cause to be posted at the Corporation's Administrative Building, and in such other places as it may direct, a notice listing the date, time, and place of each regularly-scheduled meeting of the Board. The notice shall contain the name and address of the Corporation and its telephone number.

The news media shall be entitled to receive, at their request, copies of notices free of charge.

e. Change of Regular Meetings

After the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting after giving forty-eight (48) hours notice, excluding weekends and holidays prior to the date of such meeting, the meeting notice shall state the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the Corporation.

f. Special Meetings

A notice of any special meeting shall be posted at least forty-eight (48) hours, excluding weekends and/or legal holidays before said special meeting at the Administrative Office Building, all legal notice required locations, and such other places as the Board may determine.

Said notice shall state the date, time, and place of such special meeting and the business to be transacted there at, as well as the name, address, and telephone number of the Corporation. A copy of said notice shall be served upon each member of the Board at least forty-eight (48) hours before said meeting by one (1) of the following methods: delivering the notice to the member personally; sending the notice by mail; or by email.

g. Emergency Meetings

In the event of a severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, any member of the Board, or the Superintendent may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

h. Work Session Meetings

The Superintendent or Board President may call for a work session meeting, provided there is compliance with the statutory notice provisions, to plan, discuss, and/or develop ideas prior to taking any board action. No votes will be taken at work sessions.

i. Executive Session

The Board may meet in an executive session (one closed to the public), after giving proper notice, for the following purpose outlined in I.C. 5-14-1.5-6.1.

In keeping with the confidential nature of Executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

j. Recess

Public notice of the date, time, and place of any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours before the meeting. This requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the minutes thereof, and there is no change in the agenda.

k. Agenda

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise

directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Board members may include items on the agenda upon the concurrence of the Board President.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the Corporation's business with such recommendations as s/he shall make.

The agenda of each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally the agenda should be mailed no later than six (6) days prior to the meeting, or delivered so as to provide time for the member to study the agenda. The agenda for a special meeting shall be delivered at least six (6) days before the meeting, consistent with the provisions calling for the special meeting.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of the members present.

l. Voting

All regular and those special meetings of the board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the vote. All Board members must be physically present in order to have their vote officially recorded. Meetings of the Board shall be public.

Abstentions shall be counted as a non-vote, but shall be recorded and are deemed to acquiesce in the outcome of the vote. In the case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded (the minutes will list members voting nay or abstaining). Proxy voting shall not be permitted. Any member may request that the Board be polled.

The president of the Board shall vote on all issues before the Board that requires a vote.

m. Public Participation at Board Meetings

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters. Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include:

- a. name and address of the participant;
- b. group affiliation, if and when appropriate;
- c. topic to be addressed.

Such requests shall be approved by the Superintendent and/or the Board President before an item is placed on the agenda.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board.

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.

Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.

Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited (usually 3 minutes or less) at the discretion of the presiding officer.

Personal attacks on any employee will not be tolerated.

No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no person may address or question Board members individually.

The presiding officer may:

- a. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- b. request any individual to leave the meeting when that person does not observe reasonable decorum;

- c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- e. waive these rules.

Tape or video recordings are permitted, providing the person operating the recorder has given notice prior to the Board meeting and has agreed to abide by the following conditions:

- 1. No obstructions are created between the Board and the audience.
- 2. No interviews are conducted during the board meeting.
- 3. No commentary is made that would distract either the board or members of the audience.

n. Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

o. Minutes

Open Meeting

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall also state the name of each member who was physically present at the meeting as well as those absent. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection within a reasonable period of time after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office.

The official minutes shall be bound together by years and kept in the office of the School Board. Minutes of the preceding meetings shall be approved by the Board as its first order of business at regular meetings.

The minutes shall show only action taken.

p. Certification of Executive Session

The minutes of an executive session shall show the date, time, and place of the session; the members whether present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

1020 Duties

a. Officers

President

The President of the School Board shall:

- a. Preside at meetings of the Board;
- b. Cause an action to be prosecuted in the name of the Corporation on the Treasurer's bond in case of breach of a condition of the bond;
- c. Perform other duties appropriate to the office of the President in the management of schools.

Vice-President

The Vice-President of the School Board shall:

- a. Preside at meetings of the Board when the President is not able to attend;
- b. Perform other duties appropriate to the office of Vice-President in the management of the Corporation as the Board determines;
- c. In case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term;
- d. Sign any document in the absence of the Board secretary.

Secretary

The Secretary of the School Board shall:

- a. Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- b. Perform other duties required by law or by the School Board.

Treasurer

The School Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.

The Treasurer may also transact Corporation financial business with a financial institution through the use of electronic funds transfer.

The Treasurer may, with the approval of the Board, delegate the regular duties associated with his/her responsibility to a deputy, providing that person is not the Superintendent or a member of the Board.

b. Legal Counsel

The School Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

c. Reports

The School Board shall publish a financial report and an annual report as required by law. In addition, the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed on the operation of the Corporation.

d. Association Memberships

The School Board may maintain membership in the National and/or State School Boards Associations and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

e. School Board Conferences, Conventions, and Workshops

The School Board recognizes the value of membership and attendance at conferences and meetings at the local, county, State, and National level.

Attendance at local, county, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at Corporation expense.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or the individual.

Expenses for convention functions attended as a group will be borne by the Corporation within budgetary limits.

1022 Board – Superintendent Relationship

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board. The Superintendent, as chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the Corporation.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the Superintendent is appointed the chief representative of the School Board for the purpose of collective bargaining with recognized unions and employee units and shall advise the Board with respect to negotiation strategies. The balance of the negotiation team shall be appointed by the Board.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

1024 Employment of the Superintendent

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

Whenever the position of Superintendent of Schools shall be vacant, the Board shall appoint a Superintendent as chief executive officer and fix his/her salary and term of office which shall be no less than three (3) years.

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

It may be aided in this task by:

- a. a committee of Board members;

- b. the services of professional consultants;
- c. the counsel of the out-going Superintendent

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

- a. the term for which employment is contracted, including beginning and ending dates;
- b. tenure in position shall not be granted;
- c. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- d. the benefits to which s/he is entitled;
- e. such other matters as may be necessary to a full and complete understanding of the employment contract.

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

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

1026 Responsibilities of the Superintendent

The primary role of the Superintendent is to serve as the chief executive officer and primary advisor to the Board of Education. It is the Superintendent's responsibility to oversee the development of the educational program and all other activities which impact on that program. Briefly, those functions may be characterized as follows:

1. provide leadership in developing and maintaining the best possible educational program;
2. direct the overall evaluation of the school program and services and administrative personnel;
3. develop the overall financial plan for the effective and efficient use of all resources;
4. provide for the coordination of activities of all school personnel;
5. implement all plans and procedures essential for proper and orderly operation of the school system;
6. represent the school to the community and all other agencies dealing with the school system;
7. delegate various functions and responsibilities to various District personnel who report directly to the Superintendent.

Position Responsibilities

1. attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration;
2. advise the Board on the need for new and/or revised policies and see that all policies of the Board are implemented;
3. prepare the annual operating budget recommendations and implement the Board approved budget;
4. prepare and submit to the Board recommendations relative to all matters requiring Board action, place before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions;
5. inform and advise the Board about the programs, practices, and problems of the schools, and keep the Board informed of the activities operating under the Board's authority;
6. recommend the number and types of positions required to provide proper personnel for the operation of the school system;
7. secure and nominate for employment the best qualified and most competent teachers and supervisory and administrative personnel;
8. assign and transfer employees as the interest of the District may dictate, and report such action to the Board for information and record;
9. report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action;
10. hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools;
11. keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools;
12. delegate at own discretion to other employees of the Board the exercise of any powers of the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation;
13. keep informed of modern education thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the Board informed of the trends in education;
14. assume leadership responsibility within the profession for the overall benefit of education in general and the school system in particular;
15. make recommendations on all appropriations for sites and buildings, and improvements, alterations, and changes in the buildings and equipment in the District;
16. recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools;

17. maintain adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records; act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board;
18. make recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety;
19. attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised;
20. supervise the effective carrying out of all constitutional or statutory laws, state regulations, and Board policies;
21. act on own discretion if action is necessary in any matter not covered by Board policy and report such action to the Board as soon as practicable;
22. direct staff negotiations with professional and nonprofessional personnel;
23. represent the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public;
24. perform such other tasks as may from times to time be assigned by the Board.

1028 Development of Administrative Guidelines

The School Board delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the Corporation will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board. The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the Corporation's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the Corporation office.

1030 Evaluation of the Superintendent

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent

in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership.

The Board shall annually evaluate the performance of the Superintendent. Such evaluation shall include an assessment of:

- a. the progress toward the educational goals of the Corporation;
 - b. the working relationships between the Board and the Superintendent.
- Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be better prepared to:

- a. determine the Superintendent's salary;
- b. identify strengths and weaknesses in the operation of the Corporation and determine means by which weaknesses can be reduced and strengths are maintained;
- c. establish specific objectives, the achievement of which will advance the Corporation toward its goals;
- d. improve its own performance as the public body ultimately charged with the educational responsibility of this Corporation.

The evaluation instrument to be used shall be the approved Superintendent Evaluation Instrument.

1032 Incapacity of the Superintendent

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The School Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated at the request of the Superintendent, if the Superintendent is absent by reason of lengthy personal illness or injury or exposure to communicable disease which could be communicated to others and/or upon certification of a physician selected and compensated by the Board.

Where the physician designated by the Board disagrees with the physician designated by the Superintendent, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the Superintendent in the

area(s) of disagreement and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the board.

If the Board determines that the Superintendent is unable to perform his/her duties, s/he may be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by the Board policy.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon request to the Board and proper certification of recovery, be returned to active duty status, unless the Board denies the request.

1034 Job Descriptions

The School Board authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board. All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Revisions to job descriptions shall be reviewed with the employees affected prior to their use.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

1036 Directory

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, and addresses for all professional and support staff as well as the Board and Superintendent.

Directories shall be made available via the corporation web page to all Corporation personnel, but shall not be available to individuals and/or firms for commercial or private gain unless, in the judgement of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

1038 CONFLICT OF INTEREST – PRIVATE PRACTICE

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School Corporation.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, or to substitute for good judgment.

No employee shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her Corporation responsibilities. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School Corporation.

Included, by way of illustration rather than limitation are the following:

- a. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School Corporation records;
- b. the referral of any student or client for lessons or services to any private business or professional practitioner; if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
- c. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition for receiving any grades, credits, promotions, approvals, or recommendations.

Employees shall not make use of materials, equipment, or facilities of the School Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School Corporation, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

1040 ASSESSMENT OF CORPORATION GOALS

One of the major functions of the Board of School Trustees is to work with the administration to establish the goals by which the Corporation can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the Corporation's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the

progress of the Corporation, during the previous year, toward the achievement of current goals. Evaluations or progress-assessments of the Corporation's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of Corporation goals and the evaluation of the Superintendent.

1045 Home Rule

As per I.C. 20-26-3, the Board of School Trustees shall adopt any rule or policy needed for the effective operation of the school corporation. This includes all powers necessary or desirable in the conduct of the school corporation's affairs, even if the power is not granted by statute or rule.

2000 Programs and Regulations

- 2002 Mission
- 2004 Statement of Philosophy
- 2006 Educational Outcome Goals
- 2008 Educational Process Goals
- 2010 Adoption of Course Study
- 2012 Controversial Issues
- 2014 Latch-Key Programs
- 2016 Homework
- 2018 Field and Other Corporation-Sponsored Trips
- 2020 Guidance and Counseling
- 2022 Homebound Instruction Program
- 2024 Health Services
- 2026 Surveys, Analyses, Evaluations
- 2028 Interscholastic Athletics
- 2030 Special Education
- 2032 Surrogate Parents for Disable Students
- 2034 Least restrictive Environment Position Statement
- 2036 Suspension and Expulsion of Disabled Students
- 2038 Adoption of Textbooks
- 2040 Selection of Instructional Materials and Equipment
- 2042 Test Security
- 2044 Moment of Silence
- 2046 Display of Flag and Pledge of Allegiance
- 2048 Wellness Policy
- 2050 Tobacco Policy
- 2052 Animals in Classrooms
- 2054 Vehicle Idling Policy

2056 Possessing Firearms on School Property

2058 Teacher Appreciation Grant

2060 Federal Title Program Policy

2002 MISSION

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION

MISSION

Building a Bridge to the Future for Every Student through Excellence in Teaching and Learning

WE VALUE:

Guiding the academic, physical, and emotional wellbeing of each student,
Providing effective development, improvement, support, and evaluation of our staff,
Fostering the relationship between our schools, parents, and the community,
Ensuring a safe and secure learning environment,
Encouraging diversity and inclusiveness,
Promoting participation in extracurricular activities,
Preparing students for college and career readiness,
Integrating technology in our programs, and
Maintaining and upgrading our school facilities.

MOTTO

BUILDING BRIDGES TO THE FUTURE

2004 STATEMENT OF PHILOSOPHY

The Board of Education and school patrons recognize that next to the home environment, public schooling is the most significant experience undertaken by all school-age young people. With this clearly in mind, the Corporation, through the professional staff, will provide a dual-directional educational program which has as its primary purposes: to help prepare young people for productive and fulfilling roles as citizens and to provide a range of positive extra-curricular and co-curricular experiences.

It is the wish of all concerned that students gain the appropriate skills, knowledge, and information to continue a lifetime of learning, to gain positive self-image, and to gain respect for the importance of cooperation.

While the school cannot provide for every need, the Board, through its professional staff and cooperation of the home, will provide and support

educational programs which are consistent with available resources, the changing demands of society, and the needs of young people in the community.

2006 EDUCATIONAL OUTCOME GOALS

The following goals are adopted as the formal educational mission of the Corporation. Each goal is listed in order of importance as established and all goals are consistent with the Corporation's statement of educational philosophy.

Educational Goals:

- a. to develop skills in reading, writing, speaking, and listening
- b. to develop skills in mathematics and science
- c. to learn how to examine and use information
- d. to develop a desire for learning now and in the future
- e. to develop pride in work and a feeling of self-worth
- f. to develop good character and self-respect
- g. to learn how to be a good citizen
- h. to understand and practice democratic ideas and ideals
- i. to learn how to be a good manager of money, property, and resources
- j. to learn to respect and get along with people with whom we work and live
- k. to gain information needed to make job selections
- l. to develop skills to enter a specific field of work
- m. to learn about and try to understand the changes that take place in the world
- n. to practice and understand the ideas of health and safety
- o. to learn how to respect and get along with people who think, dress, and act differently
- p. to appreciate culture and beauty in the world
- q. to understand the practice the skills of family living
- r. to learn how to use leisure time

The primary emphasis of all Corporation curriculum efforts will be to structure and correlate instruction at all levels to support the adopted educational goals.

2008 EDUCATIONAL PROCESS GOALS

In order to achieve educational outcome goals, the School Board will establish policies which will authorize and encourage:

- a. instruction which bears a meaningful relationship to the present and future needs and/or interests of students
- b. specialized and individualized kinds of educational experiences to meet the needs of each student
- c. opportunities for professional staff members and students to make recommendations concerning the content and operation of Corporation programs;

- d. an environment in which any interaction among individual students and groups of students helps them learn how and when competition and cooperation are appropriate and productive in accomplishing goals;
- e. efficient and effective use of educational resources;
- f. continued professional growth of staff members;
- g. constructive cooperation with parents and community groups.

2010 ADOPTION OF COURSE OF STUDY

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this Corporation. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this Corporation unless it has been adopted by the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students.

Each course of study is intended to provide a basis framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible.

Since one of the Corporation's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed.

2012 CONTROVERSIAL ISSUES

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic:

- a. on which opposing points of view have been promulgated by responsible opinion;
- b. likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- a. is related to the instructional goals of the course of study and level of maturity of the students;
- b. does not tend to indoctrinate or persuade students to a particular point of view;
- c. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent files a complaint in accordance regarding either the content or activities that conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

2014 LATCH-KEY PROGRAMS

The School Board is concerned about the growing number of children who are not provided sufficient care, nurture, or supervision when not attending school. This has serious implications for their general well-being as well as for their ability to benefit from the school program to the extent they need or want to.

Since these children constitute a significant portion of the growing number of students who are considered “at-risk”, the Board shall seek to provide appropriate programs and services for these, as well as all other students in Grades K through 6, through the use of Corporation staff and facilities *and/or* by contracting for its facilities to be used by an outside organization.

The Superintendent shall establish administrative guidelines that will ensure:

- a. programs and services are available to participating students after school;

- b. the organization(s) providing these programs:
 - 1. has acquired adequate liability insurance of not less than \$300,000 per person and \$5,000,000 per occurrence and has listed the Corporation on the policy as an insured;
 - 2. is maintaining appropriate adult to child ratios of not more than 1-15;
 - 3. Is providing quality child care, and, in general, complying with guidelines established by the State and the Corporation.
- c. the time periods are scheduled so that a student may participate from the time *she/he* leaves a supervised environment until *she/he* may return to one;
- d. the major emphasis of the program is on:
 - 1. Providing educational activities that help the students learn how to function more effectively as learners in the school setting while at the same time coping better with the out-of-school factors that are keeping them at risk;
 - 2. Providing opportunities for students to engage in beneficial recreational, non-educational activities.
- e. any fees charged to the contracting organization are not related to the use of facilities but are only for Corporation personnel and services that can be attributed directly to the program purposes.
- f. The school corporation will only provide the Latch-Key program if it is cost effective to do so based on student participation and staff costs.

2016 HOMEWORK

The School Board is aware that good schools are not products of teachers, administrators, or Board members alone, but rather are representative of the entire community. Because parents and teachers in particular should be partners in the education of students, their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this home-school relationship, this then is the underlying premise in the development of the homework policy.

EDUCATIONAL OBJECTIVES OF HOMEWORK POLICY

- a. to review, reinforce, or extend classroom learning by providing practice and application of knowledge gained in the classroom and further, to encourage carry-over of worthwhile school activities
- b. to provide opportunities for enrichment beyond what may be possible in the regular classroom
- c. to encourage students to develop the ability to use time in a wise and orderly manner and to be responsible for their time

CONSIDERATIONS AND DEFINITIONS FOR HOMEWORK

- a. Homework is any out-of-school assignment that contributes to the learning objectives of a class.
- b. Homework is to be viewed and used as an extension of the classroom and not as a substitute for active instruction.
- c. Homework involves responsibility on the parts of both teachers and students before it can be considered to be an extension of the classroom.
- d. Except for some subject areas, which may be beyond help that could be given at home- like in math or science, homework should not be so complex that home assistance is impossible; however, for homework to be valuable to the student, it must be the student's responsibility and homework should not be completed for the student.

ROLE RESPONSIBILITIES FOR HOMEWORK

Homework is but a vehicle for strengthening the partnership needed between home and school in the education of youngsters; therefore, there are various roles to be played in making homework a meaningful part of the school experience.

PRINCIPAL'S ROLE

- a. As the school's instructional leader, the principal has the continuing role of policy implementation.
- b. The principal should encourage the reasonable use of homework.
- c. The principal will communicate the homework policy to students and to parents.
- d. The principal will serve as liaison between parents and teachers concerning homework problems.
- e. The principal will work with an advisory committee to review and evaluate the homework policy and revise as needed.

TEACHER'S ROLE

- a. Teachers will make homework assignments which are clear and which are within the capability of most students.
- b. Homework assignments will be such that students can carry out assignments outside of school and which have direct application to classroom activities.
- c. Teachers will establish well-understood procedures for evaluation of homework and for sharing the results with students in a timely fashion.
- d. Homework assignments will be an integral part of the classroom activities and should never be assigned as busy work or as a punitive measure.

STUDENT'S ROLE

- a. Clarify with the teacher any questions pertaining to the instructions before leaving class.... the purpose of the assignment, when it is due, and how it should be done.
- b. Take home any materials and information needed to complete the assignment.
- c. Learn to budget your time. Try to set aside a time to complete the homework assignment.
- d. Get someone at home or another student to help you, and check carefully before turning in the assignment to be sure it is completed.
- e. It is the student's responsibility to ask for make-up work when you have been absent. Students have two (2) days upon returning from an absence to ask teachers for an assignment or it becomes a "0" or an "F" for the work missed.
- f. Above all, BE RESPONSIBLE; complete all homework assignments on time.

PARENT'S ROLE

- a. Parents should ask students each evening if they have homework for the following day.
- b. Parents should try and establish a regular "homework time" each evening.
- c. Encourage and support the student's efforts. Try and help when help can be given; be available for questions while keeping in mind that homework is the child's responsibility.
- d. Contact teachers when there are questions about homework with which the student may have consistent difficulty.
- e. Encourage students to seek help and ask questions of teachers when in doubt about an assignment.

2018 FIELD TRIPS AND OTHER CORPORATION SPONSORED TRIPS

The School Board recognizes that field trips, when used for teaching and learning are integral to the curriculum, and are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- a. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- b. support new interest among students;
- c. help students relate school experiences to the reality of the world outside of school;
- d. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational – within the student's learning experience;
- e. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student travel activity which is approved as part of the Corporation's total educational program.

The School Board shall approve those field trips and other Corporation-sponsored trips which take students out of State and/or keep students out of the Corporation overnight or longer.

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for field trips.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of the Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit student interest neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's Administrative Guidelines for Extended Trips.

2020 GUIDANCE AND COUNSELING

The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the Corporation. Such a program should:

- a. assist students in achieving educational goals;
- b. enable students to draw benefit from the offerings of the instructional program of the schools;
- c. aid students in identifying options and making choices in vocational and academic course area;
- d. assist students in career awareness and planning;
- e. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- f. help students learn to make their own decisions and solve problems independently.

A program of guidance and/or counseling shall be offered to all students and shall:

- a. be limited to the services of a professional staff of fully certificated guidance personnel;
- b. include the services of professional guidance personnel and other designated faculty and staff members who provide employment counseling and placement services to students who do not intend to enroll in an institution of higher learning after graduation or desire employment in conjunction with their continued education.

The Superintendent is directed to implement the counseling and guidance program which carries out these purposes and:

- a. involves appropriate staff members at every level;
- b. honors the individuality of each student;
- c. integrates with the total educational program;
- d. coordinates with available resources of the community;
- e. cooperates with parents and recognizes their concern and ideas for the development of their children;
- f. provides means for such sharing of information among such appropriate staff members as may be in the best interest of the student;
- g. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

2022 HOMEBOUND INSTRUCTION PROGRAM

The School Board may provide, pursuant to rules of the State Board of Education, individual instruction to students of legal age who are not able to attend classes because of accident, illness, disability, or disciplinary actions.

Documentation of the disabling condition shall be done by a physician licensed to practice in this State who shall:

- a. certify the nature of the medical disability;
- b. state the probable duration of the confinement;
- c. certify the student's ability to participate in an educational program.

The program of home bound instruction given each student shall be in accordance with rules of the State Board of Education with such exceptions as may be recommended by the school medical inspector or Case Conference. Teachers shall hold an Indiana teaching certificate appropriate for the level of instruction for which the assignment is made.

Instruction may be withheld when:

- a. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;

- b. a parent or other adult in authority is not at home with the student during the hours of instruction.

2024 HEALTH SERVICES

In compliance with law, the school Board may require students to submit to periodic health examinations to:

- a. protect the school community from the spread of communicable disease;
- b. determine that the learning potential of each child is not lessened by a remediable physical disability;
- c. determine if participation in physical education classes would be harmful to the individual.

The Corporation shall specify the need for services which may include, but not limited to:

- a. student physical examinations;
- b. athlete physical examinations;
- c. dental examinations;
- d. vision screening;
- e. audiometric screening;
- f. scoliosis screening;
- g. others as required by law.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

2026 SURVEYS, ANALYSES, EVALUATIONS

The School Board respects the privacy rights of parents and their children. No student shall be required, without prior written consent of the student, if an adult, or his/her parents, to participate in any survey, analysis, or evaluation not directly related to academic instruction in which the primary purpose is to reveal information concerning:

- a. the student's or parents' political affiliation(s);
- b. mental or psychological problems potentially embarrassing to the student or his/her family;
- c. religious beliefs or practices;
- d. sex behavior or attitudes;
- e. illegal, anti-social, self-incriminating, or demeaning behavior;
- f. critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;

- g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents will have the right to inspect any materials that are to be used as part of a survey, personal analysis, or evaluation of a student that is not a direct part of a regular course of study.

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

2028 INTERSCHOLASTIC ATHLETICS

The School Board recognizes the value to the Corporation and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School Corporation alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board subscribes to the administrative guidelines of the Indiana High School Athletic Association but maintains responsibility for enforcement of all rules. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the Corporation.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines would provide for the following safeguards:

- a. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a Corporation-approved physician and parents shall report any past or current health problems along with a physician's statement

that any such problems have or are being treated and pose no threat to the student's participation.

- b. Any student who is found to have a life-threatening health condition such as a heart defect, respiratory dysfunctions, and the like, shall be denied participation in all athletic activity unless authorized in writing by the student's physician and parents.
- c. Any student who incurs an injury requiring a physician's care is to have the written approval of a physical prior to the student's return to participation.
- d. The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity are met.

2030 SPECIAL EDUCATION

The School Board shall provide for a comprehensive, free, and appropriate public education to all eligible educationally disabled students (unless they have completed the twelfth grade and been issued a diploma or a certificate of completion).

The Board also shall provide such supplemental aids and related services as may be necessary for a disabled child to receive such an education in the least restrictive environment.

The Board directs the Superintendent to plan, implement, and coordinate a special education program in accordance with Federal and State law.

The School Board shall enter into an agreement with the Special Services Cooperative to provide any or all of the special education program needs.

2032 SURROGATE PARENTS FOR DISABLED STUDENTS

The School Board establishes the following policy to assure procedural safeguards of disabled students with regard to the involvement of their parents.

This policy affects disabled students of the Corporation whose parents are unknown, or cannot be identified, or whose parents are unavailable or cannot be located. (A student's parents are considered to be "unavailable" if they cannot be located after a "reasonable effort" on the part of the Corporation). It also affects disabled students who are wards of the State and whose parents or guardian has not retained the right to make educational decisions for the student.

Upon determination that a student is in need of a surrogate parent, the Superintendent shall, within thirty (30) days, appoint a surrogate parent who will be sent a formal letter of appointment. A copy of the appointment shall be placed in the student's permanent records.

2034 LEAST RESTRICTIVE ENVIRONMENT POSITION STATEMENT

It is the philosophy and position of the School Board and its administration that the primary responsibility for the administration and delivery of special education programs and services should be within the Corporation and at the school a student would regularly attend, whenever appropriate.

Further, the Board endorses a commitment to the provision of a continuum of special education programs and services to disabled students in cooperation with the Special Education Cooperative within the Corporation.

Placement options shall follow a continuum of services model to ensure that each disabled person is provided a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). To that end, every attempt will be made to first serve disabled students in the context of a contained categorical classroom, or settings outside of a Corporation school will be considered only when placement in the regular classroom has been documented by the Case Conference to be inappropriate for the student's educational needs.

2036 SUSPENSION AND EXPULSION OF DISABLED STUDENTS

In matters relating to the disciplining of disabled students, the School Board shall abide by Federal and State laws regarding suspension and expulsion.

When a disabled student's behavior is such to justify temporary removal from his/her current educational placement, the principal may suspend the student for a period of not more than five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year. The Superintendent shall ensure that appropriate due-process procedures are followed.

When a suspension beyond five (5) consecutive instructional days, or ten (10) cumulative instructional days, or expulsion may be indicated, the Superintendent shall ensure that a Case Conference is convened and the review process occurs promptly and efficiently to determine that:

- a. the Individual Education Program (I.E.P.) is current, complete, and appropriate;
- b. the student has been appropriately placed and is receiving the services indicated by the I.E.P.;
- c. the disruptive behavior is not casually-related to the disabling condition.

If the suspension period is completed before the Case Conference can meet to determine the existence of a causal relationship, the student shall be maintained in his/her current placement until such action has been taken or the school obtains parental permission. If the parents do not consent, a court order must be obtained.

A recent evaluation, as specified in Article 7, shall be used to aid in the deliberations of the Case Conference.

If the behavior calling for expulsion is not related to the disabling condition, as determined by the Case Conference, the student may be disciplined in accordance with Board Policy on Suspension and Expulsion.

If the wrongful behavior is disability-related, the student may not be suspended for more than five (5) consecutive instructional days, ten (10) cumulative instructional days, or expelled. The Case Conference shall recommend either a change in the educational placement of the student or a request for judicial relief, if the student's behavior poses an immediate danger to the safety of others.

Expulsion of a disabled student under Section 50-4 or Article 7 for lack of legal settlement shall be accomplished according to the procedure prescribed in I.C. 20-8.15.1. A causal relationship conference shall not be convened under these circumstances. Exclusion or any other reason shall be accomplished through the procedure described above for expulsion.

For any disabled student, as determined by Section 504, the principal shall ensure that a recent evaluation (not more than six (6) months old) is available for use by a group of people knowledgeable about the child to help them determine causal relationship. If no recent evaluation is available, then one is to be completed prior to the conference.

For students with disabilities determined eligible according to Section 504 of the Rehabilitation Act of 1973:

- a. a Section 504 meeting must be convened;
- b. the Section 504 committee must determine that the student's disability would not cause the student to violate school rules;
- c. if this standard is met through decisions of the Section 504 committee, the disabled student may be suspended for more than ten (10) days or expelled using the same procedure the Board would follow for a nondisabled student;
- d. if this standard is not met through decisions of the Section 504 committee, the student may not be suspended for more than ten (10) days or expelled.

The Board acknowledges that it may have a continuing responsibility for providing alternative educational service to students with disabilities who have been suspended or expelled.

Should a student with disabilities bring a firearm to school, the procedures described above will apply except that the Case Conference or 504 team may remove the student from his/her assigned school setting to an alternative educational setting for forty-five (45) days and the "stay-put" provision of the law does not apply. If a parent requests a due-process hearing, the student shall remain in the alternative educational setting pending the results of such a hearing.

Emergency removal of a student with disabilities from his/her current placement may take place through parental agreement for an interim placement or through injunctive relief from a court when the current placement presents a substantial likelihood of resulting in injury to the student or others.

2038 ADOPTION OF TEXTBOOKS

The School Board shall approve all textbooks used as part of the educational program of this Corporation. "Textbook," for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decision based on recommendations related to:

- a. suitability for the maturity level and educational accomplishment of the students who will be using the textbook;
- b. freedom from bias;
- c. relationship to the curriculum adopted by the board;
- d. manner of selection;
- e. cost;
- f. appearance and durability.

The Superintendent shall develop administrative guidelines for the selection of textbooks that includes effective consultation with professional staff members at all appropriate levels.

The Board shall make textbooks available to all students on a rental basis.

2040 SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

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

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment and provide for the assessment of student fees.

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

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

2042 TEST SECURITY

The North Central Parke Community School Corporation follows “The Indiana Code of Ethical Testing Practices and Procedures”. These practices require that the school staff understands how to secure, administer, and handle the ISTEP+ or other state mandated tests while in the possession of the school. School responsibilities shall include, but not be limited to the following:

1. Communicate to staff at least once annually:
 - a. The standards for determining ethical or appropriate practices according to “The Indiana Code of Ethical Testing Practices and Procedures” as well as any additional local standards.
 - b. How standards and procedures will be monitored.
 - c. The purpose(s) of each statewide, corporation wide, and school wide assessment.
 - d. Security procedures established for each assessment.
 - e. Information and staff development regarding making ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from the assessment.
 - f. A testing schedule to ensure that all ISTEP+ assessments at a grade level in any school will be administered to students at the same time.
 - g. The access policy for test materials that allows appropriate staff to have access to test administrative manuals prior to the administration of the test, but prohibits the unsupervised reviewing of any secure test questions before, during, or after the assessment administration.
 - h. The procedure for reviewing practices and materials used to prepare students for assessments.
2. Establish a process that will ensure that all student ISTEP+ tests are securely locked up in a central location at times that testing is not taking place and that tests and testing materials are disposed of following state guidelines.
3. Establish a procedure which allows any test administrator or teacher to review a student test document no sooner than 24 school-day hours prior to test administration. The review must take place in the secure room, guidance office, or principal’s office with no test materials, copies of test materials, or notes being taken from that location once the teacher is finished with his or her review.
4. Use the procedures listed below for investigating any complaint, allegation, or concern about the alleged inappropriate testing practices, insuring

protection of both the rights of individuals and the integrity of the assessment.

- a. The complaint is submitted in writing to the test coordinator. It should include the date, class, and a description of the alleged inappropriate testing practice and what part of “The Indiana Code of Ethical Testing Practices and Procedures” has been violated.
- b. The test coordinator investigates the complaint within one day and reports his or her findings to the principal.
- c. If there is evidence of an inappropriate testing practice or a testing irregularity exists, a report is sent from the school to the State Division of School Assessment within the next 7 calendar days. This is followed by a final written report to the Division of School Assessment within four weeks. The final report must indicate the recommendations or findings that would impact the reliability of validity of student scores and specifically detail actions that the corporation recommends that the State take.
- d. In the meantime, the integrity of the ongoing assessment must be protected.

Reference: “The Indiana Code of Ethical Testing Practices and Procedures”

2044 MOMENT OF SILENCE

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

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence, and the students make no distracting display so that each student may, in the exercise of the student’s individual choice, meditation, prayer, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student’s individual choice.

This “moment of silence” is not intended to be and shall not be conducted as a religious exercise. This policy preclude students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The building principals may establish procedures to implement this policy.

2046 DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

The United State flag shall be displayed in each classroom of every school in the school corporation.

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. The student chooses not to participate; or
- b. The student's parent chooses to have the student not to participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display or disruption or distract other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hand over their heart or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The building principals may establish procedures to implement this policy.

2048 WELLNESS POLICY

The North Central Parke Community School Corporation promotes learning by supporting wellness, good nutrition, regular exercise, and a tobacco-free environment for its students, staff and community patrons. The district supports a healthy environment where children learn about health and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health of children.

SCHOOL WELLNESS COMMITTEE

The district School Health Advisory Committee will monitor and evaluate the implementation of this policy. The following committee has been formed to comprise the School Health Advisory Committee:

Parent: Rena Uplinger, Lori Bowles, Karen Francis, Bethany Tidwell

Student: Student Council Members

Food Service Director: Janet Lindley, Chris Crum, Tammy Breedlove, Elizabeth Rukes

School Board Member: Kim Cooper

Superintendent: Thomas Rohr

High School Principal: Dwight Ashley, Scott Schulz

Elementary Principal: Jenny Benjamin, Kristin Robinson

PE Teacher: Amanda Elizondo, Shane Vandivier, Brian Moore, Amy Harpold

School Nurse: Audra Long, Amy McCalister

Public Member: Hamilton Center Representative, Parke County Health Department

Representative School Staff: Kerry Ferguson, Delisa Schelsky

NUTRITION PROMOTION

North Central Parke Community School Corporation will promote nutrition to the staff, students and community as modeled in the 5210 Let's Go program.

1. Nutrition message, consistent with the Dietary Guidelines for Americans, shall be present in all cafeterias.
2. The North Central Parke Community School Corporation Wellness Policy will be available to staff, students and community stakeholders at all times on the North Central Parke Community School Corporation website.
3. Sale of food and/or beverages not meeting the nutrition standards for Smart Snacks during the school day will be limited to two exemptions per school building, per school year, as set by the Indiana Department of Education Smart Snacks in Schools Guidelines.
4. Food & Beverage Marketing: Allow marketing on the school campus during the school day of only those foods and beverages that meet the competitive food/beverage requirements (Smart Snacks)

NUTRITION EDUCATION

The goal of North Central Parke Community School Corporation is to teach, encourage and support healthy eating by students. Student achievement and readiness to learn is enhanced with the promotion of student health.

1. The school will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. Nutrition education will be included within health education classes and/or integrated into the curriculum of core subjects such as math, science, language arts, and social studies.
3. Nutrition Education will follow appropriate standards set by the Indiana Department of Education.
4. Professional development and training will be provided at least annually to food service managers and staff on proper food handling techniques.

PHYSICAL ACTIVITY

North Central Parke Community School Corporation promotes physical health by providing a physical education program, offering a wide variety of exercise opportunities through recess, after-school activities and extracurricular activities and by creating and maintaining appropriate facilities to support this goal.

1. The physical education program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.
2. The physical education program will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage lifelong physical activity.
3. High School graduation requirements will meet or exceed state standards for physical education.
4. Students will be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
5. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
6. Elementary children will have at least 20 minutes of supervised recess daily.
7. Children will be encouraged to engage in moderate to vigorous physical activity during recess time by verbal recommendations and the availability of space and equipment.
8. Students will not be removed or excused from physical education to receive instruction in other content areas.
9. School staff will limit the use of withholding opportunities for physical activity (e.g., recess, physical education) as punishment.

OTHER SCHOOL BASED ACTIVITIES

North Central Parke Community School Corporation will create an environment to support lifelong healthy choices, and consistently promote wellness, healthy eating and physical activity.

1. Students and staff will be provided with a clean, safe and comfortable environment to eat meals.
2. Students shall have the opportunity to wash hands or use hand sanitizer before meals.
3. The schools will be open outside of school hours for the community to have access to the physical activity facilities.
4. The School Health Advisory Committee members will include community members, parents and students.
5. Students have the opportunity to be seen in the health office or guidance office during school hours as needed.
6. In cooperation with the Vermillion-Parke Community Health Center, the Mobile School-Based Health Bus will be available to see staff and students for a variety of medical reasons when scheduled at North Central Parke Community School Corporation.

Nutritional Guidelines for All Foods

North Central Parke Community School Corporation will provide and allow foods and beverages that support proper nutrition and promote healthy choices.

1. The school food service program will operate in accordance with the Healthy, Hunger-Free Kids Act of 2010 as amended and with applicable laws and regulation of the state of Indiana. North Central Parke Community School Corporation will comply with USDA regulations and state policies.
2. It is recognized that there may be rare special occasions when the school principal may allow a group to deviate from these guidelines.
3. Pop and artificially sweetened drinks will be offered for purchase only after the instructional day, according to Healthy, Hunger-Free Kids Act of 2010.
4. In order to promote healthier choices, vending machines on campus will offer selections of healthy snacks in accordance to the Smart Snack Nutrition Standards.
5. Drinking fountains will be conveniently located throughout the school building for easy access.
6. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
7. Teachers and staff will not use food as reward.

School Meals Program

North Central Parke Community School Corporation will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

1. A hot lunch/breakfast program will be provided to students that continues to follow the U.S. Government's Nutrition Standards.
2. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the USDA.
3. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
4. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

Plan for Measuring

North Central Parke Community School Corporation is committed to enforcing the policies and guidelines included in this document. Through implementation of the School Wellness Policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors.

1. The school corporation will use an evidence-based assessment tool to track the collective health of students.
2. Policy language will be assessed each year and revised as needed.
3. North Central Parke Community School Corporation understands and 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. While every effort is made to ensure that school-based activities are consistent with wellness policy goals, it will be necessary for parents and the community to be involved in efforts to promote, support, and model such healthy behaviors and habits.

Party Responsible

1. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, but the principals shall ensure that their individual schools are in compliance with the corporation's wellness policy every three school years by assessing wellness implementation strategies. The principals shall provide a written report to the superintendent, who will provide the report to the school board. The principal's report shall contain the following information: the school's progress toward meeting the wellness goals over the previous three school years; the website address for the wellness policy and how the public can receive a copy of the policy; a description of the progress in meeting the goals, a summary of the event or activities related to the implementation of the policy; the name, position, and contact information of the school official coordinating the health advisory council or the school's wellness team; and information on how individuals and the public can get involved with the school's wellness team.

2. The evaluation of the wellness policy and implementation will be directed by the Coordinated School Health Advisory Council and will be responsible for the three-year assessment of each school's compliance with the policy and its regulations. The three-year assessment must measure the implementation of this policy and its regulations; the extent to which each school is in compliance with the policy; the extent this policy compares to other model school wellness policies; and a description of the progress made in attaining the goals of the wellness policy. As a result of this assessment and evaluation the policy and regulations will be revised as needed.

Sources

“2010 Dietary Guidelines for Americans”,

<http://www.cnpp.usda.gov/DietaryGuidelines>

“CDC: School Health Guidelines to Promote Healthy Eating and Physical Activity”, <http://www.cdc.gov/healthyyouth/npao/strategies.htm>

“Creating Supportive School Nutrition Environments”,

http://www.bridgingthegapresearch.org/_asset/dqryqb/BTG_LWP_recess_brief_Jun_14.pdf

“Healthy, Hunger-Free Kids Act of 2010”, <http://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>

“IDOE: Smart Snacks in Schools Fundraiser Exemptions”,

<http://www.doe.in.gov/nutrition/smart-snacks-schools>

“Indiana Model School Wellness Policy on Physical Activity and Nutrition”,

http://inhealthyweight.org/files/Model_Wellness_Policy.pdf

“Let's Go! Sample Wellness Policy”, http://www.letsgo.org/wp-content/uploads/LG_Wellness_Policy_Guide-2013_FINAL.pdf

“Resource to Sustain and Strengthen Local Wellness Initiatives”,

<http://www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf>

“Supporting Recess in Elementary Schools”,

http://www.bridgingthegapresearch.org/_asset/dqryqb/BTG_LWP_recess_brief_Jun_14.pdf

“USDA - Local School Wellness”, <http://www.fns.usda.gov/tn/local-school-wellness-policy>

LEGAL REFERENCE: Section 204 of Public Law 108-265 – June, 2004

DATE ADOPTED: June 20, 2019

2050 TOBACCO POLICY

1. PURPOSE AND GOALS

INTENT: All students shall possess the knowledge and skills necessary to avoid all tobacco use, and school leaders shall actively discourage all use of tobacco products by students, staff, and school visitors. To achieve these ends, school leaders shall prepare, adopt, and implement a comprehensive plan to prevent tobacco use that includes:

- a. Establishment and strict enforcement of completely tobacco-free school building environments at all times;
- b. Prohibition of tobacco advertising;
- c. Appropriate counseling services and/or referrals for students and staff to help them overcome tobacco addiction;
- d. Cooperation with community-wide efforts to prevent tobacco use; and
- e. Strategies to involve family members in program development and implementation.

RATIONALE: Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States. Schools have a responsibility to help prevent tobacco use for the sake of students' and staff members' health and the well-being of their families. Research conclusively proves that:

- a. regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes, and premature death;
- b. second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
- c. nicotine is a powerfully addictive substance;
- d. tobacco use most often begins during childhood or adolescence;
- e. the younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult; and
- f. many young tobacco users will die an early, preventable death because of their decision to use tobacco.

Additional reasons why schools need to strongly discourage tobacco use are that:

- a. the purchase and possession of tobacco products is illegal for persons under age 18;
- b. use of tobacco interferes with students; attendance and learning;
- c. smoking is a fire safety issue for schools; and
- d. use of spit tobacco is a health and sanitation issue.

DEFINITION: For the purposes for this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar pipe, e-cigarette, and any other smoking

product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

2. TOBACCO-FREE ENVIRONMENTS

TOBACCO USE PROHIBITED: No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time including non-school hours, in any building, facility or vehicle owned, leased, rented, or chartered by the school district; on school grounds, athletic grounds or parking lots; in any school owned or contracted vehicle or by any chaperones or sponsors at any school-sponsored event off campus such as field trips or athletic events.

Further, no student is permitted to possess a tobacco product. The provisions of existing policies that address the use and possession of drugs shall apply to all tobacco products.

School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds.

TOBACCO PROMOTION: Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

NOTICE: The individual school staffs and the district health committee shall notify students, families, education personnel, and school visitors of the tobacco-free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means. To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

ENFORCEMENT: It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition. Any tobacco product found in the possession of a minor student shall be confiscated by staff and discarded. Students and staff also may be subject to germane sanctions, including but not limited to disciplinary actions.

3. ASSISTANCE TO OVERCOME TOBACCO ADDICTION

PROGRAM AVAILABILITY: The school health program shall include referrals to community resources and programs to help students and staff overcome tobacco addiction. School counselors to the school nurse, or community agencies are encouraged to establish voluntary tobacco-use cessation programs at school.

PROGRAM ATTENDANCE: Attendance or completion of a tobacco-use cessation program shall not be mandatory for anyone or used as a penalty.

Attendance or completion of a tobacco cessation program is allowed as a voluntary substitute to suspension of possession or use of tobacco.

2052 ANIMALS IN CLASSROOMS

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than one grading period or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance, this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changing to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to revoke any animal dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom are:

1. Animals used in health class to demonstrate effects of different diets.
2. Animals used in biology to show developmental changes or diversity.
3. Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

1. Pets/animals brought into the classroom to allow students exposure to a variety of species.
2. Pets/animals used to demonstrate obedience training.

Prior to a teacher bringing any animal into the school classroom, the building principal must give his/her written approval to the classroom teacher. The principal will share any concerns and requirements in the written approval.

Cleaning: Cages shall be cleaned by the teacher (or students under the supervision of the teacher) in charge of the animal, on a routine basis to avoid offensive odors

or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.

2054 VEHICLE IDLING POLICY

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, contracted bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time:

1. Drivers of public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - a. there are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - b. longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - c. there are safety or emergency situations,
 - d. there are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - e. the bus is idling in traffic.

3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. Bus schedules should be developed so that school bus caravanning can be avoided.

2056 POSSESSING FIREARMS ON SCHOOL PROPERTY

This policy applies to persons who may legally possess a firearm under Indiana law.

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion and includes ammunition.

No school employee may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle, except as otherwise authorized by the board.

No person, including school board members, may intentionally or openly display a firearm at any public meeting of the school board.

2058 TEACHER APPRECIATION GRANT

The North Central Parke Community School Corporation will distribute its Teacher Appreciation Grant monies received from the Indiana Department of Education to certified staff members who meet the following criteria:

Employed in the classroom or directly provides instructional support in the classroom;

Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and

Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies.

The School Corporation will distribute its Teacher Appreciation Grant monies as follows:

To All Effective Teachers: A stipend as determined by the superintendent

To All Highly Effective Teachers: A stipend in an amount which is 25% more than the stipend given to Effective teachers.

The School Corporation will distribute the stipends within 20 business days of the distribution date by the Indiana Department of Education of the Teacher Appreciation Grant monies to the School Corporation.

LEGAL REFERENCE: I.C. 20-43-10-3.5

Approved: July 20, 2017

2060 Federal Title Program Policy

North Central Parke Community School Corporation participates in several different Federal Title programs to enhance the educational opportunities for students. These programs are non-discriminatory and are based on the needs of the school and the child; therefore, every effort is made to ensure that the staff and school programs at Title schools are equivalent to staff and programs at non-Title schools. Specifically,

1. The staff salary is based on a district-wide collectively bargained Master Contract and all staff members are compensated on the same criteria at all schools.
2. The school district bases staff assignments on classroom enrollment, academic preparation, specific teaching skills and interests of staff members, and teaching certifications; therefore, the staff assignments for both Title schools and non-Title schools are based on the same criteria. As such, the Title I director will complete a “Comparability Staffing” report each year to ensure equivalence in the assignment of instructional personnel.
3. Every effort is made to provide each classroom in the district the classroom supplies, equipment, and curricular materials needed to meet the needs of the students in each classroom. Title schools receive equivalent resources from school district funds as non-Title schools. To this end, the superintendent will recommend to the school board that decisions on the purchase of curricular materials, including textbooks, technology equipment, classroom supplies, etc., be based on the following:
 - a. suitability for the maturity level and educational accomplishment of the students who will be using the curricular material;
 - b. freedom of bias
 - c. relationship to the curriculum adopted by the Board
 - d. manner of selection
 - e. cost
 - f. appearance and durability

g. appropriateness and equivalency for both Title and non-Title schools in the same grade span.

Approved: November 15, 2018

3000 PERSONNEL

- 3002 Approved Employee Agreements
- 3004 Board – Staff Communications
- 3006 Employment of Professional Staff
- 3008 Employment of Support Staff
- 3010 Employment of Substitutes
- 3012 Employment of Substitutes for Support Staff
- 3014 Employment for Extra-Curricular Activities
- 3016 Criminal History Information
- 3018 Personal Background Check
- 3020 Equal Employment Opportunity
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- 3024 Reduction in Staff
- 3026 Vacancies
- 3028 Termination and Resignation
- 3030 Layoffs of Support Staff
- 3032 Cancellation of a Teaching Contract
- 3034 Non-Renewal of Administrative Contracts
- 3036 Physical Examination
- 3038 Drug and Alcohol Testing of CDL License Holders
- 3040 Staff Ethics
- 3042 Student Supervision and Welfare
- 3044 Use of Tobacco by Staff
- 3046 Staff Dress and Grooming
- 3048 Dangerous Weapons
- 3050 Staff Evaluation
- 3052 Grievance Policy
- 3054 Sexual Harassment

- 3056 Leaves of Absence
- 3057 Compensation While on Leave
- 3058 Medical Leave for Pregnancy
- 3060 Family Leaves of Absence
- 3062 Sick Leave Bank
- 3064 Mileage/Expense Reimbursement

3002 APPROVED EMPLOYEE AGREEMENTS

The School Board approves on an annual basis a Master Contract with Certified Employees and a Non-Teaching Personnel Handbook for non-teaching personnel. These documents shall be considered as Board Policy and will supersede any policy language in this manual. A copy of the Master Contract and the Non-Teaching Personnel Handbook is included as Appendix A and B.

3004 BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

a. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

b. Board Communications to Staff

All official communications, policies, and directives from the Board of interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's concerns and actions.

c. Social Interactions

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general problems of the Corporation. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

3006 EMPLOYMENT OF PROFESSIONAL STAFF

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

The Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the professional staff:

- a. Administrators
- b. Teachers
- c. Counselors
- d. Librarians
- e. Certified technology staff members

Such approval shall be given only to those candidate for employment recommended by the Superintendent.

All applications for employment shall be referred to the Superintendent. Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Whenever possible, positions shall be filled by properly-licensed professionals.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having provided visual evidence of his/her verification or pending application for certification. No deletions are acceptable.

3008 EMPLOYMENT OF SUPPORT STAFF

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

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

Individuals employed in the following categories shall be considered members of the support staff:

- a. Maintenance and custodians
- b. Cooks
- c. Nurse
- d. Bus drivers
- e. Clerical/treasurer
- f. Instructional assistants
- g. Computer technicians

All applications for employment shall be referred to the Superintendent. Any support staff member's intentional misstatement of fact or omission material

to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

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

3010 EMPLOYMENT OF SUBSTITUTES

The School Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes as services are required to replace temporarily-absent regular staff members. Such assignment of substitutes may be terminated when their services are no longer required.

Professional substitutes must possess a valid Indiana professional certification kept on file in the Office of the Superintendent.

In order to obtain proper certification for substitute teaching, the Superintendent shall submit to the Division of Teacher Licensing the required application for approval.

To serve as a substitute teacher in North Central Parke Schools, the candidate must meet the following criteria:

- a. Must be at least 21 years of age.
- b. Must have one semester of college credit or be currently enrolled in a college program.
- c. Must have completed all necessary application procedures and have received a substitute certification from the licensing agency.

Or

- A. Must be at least 30 years of age with a high school diploma
- B. Must have completed all necessary application procedures and have received a substitute certification from the licensing agency.

The Board will determine the rate of substitute pay based on the degree and/or hours of college credit.

If a substitute is needed for the absence of a teacher for an extended period of time, the superintendent will follow the general guidelines listed below:

- a. If the substitute is needed for less than 6 weeks, the substitute will be paid substitute rate each day. The substitute will be required to “sit out” on the 15 consecutive day in the same classroom.
- b. If the substitute is needed for a period of time greater than 6 weeks but less than a semester, the substitute will be paid the substitute pay rate for the first

14 days and then paid on the Master Contract salary scale for the remainder of the service in that same classroom.

- c. If the substitute is needed for a period of a full semester or longer, the substitute will be given a temporary teacher's contract provided the employee being substituted for has submitted a Leave of Absence.

Effective Date: November 1, 2017 as approved by Board on Oct. 26, 2017.

3012 EMPLOYMENT OF SUBSTITUTES FOR SUPPORT STAFF

The School Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute staff and the positions in which they may substitute shall be maintained by the immediate supervisors.

The need for the procurement of Substitutes for support staff will be determined by the Superintendent. As an example, a substitute may not be procured for every absence if other staff members can cover the responsibility on a temporary basis.

3014 EMPLOYMENT FOR EXTRA-CURRICULAR ACTIVITIES

Professional staff members will be given preference when assigning extra-curricular positions. However, the School Board may find it necessary to employ coaches or activity sponsors (lay personnel) who are not members of the professional staff. Such lay employees may be members of the Corporation's support staff or individuals from the community or nearby areas.

The Board authorizes the Athletic Director to recommend candidates for athletic coaching positions for employment to the Board.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly vetted to insure their suitability for the position.

Extra-curricular positions are at-will positions that terminate at the end of each school year. No employment contract is required for these positions.

3016 CRIMINAL HISTORY INFORMATION

To help ensure a safe environment and as required by state law, the North Central Parke Community School Corporation will require an expanded criminal history check on each individual recommended for first-time employment, and once every five (5) years thereafter. The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of the initial expanded criminal history check will

be the responsibility of the employee and the subsequent five (5) year re-determination will be paid by the school corporation.

The School Corporation will also conduct an expanded child protection index check on each every employee every five (5) years. The school corporation will be responsible for the costs (if any) of obtaining the expanded child protection index checks on all employees.

The School Corporation may also conduct an expanded criminal history check on an employee when the Corporation has reason to believe the employee has been convicted of or charged with certain crimes enumerated in state law or an expanded child protection index check when the Corporation has reason to believe the employee is the subject of a substantiated report of child abuse or child neglect.

Each employee may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the employee.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10(f), (h), (i), and (j)

I.C. 20-26-5-11

Approved: July 20, 2017

3018 CRIMINAL HISTORY BACKGROUND CHECK – APPLICANTS, SUBSTITUTES, VOLUNTEERS, AND CONTRACTORS

To help ensure a safe environment and as required by state law, the North Central Parke Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The individual will be responsible for the cost to the School

Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

The expanded child protection index check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than sixty (60) days after the individual's employment begins.

The School Corporation is prohibited from hiring an individual who has been convicted of an offense which requires the revocation of a license under state law, unless the conviction has been reversed, vacated, or set aside on appeal.

The superintendent shall establish the necessary procedures for obtaining background information which is to include the following prior to the applicant being approved:

- a. local, State, and National Criminal History records check
- b. sex-offender registry check
- c. telephone or email inquiry (reference check) with all former employers
- d. reference check with the most recent employer if provided
- e. explanations of any employment gaps to ensure the candidate has not omitted an employer where the offense occurred.

Each individual hired may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

Any **volunteer** who may have direct, casual or ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the limited criminal history check.

Any entity which has a **contract to provide services** to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories. An individual who is

working for such an entity may also be required to provide the individual's limited criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history or an expanded criminal history check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10
 I.C. 20-26-5-10.5
 I.C. 20-26-5-11
 I.C. 20-28-5-8(c)

Approved: July 20, 2017

3020 EQUAL EMPLOYMENT OPPORTUNITY

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall be the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

3022 DRUG-FREE WORKPLACE

The Drug Free Schools and Community Act Amendments of 1989 (Public Law 101-226) require, among other things, that all school corporations adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol

by employees. Consistent with requirements of these Amendments, the policy of the School Corporation is as follows:

- a. No employee shall manufacture, possess, use, distribute, or dispense any controlled substance, including alcohol and any drug paraphernalia, at any time while on property or while involved in any Corporation-related activity or event as defined below:
 - a. Corporation property means in any school building or on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school. "Corporation activity or event" means during any period of time when such employee is supervising students on behalf of the school or otherwise engage in school business.
- b. Employees are hereby notified that compliance with the above standards of conduct is mandatory.
- c. An employee who violates the standards of conduct as defined in paragraph "A" above shall be subject to disciplinary sanctions which may include, but not be limited to:
 1. Temporary reassignment;
 2. Required health leave;
 3. Suspension from employment;
 4. Referral for prosecution (all violations will be reported to the appropriate law enforcement agencies);
 5. Termination of employment.

The sanctions listed above may be taken in combinations and, in general, shall be applied as follows:

1. Violations involving possession and/or personal use of illicit drugs and/or alcohol:
 - a. First offense – Sanctions 1,2,3,4, may be applied. Sanction 5 shall be applicable if the first offense results in a legal conviction.
 - b. Second offense – All sanctions 1,2,3,4, and 5 may be applied up to and including termination of employment.
- d. Any disciplinary sanction imposed upon any employee, less than termination, may include a counseling and rehabilitation component. Any counseling and rehabilitation component shall be at the employee's expense. Information in regard to such counseling and rehabilitation components may be provided to the employee by the school guidance counselors and/or administrators.
- e. Upon an employee being charged or accused of commission of any of the foregoing acts which violate the defined standards of conduct, the employee

may be suspended from employment until such time as a final determination is made concerning such employee's guilt or innocence.

- f. A copy of this policy shall be provided to each current employee of the Corporation and to all future employees immediately upon their hire.
- g. The drug and alcohol program shall be reviewed as needed to:
 - 1. Determine its effectiveness and implement changes where needed;
 - 2. Ensure that disciplinary sanctions described in paragraph "C" are consistently enforced.
- h. The school corporation has the authority to require a drug screening of an employee if the supervisor has a reasonable suspicion that the employee may be under the influence of drugs or alcohol. Failure of the employee to participate in the drug screening shall be considered as a positive test and will be terminated.

3024 REDUCTION IN STAFF

Reduction in Force – Policy

Recognizing that it is the responsibility of the Board to provide a quality education to all students through employment of the best qualified staff, the following policy shall be in effect should it be necessary to reduce educational programs, curricula, and/or certified staff due to declining student enrollment and/or lack of financial resources.

Prior to commencing action to terminate teachers' contracts due to a Reduction in Force, the Board of School Trustees will attempt to make needed adjustments through:

- 1. Voluntary retirement
- 2. Voluntary resignations
- 3. Voluntary transfer of existing staff certified in the proper area
- 4. Leaves of absence
- 5. Cancellation of teachers' contracts for other statutory reasons

Should it be necessary to reduce the number of certified personnel, the board, upon the recommendation of the superintendent, shall determine the curriculum area(s) to be affected through a reduction in force. The superintendent has the responsibility to determine the personnel whose services shall be terminated. The superintendent shall allow the appropriate statutory procedures for contract cancellation of personnel.

Reduction in Force – Procedure

RIF Criteria

The following guidelines will apply only to the probationary and professional teachers in the content area to be reduced when the teaching content area to be reduced has both established teachers and probationary and/or professional teachers assigned to the content area.

The cancellation of a teacher's contract due to a decrease in the number of teaching positions shall be determined on the basis of performance. In the teaching content area to be reduced a teacher certificated in the area who is rated less effective will be subject to non-continuance or cancellation before a teacher rated more effective will be subject to the same. The order of effectiveness from least to greatest is as follows:

1. Ineffective
2. Improvement Necessary
3. Effective
4. Highly Effective

Teacher effectiveness will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used. All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while the teacher is employed by North Central Parke Schools.

In cases where the probationary/professional teacher's effectiveness categories are the same, the administration will weigh the following factors before making a determination as to which teacher(s) shall be subject to the non-continuance or cancellation:

1. The academic needs of the students in the school corporation;
2. The degree/certification of teacher to provide multiple teaching areas/dual credit/AP courses;
3. The numerical rating of the teacher's evaluation;
4. Current instructional leadership roles;
5. Teaching experience while employed at North Central Parke Schools
6. Any other relevant factors as determined by the Superintendent

If the teaching content area being reduced has only established teachers assigned to the area, the above guidelines apply to all teachers in the content area. Those established teachers who are licensed in another content area cannot be subject to reduction in force if these established teachers are able to replace a probationary or professional teacher in the licensed area.

Recall

Teachers whose contracts were non-continued and/or cancelled and who received a rating of Highly Effective or Effective will be considered for re-hire before new

applicants are given consideration. Teachers will remain on the recall list for a period not to exceed two years.

3026 VACANCIES

It shall be the policy of the School Board to employ the best qualified individual for any Corporation vacancy at any level.

Vacancies shall be announced and posted via the corporation web site, and all members of the professional staff shall be eligible to apply for any Corporation vacancy, providing they are properly qualified. All posting shall be in effect until the position is filled.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

3028 TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the School Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by any statutory due process procedures.

RESIGNATION/RETIREMENT NOTICE

The Board recognizes the need for timely and efficient personnel replacement. The Board, therefore, authorizes the Superintendent to receive resignations from certified and classified personnel. Resignations received by the Superintendent shall be non-rescindable. That is, a written resignation may not be unilaterally withdrawn once it is submitted to the Superintendent as the proper officer to receive such resignation. The Superintendent may proceed with appropriate position postings and other personnel actions that may be required to fill the position upon receipt of the resignation or notice of retirement.

The Superintendent shall provide a list of resignations and retirement for Board approval at the next regular meeting of the Board of School Trustees.

3030 LAYOFFS OF SUPPORT STAFF

It is the responsibility of the School Board to provide the support staff necessary for the operation of the Corporation, consistent with the responsibility of the Board for the judicious allocation of its resources.

The Superintendent shall recommend to the Board the abolishment of existing positions.

The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of support staff in such positions based on the recommendation of the Superintendent.

All support staff shall be selected for layoff based on the recommendation of his/her immediate supervisor and/or superintendent.

3032 CANCELLATION OF A TEACHING CONTRACT

The School Board recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this Corporation. The Board shall discharge that obligation by retaining in service only those teachers who meet those standards.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure that all necessary procedures have been followed when a principal has recommended non-renewal of a teaching contract.

The Board will comply fully with the laws of the State of Indiana regarding the non-renewal of any teacher's contract.

3034 NON-RENEWAL OF ADMINISTRATIVE CONTRACTS

The Board has the responsibility to employ and retain the most qualified administrators to provide leadership in the school corporation. When it becomes necessary to non-renew the administrative contract, the Board will follow all statutory requirements in the non-renewal process of an Administrative contract.

3036 PHYSICAL EXAMINATION

The School Board or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personal record. In the event of a report of a condition that could influence job performance, the Superintendent shall base a non-employment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or perspective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

3038 DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

For the purposes of this policy, a school bus driver is defined as an employee and/or private contractor, permanent or temporary, who holds a public transportation CDL license and has been hired to transport students. This policy shall apply to all CDL drivers and substitute drivers operating the following classes of buses to transport Corporation students:

- a. Corporation-owned buses;
- b. Private contractor-owned buses;
- c. Fleet contractor-owned buses.

Statement of Need

The North Central Parke Community School Corporation, hereafter referred to as the Corporation, believes it is vital that students and the community have the right to expect that students are transported to and from school or school related activities in the safest manner possible. The Corporation further believes that a school bus driver cannot safely operate a school bus while under the influence of any controlled substance as defined in the Controlled Substance Act (21 U.S.C. 812) and the Code of Federal regulations (21 C.F.R. 1308-11-1808.15) or while under the influence of alcohol. It is for this purpose that the Corporation has implemented the following Substance Abuse Policy which includes testing for the presence of drugs and alcohol.

Testing Requirements

The following five (5) situations **will** require drug and alcohol testing:

- a. Pre-employment
Required before an applicant is hired or after an offer to hire. Testing will occur before any duty can be performed.
- b. Post-accident
Both drug and alcohol testing will be performed following any accident involving property damage and/or personal injury; or any accident in which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. (An accident is defined as an incident involving a vehicle in which there is a fatality, an injury, or a vehicle is damaged.)
- c. Reasonable Suspicion
Conducted anytime a trained supervisor observes behavior or appearance that is characteristic of drug or alcohol.
- d. Random
Conducted on a random unannounced basis as per the guidelines established with Midwest Toxicology.

Return to Duty and Follow Up

Conducted when an individual has violated the prohibited conduct regarding alcohol and drug misuse: The driver must test negative on a drug test and below a .02 for breath alcohol. Follow up testing will be in accordance with DOT regulations and the recommendations of the substance abuse professional.

Responsibility to the Employee

- a. The Corporation will provide the appropriate drug and alcohol testing of bus drivers to Corporation-owned buses at no expense to the employee.
- b. The Corporation will provide the appropriate drug and alcohol testing of bus drivers of private contractor-owned buses and/or fleet contractor-owned buses; however, the Corporation will provide payment for only the random testing required of such bus drivers. "Baseline" tests, pre-employment tests, or any additional required tests (other than random tests) shall be paid for by the private contractor or fleet contractor at the time such tests are administered.
- c. The Corporation will insure the fairness and accuracy of the testing by contracting with an independent agency properly certified to perform such tests.
- d. The Corporation is responsible for ensuring the confidentiality of all employees' medical records in the diagnosis of drug or alcohol abuse. All records concerning alcohol and drug testing are part of that record.
- e. The Corporation will provide information on drug and alcohol use and treatment resources, the Corporation policy, and the testing requirements.

Responsibilities of the Employee

Bus drivers are expected to arrive at work fit for duty. Arrival at work with performance altering drugs or alcohol in their system is prohibited.

Bus drivers are expected to perform their job in a safe manner. Use of a chemical substance that would interfere with personal safety or the safety of others is prohibited.

Bus drivers and potential bus drivers are expected to cooperate with the third party administrator directed to conduct any testing.

Private contractors and/or fleet contractors are responsible for payment of all testing fees incurred by drivers of their buses except the random testing fees which shall be paid by the Corporation.

Penalty for Violating the Policy

Bus drivers found in possession of an illegal substance or alcohol on Corporation property or while performing their duties will be subject to discharge.

Bus drivers who are found positive through urinalysis for an illegal substance in their system will be immediately removed from their duties and will be subject to disciplinary procedures which may include termination of employment.

Bus drivers tested for breath alcohol indicating a blood alcohol level of .04 or greater will be considered positive and will be immediately removed from duty and will be subject to disciplinary procedures which may include termination of employment. A breath alcohol indicating a blood alcohol level of .02 or greater, but less than .04 will be immediately removed from duty until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following the administering of the test.

Bus drivers who are diagnosed as having a mind altering substance in their system while at work will be subject to discharge.

Bus drivers or potential bus drivers refusing to submit to urinalysis or breath analysis will be considered in violation of their employment agreement and will be subject to disciplinary action which may include termination or the withdrawal of an employment offer.

Procedures

An independent agency will perform all the tasks related to drug screening and/or breath analysis. Potential bus drivers or drivers involved in an accident while in the performance of their duties may be tested by locally trained personnel or local law enforcement agencies.

All selected drivers will fill out and sign a Urine Drug Test Release Form and an Alcohol Testing Release form. All drivers will strictly adhere to the instructions and direction of the testing agency.

The refusal to take the required tests will be treated the same as a positive result from testing in regard to administering discipline.

Testing will be performed by an independent third party in accordance with all DOT rules, procedures, and standards as stated in the Federal Register.

Employees who test positive will be removed from duty. Removal will take place after the Medical review Officer has determined that the positive drug test was the result of unauthorized use of a controlled substance. Removal from duty from an alcohol test will take place as soon as a BAT (Breath Alcohol technician) has determined the breath alcohol test indicates a blood alcohol concentration of .02 or greater.

3040 STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these

essentials, the School Board expects all professional staff members to maintain high standards in their working relationships.

Staff members in the performance of their professional duties will:

- a. Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- b. Represent accurately their qualifications;
- c. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- d. Seek and apply the knowledge and skills appropriate to assigned responsibilities;
- e. Keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others;
- f. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- g. Avoid accepting anything of value offered by another for the purpose of influencing judgement;
- h. Refrain from using their position or public property, or permitting another person to use an employee's position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

3042 STUDENT SUPERVISION AND WELFARE

Because of their proximity to students, staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the professional staff member. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- a. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- b. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- c. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- d. A professional staff member shall not send students on any personal errands.
- e. A professional staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the

appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons.

- f. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, the staff member may help the student make contact with assessment, diagnosis, and treatment of the student's problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

Parents are to be notified, unless the student requests otherwise.

- g. A professional staff member shall not transport students in a private vehicle to or from school function without the approval of the principal or parent.
- h. A student shall not be required to perform work or services that may be detrimental to his/her health.

Pursuant to the laws of the State and Board Policy, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

Most information concerning a child in school, other than directory information, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.

3044 USE OF TOBACCO BY STAFF

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, e-cigarette, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use to tobacco by staff members in school buildings at all times. Such prohibition also applies on school buses.

3046 STAFF DRESS AND GROOMING

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to Corporation duty:

- a. By physically clean, neat, and well groomed;
- b. Dress in a manner that communicates to students a pride in personal appearance;
- c. Dress in a manner that does not cause damage to Corporation property;
- d. Be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

3048 DANGEROUS WEAPONS

The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by any staff member while on Corporation property, at a school-sponsored event, or on a school vehicle.

Any staff member found possessing a firearm on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be charged with a felony. This restriction applies to staff members licensed to possess firearms unless serving as an authorized security officer.

The Superintendent shall develop administrative guidelines to ensure immediate reporting to the appropriate law enforcement agency.

3050 STAFF EVALUATION

The School Board through the powers derived from the General School Laws, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- a. Strive for the improvement of the total Corporation program;
- b. Stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- c. Ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- d. Establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate

staff members can provide the type of assistance needed. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member after receiving a reasonable degree of assistance fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal procedures may be invoked in accordance with provisions of statute and Board policy.

In such an instance, all relative evaluation documents may be used in the proceedings.

Each professional staff member shall be given a copy of any documents relating to his/her performance which is placed in his/her personal file. S/He shall be given the opportunity to append a written statement of his/her viewpoint to any evaluation to which s/he dissents and which is to be placed in his/her file.

The Professional Staff Evaluation instrument will be approved by the School Board and will be considered a part of Board Policy.

This policy shall not deprive a professional staff member of any rights provided by contractual agreement or State law.

3052 GRIEVANCE PROCEDURE POLICY

- a. The primary purpose of this grievance procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting members of the bargaining unit.
- b. A grievance is an alleged violation of a specified article or section of the collective bargaining agreement filed by an employee. (grievant)
- c. General Principles
 1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
 2. An aggrieved teacher shall institute action under the provisions within ten (10) calendar days of the occurrence of the alleged grievance. If the grievance is not processed within the time limits at any step of the grievance procedure, it shall be considered to have been resolved by previous disposition.
 3. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the association.
 4. An aggrieved teacher may be represented at all stages of the grievance procedure by himself or at his option by a representative who is a corporation employee selected by him. In all cases, the aggrieved person must be present.

d. Procedure

Informal Step

In the event that a teacher believes that there is a basis for a grievance, he shall first discuss the alleged grievance with his immediate supervisor within ten (10) calendar days of its occurrence.

Step 1

If, as a result of this informal discussion with his immediate supervisor or principal (whichever is applicable), a grievance still exists, he may invoke the formal grievance procedure within five (5) school days after the informal discussion by submitting the same in writing to the principal or immediate supervisor. The principal or immediate supervisor shall advise the teacher of his disposition in writing within five (5) school days.

Step 2

Superintendent – If the aggrieved person is not satisfied with the disposition of his grievance at Step 1 or no decision has been rendered within five (5) school days after the decision at Step 1, the Superintendent will answer the grievance within five (5) school days from its receipt.

Step 3

School Board – If the aggrieved employee is not satisfied with the disposition of the grievance by the Superintendent or his designee, he shall file a written copy thereof with the Superintendent or other designee of the Board within five (5) days after the receipt of answer in Step 2. The Board, no later than 30 days shall hold a hearing on the grievance. A decision by the Board will be rendered within ten (10) calendar days from such meeting. The decision by the Board will be the final resolution and no appeal will be recognized.

e. Miscellaneous

All meetings and hearings under this procedure shall be private and shall include only such parties in interest and their designated or selected representatives. Said meetings and hearings shall be held outside normal working hours.

3054 SEXUAL HARASSMENT

It is the policy of the School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee to the Corporation to harass another employee or student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for students to

harass other students or employees through conduct or communication of a sexual nature as defined below. This use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

DEFINITIONS OF HARASSMENT

a. Types of Sexual HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an employee to another employee, or when made by any student to another student or employee when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating hostile, or offensive employment or educational environment;
4. denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorable for that particular employee or student;
5. such conduct is engaged in by volunteers and/or non-employees over which the Corporation has some degree of control of their behavior while on school property.

b. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his/her conduct or verbal object, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

c. Examples of Sexual HARASSMENT

Sexual HARASSMENT, as set forth in paragraph “A” above may include but is not limited to the following:

1. Verbal HARASSMENT or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, promotion, and/or salary increase.

d. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual HARASSMENT for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual HARASSMENT or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

2. Non-administrative and Non-supervisory Employees

It is sexual HARASSMENT for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

COMPLAINT PROCEDURES

Any person who alleges sexual HARASSMENT by any employee or student in the Corporation may use the complaint procedure explained below or may complain directly to his/her immediate supervisor, building principal, or the Title IX complaint designee of the Corporation. Filing of a complaint or otherwise reporting sexual HARASSMENT will not reflect upon the individual’s status nor will it affect future employment, grades, or work assignments.

The right of confidentiality, both of the complainant and the accused, will be respected consistent with the Corporation’s legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

a. Reporting Sexual HARASSMENT

All reports of sexual HARASSMENT shall be handled in the following manner:

1. All reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report).
2. Reports must name the person(s) charged with sexual HARASSMENT and state the facts.
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the Superintendent, or his/her designee, of all filed reports.
4. The building principal who receives a report shall thoroughly investigate the alleged sexual HARASSMENT.
5. The report and the results of the investigation will be presented to the Superintendent, and then to the Board in executive session by the Superintendent.
6. The Board will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Alternatives:

1. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of any action s/he deems appropriate.
2. The Board may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

SANCTIONS FOR MISCONDUCT

A substantiated charge against an employee in the Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or termination.

3056 LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a currently-valid negotiated agreement shall be entitled to the same leave benefits provided in the master agreement with North Central Parke Classroom Teachers Association.

All requests for unpaid leaves of absence by staff members shall be presented to the Superintendent and subsequent approval by the School Board. The superintendent has the authority to grant unpaid days based on the circumstance of the request.

The Board shall grant a leave of absence without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the

United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority. Such a leave shall also apply with pay to State active duty by order of the Governor. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Any staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School Corporation until the completion of leave. Exceptions may be made by the Superintendent in cases where the best interest of the Corporation might be served.

3057 COMPENSATION WHILE ON LEAVE OF ABSENCE

If a teacher requests a Leave of Absence, the following will apply:

If the leave is for the remaining part of any year after they started the school year: The teacher will be eligible to use any earned leave days; however, if the leave is for pregnancy, the use of paid earned leave days is restricted to no more than six weeks unless certified by a physician as a disability for the period longer than six weeks.

Paid Leave: If the leave is for the beginning of a school year and they choose to use earned leave days:

- a. The teacher can use earned leave days only if it is within the six weeks window after the birth of the child unless certified otherwise by the physician.
- b. The teacher will sign a new teacher's contract and be eligible for any additional days afforded under the provisions of the newly signed contract provided they return to work; otherwise the teacher will be responsible for reimbursing the district for the days not earned.
- c. The corporation will contribute the same premium amounts for insurance benefits as it did prior to the leave provided the teacher returns to work; otherwise the teacher will be responsible for 100% of the premium.

Unpaid Leave: If the leave is for the beginning of the school year and the teacher either has no earned leave days or chooses not the use any of the accrued leave days:

- a. The teacher will not sign a new contract for the year until they return to work.
- b. The teacher will received pro-rated leave days based on the number of days they will work once they return.
- c. The teacher will be allowed to continue on the various insurance plans; however, they will be responsible for paying 100% of the premium costs.

Any other situation will be handled on an individual basis to protect both the employee and the corporation.

3058 MEDICAL LEAVE FOR PREGNANCY

Teachers requesting a medical leave, including for pregnancy, are eligible to use their accumulated sick leave days while on the leave; however, there are limitations to the number of days that can be used.

As per IC. 20-28-10-5(b)(2): “All or part of a leave taken by a teacher because of a temporary disability caused by pregnancy may be charged, at the teacher’s discretion, to the teacher’s available sick leave days. However, the teacher is not entitled to take accumulated sick days when the teacher’s physician certifies that the teacher is capable of performing the teacher’s regular teaching duties. The teacher is entitled to complete the remaining leave without pay. However, the teacher may receive compensation for the pregnancy leave under a collective bargaining agreement or, if the teacher is not represented by an exclusive representative, by governing body policy.”

Compensation While on Leave

If a teacher requests a Medical Leave, the following will apply:

If the leave is requested for the first day or thereafter of the first contract day, the teacher will be eligible to use any earned leave days provided her physician certifies that she is unable to perform her teaching responsibilities.

Paid Leave

Effective on the first day of the school year, the teacher can use all or part of the earned leave days outlined in the master contract and certified by the physician.

The teacher, once employed, will be eligible for any days afforded under the provisions of the master contract provided they return to work; otherwise, the teacher will be responsible for reimbursing the district for the days not earned.

The Corporation will contribute the same premium amounts for insurance benefits for up to twelve (12) weeks, as it did prior to the leave provided they return to work; otherwise, the teacher will be responsible for 100% of the premium costs as per FMLA regulations.

Any other situation will be handled on an individual basis to protect both the employee and the Corporation.

3060 FAMILY LEAVES OF ABSENCE

In accord with Federal law, the School Board shall provide up to twelve (12) work weeks of unpaid leave to all staff members working 1250 hours or more during any contract year for one of the following reasons:

- a. The birth or care of a child
- b. The adoption or foster care of a child
- c. The care of a spouse, son, daughter, or parent if such individual has a serious health condition
- d. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or require continuing treatment by a health-care provider (M.D. or D.O.).

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless the Superintendent and the staff member agree. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member whose major duties are instructional to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave. Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) days' notice, except if such treatment requires earlier leave, and shall schedule the treatment so as not to disrupt the regular operation of the Corporation.

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or his/her family member, including:

- a. the date the serious health condition began;
- b. the probable duration;
- c. appropriate medical facts regarding the condition;
- d. a statement that the staff member is needed to care for the family member;
- e. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her position.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider, and in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

Prior to returning to work, the staff member shall provide the Corporation with a statement from his/her physician that s/he is able to assume full-time responsibilities for his/her position.

At the end of any leave described in this policy, the Board shall restore the staff member to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the Corporation's health insurance program, but the staff member shall not accrue any sick leave, vacation, or other benefits during the family leave period.

Should the staff member elect not to return to work at the end of the leave for reasons other than continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the staff member, the staff member shall reimburse the Corporation for the health insurance premiums paid by the Corporation during the leave period.

The Superintendent shall prepare any guidelines which are appropriate for this policy and ensure the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

3062 SICK LEAVE BANK

The Board recognizes that a certified employee may face a catastrophic illness or injury resulting in extended days of absence from work. As a result, an employee may exhaust all of their accumulated sick leave days and personal leave days. In such cases, the Board has approved a Sick Leave Bank in which an employee can draw from to cover those days after all sick and personal days have been used.

The provisions of the Sick Leave Bank are as follows:

- a. The sick leave bank can only be used for major illness, serious injury, or some catastrophic medical issue of the employee requiring an extended number of days absent. The Sick Leave Bank will not be used for routine illnesses just because the employee has exhausted their own sick leave day accumulation.
- b. The employee can request from the Superintendent to use sick leave bank days to cover the days of the absence beyond the employee's accumulated sick and personal leave days.

- c. The maximum number of sick leave bank days that an employee will be allowed to use is the total number of accumulated sick and personal days that the employee had on the first day of the school year.
- d. Only employees who contribute to the Sick Leave Bank will be eligible for Sick Leave Bank days. Certified employees will be given the opportunity to contribute one (1) of their sick leave days to the Sick Leave Bank at the beginning of the year. The total number of sick leave bank days will be 180 days; therefore, once the Sick Leave Bank has 180 days, no employee will be asked to contribute any additional days except for new employees which will allow them to become a member of the Sick Leave Bank. If the total number of days is drawn down to 90 days, staff members will again be asked to donate another day. An employee who donates to the Sick Leave Bank will have one day deducted from their accumulated sick leave day balance.
- e. The Rockville campus and Turkey Run campus will have separate Sick Leave Bank day accumulation based on the contribution of days made by the staff at each campus. The balance of the Sick Leave Bank days will be kept by the Central Administration Office.

3064 MILEAGE/EXPENSE REIMBURSEMENT

There are times when it is necessary for North Central Parke Community School staff members to attend meetings, conferences, seminars, etc. outside the school district. When a staff member travels outside the school district, he/she may be reimbursed for expenses as per State Board of Account regulations and the following guidelines.

MILEAGE

- 1. The rate of reimbursement for mileage will be fifty cents (\$0.50) per mile. Mileage will be determined using odometer readings (unless mileage appears to be excessive and then MapQuest or other navigational charts will be used) from the school campus or the staff member's home (whichever is the shortest distance) and the location of the meeting. A standard mileage chart to various locations and MapQuest are also available to determine mileage.
- 2. Mileage will only be reimbursed directly from the beginning location to the meeting unless travel between meetings, from lodging to meeting, or travel to meal locations is required. The additional mileage must be supported by documentation for the extra miles.
- 3. If the mileage is 20% greater than the MapQuest mileage or the standard chart for mileage because of road construction, accidents, multiple pickup points, etc., the staff member should document the reason for the additional mileage so the reimbursement can be provided.
- 4. Whenever possible, staff members should ride together to avoid paying mileage for more than one vehicle.

5. Parking costs will only be reimbursed if a receipt is provided. Note: reimbursement will be for only one entrance/exit for parking per day.

HOTEL

1. The school district will reimburse the staff member for the cost to stay for overnight meetings. Every effort should be made to select a motel that is moderately priced, given the location of the meeting. The staff member must provide an itemized bill for reimbursement. Phone calls, entertainment, room service, etc. will not be reimbursed.
2. For one day meetings within driving distance (less than 100 miles), no motel reimbursement will be provided. If special circumstances dictate, such as late night meetings, the staff member should get approval to stay if reimbursement is requested.

MEALS

1. Actual meal cost up to the maximum rate will be reimbursed as follows:

Breakfast - \$15.00

Lunch - \$20.00

Dinner - \$25.00

A detailed receipt must be provided (a credit card receipt will not be accepted).

2. Incidental snack purchases for water, gum, candy, etc. will not be reimbursed.
3. As per federal IRS regulations, for one day meetings, there will be no reimbursement for meals.

AIR FARE

1. Flights should be booked at the most reasonable rate available at the time of booking, given the location and schedule. Consideration for layover times, multiple stops, etc. will be considered in determining the most reasonable rate. An itemized bill must be provided for reimbursement.
2. Ground transportation from the airport to the meeting location will be reimbursed if a receipt is provided. A rental car will not be reimbursed unless the cost of the rental car is less than ground transportation and an itemized bill is provided.
3. Parking costs at the airport will be reimbursed if a receipt is provided.

4000 Student Personnel

- 4002 Approved Student Handbooks
- 4004 Transfer Students
- 4006 Entrance Requirements
- 4008 Early Entrance Procedure
- 4010 Withdrawal from School
- 4012 Attendance
- 4014 Missing and Absent Children
- 4016 Access to Equal Education Opportunity
- 4018 Immunization
- 4020 Use of Medications
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- 4024 Emergency Medical Authorization
- 4026 Promotion and Retention
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- 4030 Reporting Student Progress
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- 4034 Credits from Nonpublic Schools/Homeschools
- 4035 Non-Public Student Participation in Public School
- 4036 Postsecondary Enrollment Opportunity
- 4038 Dress and Grooming
- 4040 Use of Tobacco
- 4042 Care of School Property
- 4044 Student Use of Motor Vehicles
- 4046 Student Harassment
- 4048 Anti-Bullying Policy
- 4049 Criminal Gangs and Criminal Gang Activity
- 4050 Drug Prevention

- 4052 Drug Testing Policy for Student and Student Athletes
- 4054 The Schools and Governmental Agencies
- 4056 Student Discipline
- 4058 Removal, Suspension, and Expulsion of Students
- 4060 Corporal Punishment
- 4062 Use of Seclusions and Restraints
- 4064 Equal Access for Non Corporation-Sponsored Student Club and Activity
- 4066 Search and Seizure
- 4067 Use of Metal Detectors
- 4068 Dangerous Weapons and Threats
- 4070 Student Fundraising
- 4072 Public Performance by Students
- 4074 Family Educational Rights and Privacy

4000 STUDENT PERSONNEL

4002 APPROVED STUDENT HANDBOOKS

The School Board approves on an annual basis an Elementary Student Handbook and a Secondary Student Handbook. These documents shall be considered as Board Policy and will supersede any policy language in this manual. A copy of the Student Handbooks are included as Appendix C and D.

4004 TRANSFER STUDENTS

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the North Central Parke Community School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the North Central Parke Community School Corporation.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the North Central Parke Community School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for transfer of Non-Resident (or Resident) Student and submit it to the administrative office of the building requested prior to September 1st for first semester and February 1st for second semester. Transfers will be considered on a bi-annual basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. The capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. A random drawing will take place in the central administration office when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will take precedence.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted solely for athletic reasons.

The building principal and superintendent may deny a transfer request based on one or more of the following criteria:

- a. If classroom enrollment and program availability is negatively impacted where instructional opportunities are diminished for resident students; (The School Board will determine classroom capacity on an annual basis.) (Current transfer students, siblings of such students, and employees' children take precedence).
- b. If staffing needs cannot accommodate the transfer student;
- c. If the transfer student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer;
- d. If the student was suspended for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months;
- e. If the transfer student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school;
- f. If the transfer student was suspended or expelled for violating a drug or alcohol rule;
- g. If the transfer student has less than a 90% attendance record in the current or previous semester.

Students transferring to NCP from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References: I.C. 20-26-11-2

I.C. 20-26-11-6

I.C. 20-26-11-32

PAYMENT OF TRANSFER TUITION

The Board of School trustees authorizes the Superintendent to accept all requests for a student to transfer into the North Central Parke Community School Corporation except as limited by the provisions above. If the student is enrolled prior to the fall semester ADM count date for first semester, or the spring ADM count date for second semester, transfer tuition will not be required to be paid. If the transfer student is enrolled after the fall semester ADM count date for first semester or the spring ADM count date for second semester, transfer tuition may be required to be paid. Final determination of tuition payment will be made by the Superintendent based on classroom availability and staffing.

Legal Reference: I.C.20-26-11-2

CAPACITY STANDARDS TO BE CONSIDERED FOR TRANSFERS:

<u>Grade Level</u>	<u>Rockville</u>	<u>Turkey Run</u>
K	20	20
1	22	22
2	22	22
3	24	24
4	26	26
5	26	26
6	28	28
7	28	28
8	28	28
9	Based on subject matter; level of instruction	
10	Based on subject matter; level of instruction	
11	Based on subject matter; level of instruction	
12	Based on subject matter; level of instruction	
Special Education	Based on exceptionality and staffing	

See Appendix _____ for copy of Student Transfer Forms.

4006 ENTRANCE REQUIREMENTS

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

a. Kindergarten

Each child of legal settlement shall be eligible for Kindergarten provided that s/he has attained the age of five (5) on or before August 1st. The requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

b. First Grade

A child should have attained the age of six (6) years on or before August 1st to be eligible to enter first grade. Although it is not required, the Board strongly recommends that a child has attended a bona fide kindergarten program before entering first grade.

The entrance requirement for either kindergarten or first grade may be waived if an appeal by the parents is approved by the Superintendent.

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and

periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

4008 EARLY ENTRANCE PROCEDURE

Any child who attains the age of five (5) on or before August 1st of a school year will be admitted to the kindergarten program of the school Corporation. If the child is younger than five (5) years and the parents(s) or guardian(s) of the child wish to enroll the child in the kindergarten program, they may make application to the Superintendent to waive the State cutoff of August 1st. The Superintendent will make the determination of whether the child will be admitted to the kindergarten program.

To request a waiver of the above kindergarten entrance date, the following procedure will be followed:

- a. The child shall be five (5) years old before June 1st.
- b. Such application should be made no later than thirty (30) days prior to the first day of school.
- c. Class size as based on current kindergarten enrollment will be a consideration. In determining the availability of space, the Superintendent may consider whether the admittance of the child will cause the school's teacher-student ratio to exceed 18 to 1.
- d. If there are more applicants than the number of spaces available, and it is determined that an excess number of applicants qualify for early entrance than space available, the determining factor for acceptance shall be based on the ranked scores from the screening instruments.
 - a. Students with highest scores will be admitted to the kindergarten program until spaces are filled.
 - b. If no space is available, or it is determined that it is not in the best interest of the school or the children to admit additional students, no early entrance application(s) will be accepted.
- e. Upon receiving the written application, the school will schedule the child for assessment with staff personnel or the parent may elect to have a qualified professional person outside the school administer standardized tests approved by the Corporation. The assessment will address school readiness and developmental age. (Age equivalent scores and areas of development: cognitive, motor skills (fine and gross), social/emotional adaptive behavior,

academic readiness skills, motor development, perceptual development, and physical development.)

- f. An interview will be scheduled with the parents to meet with school personnel to review the results of the assessment.
- g. A report of the assessment results will be given to the Superintendent or designee with recommendations. The Superintendent shall advise the parent(s) or guardian(s) of his/her decision in writing and sending it to them by mail.

4010 WITHDRAWAL FROM SCHOOL

The School Board affirms that it is in the best interests of both the students and the community for students to complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, the Superintendent shall ensure that an exit interview will be conducted with the student, his/her parents, and appropriate members of the professional staff. The purpose of this interview is to:

- a. ascertain the reasons for the withdrawal;
- b. determine whether or not mutually-satisfactory arrangements can be made to keep the student in school;
- c. help the student and his/her parents explore the consequences of the student withdrawing without earning a diploma;
- d. obtain written acknowledgement from the student as well as written consent from the parents.

The student may not withdraw from school unless, the student, the student's parent or guardian, and the principal agree to the withdrawal and each provides a written consent for the student to withdraw from school.

The principal shall develop procedures for withdrawal from school which assure the timely return of all Corporation-owned supplies and equipment in the possession of the student.

The principal shall establish administrative guidelines including a withdrawal form which is to be signed by the student and his/her parent in accordance with the guidelines for the exit interview.

4012 ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other

related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all corporation students, except those exempted by provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

The principal may require, from the parent of each student or from an adult student who has been absent for any reason, a written statement or phone call of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

The Board authorizes, but does not encourage, the principal to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

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

The attendance program of the Corporation shall:

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

The attendance program shall:

- a. identify the habitual truant, that is, "the student who refuses to attend school in defiance of parental or school authority";
- b. investigate the cause(s) of his/her truant behavior;
- c. ensure that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- d. provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

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

NOTE: The Student Handbook approved each year becomes Board policy and supersedes language stated in this policy manual.

4014 MISSING AND ABSENT CHILDREN

It is the interest of this School Board to cooperate with local, State, and National efforts to decrease the number of missing children.

The Superintendent is instructed to promulgate administrative guidelines to accomplish the following:

- a. Inform the Indiana Clearinghouse for Information on Missing Children prior to admitting a student lacking records. Such a procedure may reduce the risk of removal of the student from the area.
- b. Utilize materials from the Indiana Clearinghouse for Information on Missing Children which is available through the State Police.

4016 ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

4018 IMMUNIZATION

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, and other communicable diseases designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provide the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Exemption to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

4020 USE OF MEDICATIONS

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

For purposes of this policy, “medication” shall include medicines prescribed by a physician and non-prescribed (over-the-counter) remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to a student by school personnel, the Board shall require that written parent authorization be sent to the school office to be kept on file in the office of the Corporation nurse.

Medications must be sent in the original container and shall be administered in accordance with the parent’s statement (in the case of nonprescription medicine) or the physician’s order (in the case of prescription medicine) only by the Corporation nurse or the principal’s designee.

No student shall be allowed to keep medications at school. Any medication to be administered to a student shall be brought to the nurse’s office where it will be kept in a secure place.

Students prescribed a controlled substance or low THC hemp extract must have a prescription from their physician on file in the nurse’s office.

Before the administration of a low THC hemp extract substance, including CBD oil, all of the following criteria must be met:

- > Parent must provide the school with written permission to administer this product to his/her child.
- > Parent must verify that the product was acquired from a retailer that meets the requirements of SEA 52.
- > Product must be in original packaging and is unopened.
- > Students health care provider must provide the school with a prescription to administer the substance which indicates to dose, route, and time of administration.

> Product has been approved by (1) the federal Food and Drug Administration or the Federal Drug Enforcement Agency as a prescription or over the counter drug; or (2) meets the packaging requirements of SEA 52.

Revised on March 14,2019

4022 STUDENT ACCIDENTS

The School Board believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filling of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The school will keep reports of all accidents on file.

4024 EMERGENCY MEDICAL AUTHORIZATION

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students or a parent signed release authorizing the Corporation to obtain the necessary medical services. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

4026 PROMOTION AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by the Board.

A student will be promoted to the succeeding grade level when s/he has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

The principal shall develop guidelines for promotion, placement, and retention of students which:

- a. Require the recommendation of the professional staff for any promotion or retention;
- b. Require that parents are informed in advance of the possibility of retention of a student at a grade level.

The building principal is the ultimate authority on promotion and retention decisions for all grade levels and there is no appeal of the principal's decision.

Grade 3 Only

As per 511 IAC 6.2-3.1-3, a student will be retained if the student does not achieve a passing score on the IREAD-3 assessment during the previous school year or during a subsequent attempt at passing IREAD-3. Students who do not pass the spring or summer administrations of IREAD-3 will continue to receive instruction in Grade 3 reading; will be officially reported as a third grader; and will fully participate in the Grade 3 ISTEP+ assessments.

The student shall not be retained if one (1) of the following applies to the student:

- a. The student has been retained two (2) times prior to promotion to Grade 4.
- b. The student has a disability and a case conference committee has determined that promotion is appropriate.
- c. The student is an English learner and a committee consisting of the appropriate staff (as determined by the 511 IAC 6.2-3.1-3) determines that

promotion is appropriate based on the implementation of research-based instructional practices outlined in the student's individual learning plan.

Each plan for promotion and/or retention must be approved by the Superintendent and published in the school student handbook as approved by the Board of School Trustees.

4028 ADMINISTRATIVE GUIDELINES

Any third grader who does not pass the IREAD-3 during the spring or summer administration of the assessment will be retained in the third grade for the following school year. Promotion will be based on passing the IREAD-3 test or meeting the "good cause" exemptions listed above. The student will be classified as a member of that class throughout his/her school career.

Unless a student falls within the very narrow exemptions for homebound instruction and/or medical necessity, I.C. 20-32-2 provides that all students are required to participate in the state assessment. Indiana does not have an opt-out policy. If a student is absent on the scheduled testing days but attends school on any other days in the test window, the school shall test the student as a "make up." Students absent during the entire testing period will be eligible for, and must pass, the summer IREAD-3 test administration.

The school district will offer a summer administration of the IREAD-3 assessment. Any student passing the summer administration will be eligible for promotion to the fourth grade contingent upon meeting all other requirements for promotion. It will be the responsibility of the parent to provide transportation for the student to take the summer administration of the assessment.

4030 REPORTING STUDENT PROGRESS

The School Board believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Superintendent, in conjunction with appropriate staff members, shall develop administrative guidelines for reporting student progress to parents which:

- a. ensure that both student and parent receive warning of a pending grade of "failure" or one that would adversely affect the student's status;
- b. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- c. specify the issuance of report cards at intervals of not more than nine (9) weeks.

4032 GRADUATION REQUIREMENTS

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

The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

The type of diploma awarded to the student will be based on the academic program requirements as determined by the Indiana Department of Education. Specific diploma information shall be as per the approved Student Handbook on an annual basis.

Special education students who properly complete the programs specified in their I.E.P. and have received the recommendation of the Case Conference may participate in graduation activities and shall be awarded a diploma and/or a certificate of attendance.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

4034 CREDITS FROM NONPUBLIC SCHOOLS/HOME SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-chartered, special, or home schools.

For credit or course-work to be accepted for courses taken in such schools, either a copy of the charter or other assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The Corporation reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement. Such assurance may be a through an End of Course Assessment test administered by the high school.

4035 Non-Public Student Participation in Public School

Students who wish to participate in North Central Parke Schools' co-curricular or extra-curricular sports or activities must be enrolled as full time students in the North Central Parke Community School Corporation in order to be eligible to participate as a member of school sponsored teams or activities.

Home schooled, private, or parochial school students not enrolled full-time in the North Central Parke Community Schools will not be allowed to participate as a member of any North Central Parke School team or participate as a member of any NCP school sponsored activity.

Approved: August 18, 2016

4036 POSTSECONDARY ENROLLMENT OPPORTUNITY

The district believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so.

Information about post-secondary enrollment opportunities will be made available to students and their parents/guardians.

Any student who wishes to participate in postsecondary enrollment opportunities must inform his/her counselor at least two months in advance; otherwise, the student may not be able to have all necessary application paperwork completed in time to receive credit.

Any student in grades 9 through 12 may apply to any institution of higher education through the post-secondary enrollment opportunity. Academic credit granted for course work successfully completed by a student under this opportunity may qualify as high school credit or credit at the institution of higher education in accordance with the contract for dual credit with the eligible institution. A student participating in this opportunity will still be considered as enrolled in the district and eligible for all high school activities.

4038 DRESS AND GROOMING

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, each building principal shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- a. present a hazard to the health or safety of the student himself/herself or to others in the school;
- b. interfere with school work, create disorder, or disrupt the educational program;
- c. cause excessive wear or damage to school property;
- d. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movements.

4040 USE OF TOBACCO

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, e-cigarettes, or any other matter or substance that contains tobacco or tobacco substitute.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

4042 CARE OF SCHOOL PROPERTY

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school costs.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment.

Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.

The Board authorizes the imposition of fines for the loss, damage, or destruction of school equipment including any electronic equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.

The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

4044 STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students- a

responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation, provided that such students are licensed drivers and have been granted permission by the principal to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged. Vehicles on school property shall be subject to searches for contraband.

The principal shall develop administrative guidelines for the operation and parking of motor vehicles and shall disseminate those guidelines to all students so affected. Such administrative guidelines may include a reasonable fee for a parking pass.

4046 STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Handbook contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the principal promptly. Anyone found to have violated this policy and/or the regulations in the Student Handbook shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

4048 ANTI-BULLYING POLICY

The schools of North Central Parke wish to ensure the emotional and physical safety for all of our students. Bullying committed by students or staff toward

other students is strictly prohibited. As defined by I.C. 20-33-8-0.2, “bullying” means overtly, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically, and via software or Internet), physical acts committed, aggression, or any other behaviors, that are committed by a student, group of students, or a staff member against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student and objectively hostile school environment. A violation of this rule may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion for students. All corporation and school employees, students, volunteers and contracted service providers who have contact with students, parents and school visitors are to submit a written report of alleged violations of this policy to the principal (or principal’s designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. The principal shall conduct a thorough investigation for each report of an alleged incident of bullying. The principal may appoint additional personnel to assist in the investigation. Failure to initiate or conduct an investigation, or to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may result in disciplinary action.

To be compliant with HEA 1423 each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades K-12 and provide annual training on this policy and bullying prevention and intervention instruction to corporation employees, volunteers and contracted service providers who have direct and on-going contact with students. The Superintendent will ensure that the Student Handbook contains language in accordance with HEA 1423.

4049 CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The North Central Parke Board of School Trustees prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-related functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the Commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporations procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or designee within one school day of the report of the incident. The principal may request assistance from law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the incident.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent is authorized to define the range of ways in which school staff and the principal (designee) shall respond once an incident is confirmed, according to the code of conduct. Consequences for the student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents with information about the incident and subsequent investigation as soon as possible.

Support services can be one or many of the different services available to the school district.

The principal shall report all the information regarding the gang activity and the results of the investigation to the school superintendent, who will in turn report said information to the school board at a regular board meeting.

Each school within the school district shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 2 each year.

This policy shall be annually disseminated to all parents who have children enrolled in school. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for the schools.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs as such are available to the community.

4050 DRUG PREVENTION

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

- a. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- b. all chemicals which release toxic vapors;
- c. all alcoholic beverages;
- d. tobacco and tobacco products;
- e. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- f. anabolic steroids;
- g. any “look-alike” substances;
- h. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. For students participating in extra-curricular, this applies at all times, no

matter whether in-season or out-of-season or on or off corporation property. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

Approved January 12, 2017; Effective Date February 1, 2017

4052 DRUG TESTING POLICY FOR STUDENTS

RANDOM TESTING

A random drug testing program will be retained as approved by the School Board. Parents of students who test positive will be notified by the school administration and the administration will provide counseling or rehabilitation recommendations upon the parents' request.

Students prescribed a controlled substance or low THC hemp extract substance must have a prescription from their physician on file in the nurse's office at the beginning of each school year or with a new prescription.

REASONABLE SUSPICION/PROBABLE CAUSE TESTING

The implementation of this program shall not affect the policies, practices, or rights of the North Central Parke Community School Corporation in dealing with drug, alcohol, or tobacco possession or use when reasonable suspicion or probable cause is obtained by means other than the random sampling provided herein.

MANDATORY RANDOM TESTING

In an attempt to ensure the safe, drug-free participation of students participating in any school extra-curricular activity or students with permission to drive a vehicle to school, said students will be subject to mandatory random testing.

TEST RESULTS

The results of the drug test in accordance with this policy will be provided to the principal or principal designee who will always share the results with the parent(s) or guardian(s). If the results are positive school officials will proceed as follows.

Positive tests – students who test positive will be required to submit to follow-up tests, administered by the school and verified by the testing lab selected by the school, until consecutive negative test results are obtained that equal the number of times listed under the Consequences section of this policy. The costs, if any, associated with these tests will be the responsibility of the student and his/her parent(s) or guardian(s).

CBD oil can contain THC levels. THC is a scheduled drug. A positive drug test (per toxicology laboratory standards for cutoff levels) for THC will follow the criteria stated within the Drug Testing Policy for Students.

CONSEQUENCES

First positive test

- a. The results will be reported to the principal or principal designee and conveyed to the parent(s) or guardian(s) and the building guidance counselor. The principal will notify the student's affected activity sponsor.
- b. The student must provide written proof that he/she has had an assessment within 30 days of the positive test result and attend a mandatory drug educational session approved by the school. The student and his/her parent(s) or guardian(s) are responsible for any costs associated with assessment and/or treatment. The guidance counselor will work with the parent(s) or guardian(s) at their request to provide community referral sources for evaluation and/or treatment.
- c. Student will be required to submit two follow-up drug tests at their cost. The first required follow-up drug test will be after an appropriate elapsed time for a negative test. The second required drug test may be within thirty (30) school days at the school's request. The elapsed time between tests will be contingent upon the drugs identified from the original testing based upon the recommendation of the testing lab.
- d. Loss of activities will be subject to the Student/Athletic Handbooks (student may petition for reinstatement after successful completion of the approved drug treatment program and a negative test). The sponsor of that student's activities will be made aware of the positive test results.
- e. A second positive test will result in the consequences outlined in the following section of this policy.

Second positive test

- a. The results of the test will be reported to the principal or principal designee who will notify the parent(s) or guardian(s), and the building guidance counselor. The principal will notify the student's affected activity sponsor.
- b. The guidance counselor will work with the parent(s) or guardian(s) to provide community referral sources for evaluation and/or treatment.
- c. The student must provide written proof that he or she has participated in a minimum of an initial drug use assessment within thirty days of the positive test result. The student must also complete a minimum of eight (8) school approved drug treatment sessions within 10 weeks. The student and his/her parent(s) or guardian(s) are responsible for any costs associated with assessment and/or treatment.

- d. Loss of activities will be subject to the Student/Athletic Handbooks (student may petition for reinstatement after successful completion of the approved drug treatment program and a negative test). For an athlete, the loss of activities will be at least one calendar year plus any additional restriction as per the student athlete handbook. The sponsor of that student's activities will be made aware of the positive test results.
- e. Three mandatory re-tests (at the school's request within 90 school days) to be paid for by the student/parent(s) or guardian(s). An appropriate interval of time after the positive test, as recommended by the testing lab, will be allowed before re-tests.
- f. A third positive test will result in the consequences outlined in the following section of this policy.

Third and subsequent positive tests

- a. The results of the test will be reported to the principal or principal designee who will notify the parent(s) or guardian(s), and the building guidance counselor. The building principal will notify the affected activity sponsor.
- b. The guidance counselor will work with the parent(s) or guardian(s) at their request to provide community referral sources for evaluation and treatment.
- c. Written verification of satisfactory participation in a substance abuse rehabilitation program (minimum of 8 school approved treatment sessions within a 10 week period) must be provided to the school principal within 45 days of the positive test result. The student and his/her parent(s) or guardian(s) are responsible for any costs associated with assessment and/or treatment.
- d. Loss of activities and attendance at school activities for jr. – sr. high school career (student may petition for reinstatement after one year and successful completion of the approved drug treatment program and all negative tests). A positive test will result in a subsequent positive test and require starting this procedure at the beginning.
- e. Four mandatory re-tests (at the school's request within 365 school days) to be paid for by the student's parent(s) or guardian(s). An appropriate interval of time after the positive test, as recommended by the testing lab, will be allowed before re-tests.

Students who do not complete the required assessment and/or treatment programs outlined in the sections above within the allotted time frames will lose driving privileges, participation in extra-curricular activities and clubs, and attendance at those activities and clubs until successfully meeting the interventions required by this policy.

Any refusal to be tested by a student enrolled in the mandatory random drug testing will be considered an admission of a positive test for the substances of drugs, alcohol, and tobacco as set forth in this policy

Approved January 12, 2017; Effective Date February 1, 2017

Revised on March 14, 2019

4054 THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services.

When such agencies request permission to interrogate a student at school, the principal shall attempt to inform the student's parents, when appropriate.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the Corporation, the principal or representative shall be present throughout the proceedings unless the law prohibits his/her presence. S/He should also verify that the student(s) has been informed of his/her rights to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

When an agency requests permission to remove a student from school, the principal shall notify the Superintendent.

No student shall be released to an agency, other than a law enforcement or child protection agency, without proper warrant or written parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.

4056 STUDENT DISCIPLINE

The principal shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students:

- a. In all situations and in all places where such students are within the jurisdiction of this Board;

- b. When such conduct interferes with the educational program of the schools or threatens the health and safety of others (this includes any social media, phone, or other on-line activity.)

Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the principal may suspend the transportation privileges of the student providing such suspension conforms to the discipline code of the school.

4058 REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the Corporation, whether by emergency removal, suspension, expulsion is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be removed, suspended, and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Student Handbook as approved by the board. The Handbook shall also specify the procedures to be followed by school officials. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth for students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973 shall apply.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- a. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions outlined in Indiana Code pending expulsion. The building principal has final authority over all suspensions and suspensions cannot be appealed to the Superintendent or School Board.
- b. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of Indiana Code.
 - a. Any student who brings a firearm to school shall be expelled for at least one (1) calendar year unless the Superintendent reduces the

punishment for reasons justified by the particular circumstances of the incident.

- b. If the student brings a deadly weapon on to Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney when a student possesses a firearm or deadly weapon on school property or at a school-related activity.

The Board will not review or accept any appeal to a suspension or expulsion determination.

The principal shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

4060 CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the School Board cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restrain to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by this Board and criminal assault charges as well.

Corporal punishment is not an acceptable practice in this corporation and will not be used as a form of discipline.

4062 USE OF SECLUSIONS AND RESTRAINTS

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP).

Seclusion of physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The Superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the Corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation, and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees in each building as determined by the Superintendent as the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent risk of injury to the student or to other persons present or damage to school property.

SECLUSION

“Seclusion” means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and

4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited. An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent risk of injury to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

PHYSICAL RESTRAINT

“Physical restraint” means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;
3. Other less restrictive intervention were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee

determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

REPORTING AND REVIEWING OF INCIDENTS

Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parents or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified intervention. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

TRAINING REQUIREMENTS

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring the physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The School Board shall adopt a restraint and seclusion plan as developed by the Superintendent. This policy and the Corporation's plan shall be distributed to all parents whose children are enrolled in the School Corporation.

4064 EQUAL ACCESS FOR NONCORPORATION-SPONSORED STUDENT CLUBS AND ACTIVITIES

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

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

- a. The activity has been initiated by students;
- b. Attendance at the meeting is voluntary;

- c. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school.

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

The Board will not permit the organization of a fraternity, sorority, or secret society. The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

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

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

4066 SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment.

In balancing these competing interest, the Board directs the Superintendent to utilize the following principles:

- a. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

- b. Student Person and Possession

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not

consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private office. The student shall be given the option of selecting the witness from the faculty members on the premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by Indiana Code.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The principal may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the principal, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

SEARCHES

As used in this section, "reasonable cause for a search" means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will produce evidence of the following:

- > A violation of the student conduct standards contained in the student handbook or a rule book.
- > Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices, such as bombs, on school property. Local law enforcement agents shall be given the latitude to conduct random searches on school property whenever there is a reasonable suspicion, as identified by the school administration, that unlawful contraband is on school property.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The principal shall promptly record in writing the following information for each search pursuant to this policy:

- a. The information upon which the search was based
- b. The time, date, location, students, or places searched, and persons present
- c. A description of any item seized and its disposition
- d. The time and date of notice to the parent or guardian in the case of the search of the person of a student.

Approved January 12, 2017; Effective Date February 1, 2017

4067 Use of Metal Detectors – Student Searches

USE OF METAL DETECTORS

(Reasonable Suspicion)

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school protection officers shall operate the metal detectors under the direction of the administration.

USE OF METAL DETECTORS

(Administrative Search)

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school protection officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive,

nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and each school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each school. A notice must be sent out within the first month of school and at least once per semester during the school year.

Metal Detector Random Checks

A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he/ she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult

will closely observe students to make sure no objects are removed from pockets or personal effects.

D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

Approved August 16, 2018

4068 DANGEROUS WEAPONS AND THREATS

The School Board will not tolerate the possession of weapons or other devices designed to inflict serious bodily harm by anyone while on Corporation property, at a school-related event, or while enroute to or from school on a school bus.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent or guardian and proper disciplinary action as provided in the Student Handbook and reporting to the local law enforcement agency.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Corporation employee or a visitor or if any threat is made regarding any student or school property.

4070 STUDENT FUND RAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, “student fund raising” shall include the solicitation and collection of money by or from students to generate financial support for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board may permit student fund raising by students in school, on school property, or at any school-sponsored event when the profit therefrom is to be used for school purposes or for an activity connected with the schools or endorsed by the schools.

Fundraising by approved school organizations whose funds are managed by the school, may be permitted in school by the principal as per the procedures outlined in this policy.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

Any North Central Parke School is allowed to conduct school fund raisers to generate financial support for a specific school or program provided the school submits a request and receives approval from the school board prior to the start of the fund raiser.

The Board of School Trustees recognizes that there may be times when prior board approval is not practical or timely. Therefore, in such situations, the school is authorized to conduct the fund raiser without prior Board approval under the following conditions:

- a. The fund raiser is being conducted for a short duration (less than 10 days) for the purpose of raising funds to address an immediate need such as donations for a family tragedy, game day promotions, charity causes, etc.

- b. The funds raised shall be deposited into an appropriate ECA account and the distribution of such funds shall be by check.
- c. The fund raiser is for schools, teams, clubs, or groups selling t-shirts or similar spirit wear type items supporting a specific event, ie, sectional win, event participation activity, etc.

Note: Schools selling spirit wear, school supplies, etc. throughout the year is not considered a fund raiser; therefore, they must follow all sales tax regulations similar to any retail business.

Fund raisers conducted by outside organizations such as a booster club, PTO, parent athletic support group, etc. do not fall under the SBOA guidelines; therefore, such groups may conduct fund raisers with the permission of the school administration.

All other fundraising shall be done in accordance with any other approved board policy.

Adopted September 20, 2018

4072 PUBLIC PERFORMANCE BY STUDENTS

The School Board recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when:

- a. They constitute a learning experience which contributes to the educational program;
- b. They do not substantially interfere with other scheduled activities of the school;
- c. The circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the principal and shall include the following guidelines:

- a. Parental permission is sought and received before students participate;
- b. When public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of the obligation to participate and will be excused from participation only in accordance with the administrative guidelines governing school attendance;
- c. When a request for a public performance is not part of the regular program, all students who are members of the group invited to perform are polled for their willingness to do so and no request for a performance will be granted

- unless the faculty advisor believes a sufficient number will participate to represent the school fairly and will acquire a valuable learning experience;
- d. No student, group of students, or employee of this Board may receive personal compensation for the performance in public by students organized for a school activity but may collect a donation to an approved student activity fund;
 - e. The interests of our students be protected and guarded against exploitation;
 - f. Student behavior is governed by common courtesy and the Student Handbook.

4074 FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Central Parke Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing your student's role in a drama production;
- b. The annual yearbook;
- c. Honor roll or other recognition lists;
- d. Graduation programs; and
- e. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want North Central Parke Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st each school year. North Central Parke has designated the following information as directory information:

- Student's name

- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency of institution attended
- Grade level
- Student ID number, use ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

5000 BUSINESS OPERATION

5002 Investment Income

5004 Short – Term Indebtedness

5006 Fiscal Planning

5008 Budget Preparation

5010 Budget Hearing

5012 Budget Implementation

5013 Purchasing Agent

5014 Purchasing

5016 Extra-Curricular Funds

5018 Threshold for Material Loss, Shortage, or Theft of School Funds or Property

5019 Internal Controls

5020 Insurance (Property and Liability)

5022 Bonding

5024 Rainy Day Fund

5026 Use of Credit Cards

5028 Collection and Forgiveness of Debt

5030 Federal Grants and Awards Administration

5002 INVESTMENT INCOME

The School Board authorizes the Superintendent or treasurer to make investments of available monies from the several funds of the Corporation in:

- a. Bonds, bills, or notes of the United States; obligations the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
- b. Certificates of deposit issued by a State or National bank organized and authorized to operate a bank in this State;
- c. Any other financial instrument authorized by Indiana laws.

Interest derived from an investment shall be deposited, except as otherwise provided by law, in the Corporation's general fund.

5004 SHORT-TERM INDEBTEDNESS

When the School Board determines that an emergency condition exists within a particular fund(s) and that the revenue being generated will not meet the current projected needs, the Superintendent may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax anticipation warrants.

The appropriate bid procedure is to be followed for all short-term loans authorized by the Board. Funds are to be borrowed from the institutions or organizations offering the terms most favorable to the School Corporation following approval by the Board.

5006 FISCAL PLANNING

The School Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School Corporation and to plan for the financial needs of the educational program. The Board will strive to maintain both short and long range projections of the Corporation's financial requirements.

Accordingly, the Board directs the Superintendent to:

- a. Include cost estimates of all ongoing financial requirements;
- b. Prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- c. Maintain a plan of anticipated local, State, and Federal revenues;
- d. Report to the Board any serious financial implications that emerge from The Corporation's ongoing fiscal planning.

In addition, the Board directs the Superintendent to maintain annually a detailed three (3) year forecast of estimated expenditures and revenues of the Capital Projects Funds.

5008 BUDGET PREPARATION

The Corporation's operation and educational plan is reflected in its budget. Each year, the School Board will cause to have prepared and then review and approve the General Fund, Debt Service Fund, Capital Projects Fund, Transportation Fund, Bus Replacement Fund, and the Rainy Day Fund which constitute the budget of the Corporation.

The budget shall be designed to carry out Corporation operations in a thorough and efficient manner, maintain Corporation facilities properly, and honor continuing obligations of the Board.

The proposed budget requires the critical analysis by every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption. The Board directs the Superintendent to present the budget to the Board, along with all available information associated with each Fund, in sufficient time for proper review and discussion and in compliance with Indiana Code.

5010 BUDGET HEARING

The annual budget adopted by the School Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. The public budget hearings will be conducted in accordance with law.

The budget approved by this Board will be made available to the public in the form and at the places required by law.

The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing.

5012 BUDGET IMPLEMENTATION

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the board to keep members informed as to the status of the budget and overall financial condition of the Corporation.

If, during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Superintendent shall present to the Board recommended amendments to a Fund that will prevent expenditures from exceeding revenues. Such recommendations shall be in accordance with the requirements of the law and provisions of the negotiated agreements.

5013 PURCHASING AGENT

The North Central Parke School Board authorizes the superintendent and the treasurer to serve as co-purchasing agents for the school district. Both positions have the authority to act on behalf of the Board to seek quotes, bids, proposals, and to make purchases within the limitations listed in Board policy.

5014 PURCHASING

It is the policy of the School Board that the Superintendent seek at least three (3) price quotations on purchases of more than \$50,000.00 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the Corporation.

When the purchase of, and contract for, single items of supplies, materials, or equipment is equal to or exceeds the amount stipulated by statute, the Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened by a committee designated by the Superintendent. All order or contracts shall be awarded to the lowest responsive and responsible bidder.

For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- a. the experience (type of product or service being purchased, etc.) of the bidder;
- b. the financial condition;
- c. the conduct and performance on previous contracts (with the Corporation or other agencies);
- d. the bidder's facilities
- e. management skills;
- f. the ability to execute the contract properly.

The Board reserves the right to reject any and all bids.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods, and/or services needed to keep the schools in operation.

Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before the Superintendent places a purchase order, s/he shall have the Treasurer check as to whether the proposed purchase is subject to bid, whether sufficient funds exists in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- a. an opportunity be provided to as many responsible suppliers as possible to do business with the School Corporation;
- b. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- c. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- d. upon the placement of a purchase order, the Treasurer shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;
- e. unless otherwise permitted by the Superintendent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract setting forth the terms of such a purchase shall not extend for a period of more than three (3) years.

5016 EXTRA-CURRICULAR FUNDS

The School Board shall establish financial controls for the administration of the normal, legitimate, curricular-related and extra-curricular activities of the Corporation in accordance with guidelines of the State Board of Accounts.

Each fund covered by this policy must be recognized by the School Board before monies can be collected or disbursed in the name of said fund. Each fund shall be managed by a school administrator designated by the Superintendent and a bonded Treasurer approved by the Board.

The Superintendent is directed to submit annually a list of any new accounts along with a brief description of its objectives.

Investments under this section are at the discretion of principals. Principals are granted permission by the Board to purchase items from investment income account up to the amount of \$500.00.

5018 THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT OF SCHOOL FUNDS OR PROPERTY

The Board of School Trustees of the North Central Parke Community School Corporation recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages, or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.

The threshold for material losses, shortages, or theft of the North Central Parke School Corporation which must be reported to the Indiana State Board of Accounts by the Superintendent or the Superintendent's designee, is as follows:

CASH LOSSES, SHORTAGE, OR THEFT:

A loss, shortage, or theft of cash from any school corporation fund is an amount over \$100.

OTHER ASSETS LOSS, SHORTAGE, OR THEFT:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$500.

Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.

5019 INTERNAL CONTROLS

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the Uniform Internal Control Standards for Indiana Political Subdivisions in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.

The school corporation treasurer shall be responsible to implement the internal controls standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

5020 INSURANCE (PROPERTY AND LIABILITY)

The School 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 building 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 given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Superintendent shall administer the insurance program.

5022 BONDING

The School Board recognizes that prudent trusteeship of the resources of this Corporation dictate 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.

5024 RAINY DAY FUND

The Corporation has established a Rainy Day Fund as per state statute. The Rainy Day Fund may be used for any of the following expenditures:

1. For the repair and replacement due to failure of any part or any structure or equipment, or other unforeseen circumstance.
2. For site acquisition or development.
3. For costs associated with the transportation of school children
4. For costs associated with any unexpected needs in any fund raised by a tax levy
5. For any other emergency or unforeseen circumstance.

It is the intent of the Board of School Trustees that monies in the Rainy Day Fund not be used for wages/salaries/benefits of corporation employees.

5026 USE OF CREDIT CARDS

The Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses; therefore, the Board authorizes the use of a Corporation credit card.

The Superintendent will develop administrative guidelines that specify those authorized to use credit cards, the type of expenses which can be paid by credit card, and their proper supervision and use.

The guidelines will require a log be kept which includes the names of the individuals using the cards, estimated amounts to be charged and the date the card is issued and returned.

Credit cards are not to be used to bypass the accounting system of the Corporation. In addition, credit cards are not to be used for personal expenses not related to the Corporation's activities.

5028 COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectable account.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

5030 FEDERAL GRANTS AND AWARDS ADMINISTRATION

The Board of School Trustees of the North Central Parke School Corporation intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Indiana Department of

Education, and/ or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

A. INTERNAL CONTROLS

The superintendent or designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the school corporation is managing the funds in compliance with all requirements for federal grants and awards. Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- (1) identification of all federal funds received and expended and their program source;
- (2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- (3) records sufficient to track the receipt and use of funds;
- (4) effective control and accountability over assets to assure they are used only for authorized purposes;
- (5) comparison of expenditures against budget; and
- (6) written procedures for cash management and determining the allowance of costs.

At a minimum, the internal controls shall address the following areas.

1. Allowance of Costs
Costs charged by the school corporation to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is
 - (1) reasonable and necessary for the program;
 - (2) in compliance with applicable laws, regulations, and grant or award terms;
 - (3) allocable to the grant;
 - (4) adequately documented; and
 - (5) consistent with school board policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control
Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest
The requirements for conflicts of interest are applicable to all purchases or services.

Each employee, board member, or agent of the school corporation who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, board member, or agent of the school corporation, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered

for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award but they may accept a single unsolicited item with a value of \$50 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

5. **Mandatory Disclosures**

The superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent shall fully address any such violations promptly and shall notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

6. **Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. **Accountability and Certifications**

All fiscal transactions must be approved by the superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the board.

8. **Monitoring and Reporting Performance**

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled

performance reporting dates, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

1. An independent audit by the State Board of Accounts will be conducted and the superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit (as per SBOA requirements).
2. At the completion of the audit, the superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. TRAINING

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

D. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school corporation is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the superintendent or designee.

Legal References: 2. C.F.R. Part 200

Approved: October 20, 2016

6000 PROPERTY, ASSETS AND SECURITY

6002 Disposal of Textbooks

6004 Student Fees, Fines, and Charges

6006 Gifts, Grants, and Bequests

6008 Hygienic Management

6010 Property Inventory

6012 Accounting System for Fixed Assets

6014 Use of School Facilities

6016 Lending of Corporation-Owned Equipment

6018 Electronic Monitoring and Recording

6002 DISPOSAL OF TEXTBOOKS

The Board of School Trustees will sell, exchange, transfer, or donate, textbooks that will no longer be used in the school corporation. Only textbooks that have been mutilated beyond a useable condition or there is no source for disposal will be destroyed.

Principals in each building will have the responsibility of overseeing that the provisions of this policy have been met.

6004 STUDENT FEES, FINES, AND CHARGES

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to: magazines, workbook materials; paperback selections; consumable classroom supplies used by the student; paper usage fee; handbook fees; technology fees; laboratory supplies; lost or damaged books; materials for independent study or special projects; and Corporation-sponsored trips.

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

FINES

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

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

All fines collected will be sent to the Treasurer for deposit in the appropriate fund.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection.

6006 DONATIONS, GIFTS, GRANTS, AND BEQUESTS

The School Board is duly appreciative of public interest in and good will toward the schools manifested through donations, gifts, grants, and bequests. The Board reserves the right to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All accepted donations, gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Corporation and will be subject to use as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Corporation.

Any equipment purchased by an organization for use in the school or at a Corporation-related even shall be submitted to the administration, prior to purchase, so it can determine if the Corporation would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or Corporation employees.

6008 HYGIENIC MANAGEMENT

The School Board recognizes that the health and physical well-being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the principal.

6010 PROPERTY INVENTORY

As stewards of this Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all Corporation-owned equipment annually at such intervals as will coincide with property insurance renewal.

For purposes of this policy, "equipment" shall mean a unit of furniture, of furnishings, an instrument, a machine, an apparatus, or set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the principal to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

6012 ACCOUNTING SYSTEM FOR FIXED ASSETS

The School Board shall maintain a fixed-asset, accounting system, the fixed-asset system shall maintain sufficient information to permit the following:

- a. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles;
- b. adequate insurance coverage;
- c. control accountability.

Fixed assets are defined as those tangible assets of the Corporation with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount of five thousand dollars (\$5,000.00) determined periodically in the Corporation's administrative guidelines.

Fixed assets shall be classified as follows:

- a. land
- b. buildings
- c. improvements other than buildings
- d. machinery and equipment
- e. construction in progress

The following information shall be maintained for all fixed assets:

- a. description
- b. asset classification (land, building, equipment, etc.)
- c. location
- d. purchase price
- e. date purchased

f. estimated useful life

6014 USE OF SCHOOL FACILITIES

FACILITY USE POLICY

The Board of School Trustees believes that the school facilities should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the school corporation. As such, the Board has developed the following guidelines to protect and foster the use of all school facilities and equipment. These guidelines will help direct the efficient use of the facilities while protecting the school corporation from any unnecessary liability or misuse.

The Board permits the use of school facilities when such use has been appropriately requested in writing by a responsible organization, group, or individual and has been approved by the building principal and/or the Superintendent. The Superintendent shall develop administrative guidelines and procedures for the granting of such permission to use Corporation facilities including a schedule of fees. All users of school facilities shall hold the North Central Parke Community School Corporation free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Organizations shall present evidence of liability insurance coverage prior to using school facilities.

The use of school facilities on a Sunday or holiday will be discouraged to allow students and employees to have “duty free” time.

The School Corporation reserves the right to deny or approve any use of school facilities. All requests and activities will be evaluated according to their potential hazard to school facilities and participants.

RENTAL AND USE OF BUILDINGS, GROUNDS, AND EQUIPMENT

The approval for the use of school facilities is contingent upon each group or individual assuming full responsibility for the care of the school property, complying with the terms of the use application and agreement, and paying all approved charges assessed for the event; such approval is also contingent upon the use of the school facilities in no way conflicting with the regular school program.

SCHEDULE OF FEES

School-related groups will not be assessed rental fees to use the school facilities, but may be assessed personnel costs. A school-related group is defined as student organizations, faculty and staff within a building, booster groups, teacher association, PTO, and similar groups.

Public service related community groups, such as the police department and fire department, may be allowed to use the school facility without a rental fee; however, they must have proof of insurance and a building use form on file.

Local, State, or Federal government agencies will be permitted to use the facility without charge.

Community youth related groups, such as 4-H, Girl Scouts, Boy Scouts, Elks Hoop Shoot, youth basketball league, etc. may be allowed to use the facility without a rental fee; however, they must have proof of insurance and building use form on file. They may also be charged personnel costs for activities held outside the normal school custodial schedule.

Adult basketball leagues, AAU leagues, and other such groups will be required to pay rental charges and personnel costs. In addition, they must provide proof of insurance and complete a facility use form.

RENTAL FEES

Gymnasium	\$100 when admission is charged plus \$10 per hour	\$25 when no admission is charged plus \$10 per hour
RV Student Comm. Center	\$100 when admission is charged plus \$10 per hour	\$25 when no admission is charged plus \$10 per hour
TR Extended Learning Room (ELC)	\$100 when admission is charged plus \$10 per hour	\$25 when no admission is charged plus \$10 per hour
Media Centers	\$50 plus \$10 per hour	
Classrooms	\$10 per classroom	
Hallways	\$10 per hour	
Computer Labs	\$50 plus \$10 per hour	May be charge for computer personnel
Parking Lots	\$50 plus \$10 per hour	\$0 without lights on
Baseball field/Softball field	\$20 with no lights on	\$100 with lights on
Football field	\$20 with no lights on	\$100 with lights on
TR Cafeteria	\$50 without kitchen	\$80 with kitchen plus cafeteria personnel
RV Cafeteria	\$50 without kitchen	\$80 with kitchen plus cafeteria personnel
Custodial Personnel	\$20 each per hour	Minimum of 2 hours
Cafeteria Personnel	\$20 each per hour	Minimum of 2 hours
Building Activity Supervisor	\$30 per hour unless volunteer	
Light and Sound Personnel	\$30 per hour	

Student Asst. for Light and Sound	\$10 per hour	
Deposit for Door Access	\$5: will be returned after key is returned	

GENERAL GUIDELINES

1. School facilities may not be used by any political organization to hold political rallies or to promote any political party or activity.
2. Religious groups may not use school facilities to hold religious services such as revivals, special services, etc., which would directly promote a specific religious doctrine. However, church groups may use school facilities for activities that are of a non-worship nature such as fundraising activities, dinners, etc.
3. No private individuals, businesses, or organizations may use school facilities for activities which would promote or directly result in personal or financial gain to the individual, business, or organization.
4. Approved small group meetings in the schools may do so without charge when no extra work results for the custodial staff.
5. Any group using the facility must have at least one school employee present, either as a volunteer or paid worker.
6. School-owned equipment may not be used unless approved by the building principal.
7. No tobacco or alcohol products, nor any drugs may be used on school property.
8. The organization or person using the facility will be responsible for any damage and cleanup of the facility.
9. Any non-school group must provide a "certificate of insurance" with a \$1,000,000 Bodily Injury and Property Damage liability limit and must name North Central Parke as an additional insured.
10. The building principal or designee will assume responsibility for approving any facility use. The principal may waive fees and/or approve other groups to use the facility depending on the circumstances.

NOTE: Any North Central Parke School Employee or Board approved volunteer allowing friends and family to use the school facility must follow the same guidelines as any other community patron. Furthermore, said employee will be held personally liable for any costs or damages.

** As per the authority of our insurance carrier, every individual, who is not with a corresponding organization, using the facilities must sign their own separate agreement holding the school corporation harmless of any liability and must certify that they have their own insurance policy protecting the Corporation.

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION
APPLICATION FOR FACILITY USE

Date of Request: _____

Name of Organization or Individual: _____

Building/Facility Requested: _____

Specific Room or Area Requested: _____

Special Equipment Requested: _____

Type/Purpose of Activity or Event: _____

Date of Activity or Event: _____

Time outside doors should be opened: _____ A.M. _____ P.M.

Ending time of activity or event: _____ A. M. _____ P.M.

Anticipated attendance: _____ Circle one: Mostly Adults Mostly Minors

Will there be an admission charge? YES NO

We/I have read and fully understand the rules and regulations of the Board of School trustees governing the use of facilities. We/I agree to the strict observance of these rules and regulations and to be responsible for any damages to school property due to such occupancy.

A statement listing the charges for custodial and food service personnel along with the building rental fee will be presented to the organization/individual after these have been calculated following the activity/event. A check should be made payable to North Central Parke Community Schools as soon as possible following receipt of the statement; the school corporation will pay all personnel.

Signature of Applicant

Date

Address of Applicant

Phone Number

Approval by Administration

Date

Estimated Charge: \$_____ Date Received by Central Office: _____

Liability Insurance Form Provided: YES NO

PERSONAL LIABILITY WAIVER

The North Central Parke Community School Corporation and their Insurance Carrier require that any individual not associated with an approved group or organization must sign a waiver of liability prior to being allowed to use the school facilities. This waiver will hold harmless the school corporation for any damage or personal injury.

Furthermore, by signing this waiver, you are affirming that you have your own insurance policy protecting you and the school corporation in case of any injury or damage.

Signature of Facility User

Date

6016 LENDING OF CORPORATION-OWNED EQUIPMENT

The School Board believes that Corporation-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Board may lend specific items of equipment upon approval granted by the Superintendent.

The user of Corporation-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Corporation-owned equipment may be removed from Corporation property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Staff members or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.

Personal use of Corporation-owned equipment or facilities by staff or students is prohibited unless done so as per Board policy.

6018 ELECTRONIC MONITORING AND RECORDING

The monitoring of the conduct of persons on school corporation property is intended to assist students, staff, and visitors in protecting themselves and their property. Video and audio monitoring is to complement other means being employed by the Corporation and staff to provide a safe and secure working and learning environment for students and staff.

Monitoring equipment may be placed in common areas throughout the corporation facilities and property. Common areas include hallways, entryways, offices where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the authorization of the superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy. In assessing whether extraordinary circumstances exist, the superintendent shall consult with legal counsel before authorizing placement of monitoring equipment in private areas in which privileged communications occur unless consent of the office occupant is given. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained.

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Signs shall be placed at the main entrance to buildings to notify people entering that their communication or actions may be monitored and recorded. Students and staff shall also be advised of the use of monitoring in the facility.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the school district. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Furthermore, recordings may become a part of a student's education record or a staff member's personnel file.

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by FERPA. Recordings may be shown to parents and the student involved to support disciplinary action; however, a copy will not be given to the parent.

Recordings/monitoring will be kept as long as needed and within the capability of the equipment used.

7000 OPERATIONS

7002 School Calendar

7004 School Day

7006 School Activities during Inclement Weather

7008 Public Records

7010 Personnel Files

7012 Student Records

7014 Confidentiality

7016 Emergency Evacuation of Schools

7018 Reporting Accidents

7020 Control of Casual-Contact, Communicable Diseases

7022 Control of Noncasual-Contact, Communicable Diseases

7024 Control of Blood-Borne Pathogens

7026 Child Abuse and Neglect

7028 Food Services

7029 Food Service Code of Conflict

7030 Free and Reduced-Price Meals

7032 Vending Machines

7036 Transportation

7037 Transportation Pick-Up And Drop-Off Policy

7038 Transportation for Field Trips and Other Corporation Trips

7040 Nonschool Use of Corporation Vehicles

7042 Student Accident Insurance

7044 Automated External Defibrillators (AED)

7002 SCHOOL CALENDAR

The School 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 determined by the Board, and for purposes of receiving State school aid, such days will number no fewer than 180.

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.

7004 SCHOOL DAY

The School 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. He/she shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools..

If schools are closed because of an emergency or inclement weather, school activities will be cancelled for that day or period of closure as per the following guidelines:

7006 SCHOOL ACTIVITIES DURING INCLEMENT WEATHER

If school is cancelled for the safety of the students because of inclement weather, i.e., hazardous road conditions, then all practices, scheduled contests, and any other school activity shall also be cancelled. If the school cancellation extends beyond one day, the building principal shall have the discretion to decide if practices, scheduled contests, and other activities will be allowed provided that no student is required to participate in such activities. Furthermore, there will be no penalty for any student who does not participate on a day school is cancelled.

NOTE: If the school day is cancelled based on forecasted conditions and the forecast does not materialize, the building principal may evaluate the road conditions and determine if it is safe to allow a planned practice or event even though the school day was cancelled.

In addition to the above, if school is cancelled for a Friday, then activities scheduled for Saturday may be conducted at the discretion of the building principal.

If school is dismissed early for the safety of the students because of inclement weather, i.e., hazardous road conditions, then all school activities are also cancelled.

If school has a two hour delayed opening because of inclement weather, practices cannot be held prior to 9:00 a.m. on the day of the delayed opening. Furthermore, students cannot be required to attend or penalized for not attending.

Students may participate in activities at other location if they are already present when the inclement weather hits. Furthermore, if an activity is planned by other organizations, i.e., an IHSAA tournament, under no control of our school corporation, our students' participation will be reviewed by the building principal to determine if attendance and participation is acceptable.

7008 PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this Corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under I.C. 5-14-3-4, including the disclosure or use of any list of corporation employees for commercial purposes.

Any resident of the State may inspect and copy by hand the public records of this Corporation during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records no less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

A resident may purchase copies of the Corporation's public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation, except student records and certain portions of personnel records.

7010 PERSONNEL FILES

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

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

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.

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-à-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 the corporation By-Laws.

Personnel wishing to review their own records shall:

- a. review the record in the presence of the administrator designated to maintain said records or designee;
- b. make no alterations or additions to the record nor remove any material therefrom;
- c. 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:

- a. name and date;
- b. material to be appealed;
- c. 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.

7012 STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The principals are responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law.

- a. Observation and ratings of individual students by professional staff members acting within their sphere of competency
- b. Samples of student work
- c. Information obtained from professionally acceptable standard instruments of measurement such as:
 1. Interest inventories and aptitude tests
 2. Vocational preference inventories
 3. Achievement tests
 4. Standardized intelligence tests
 5. State testing program.
- d. Verified reports of serious or recurrent behavior patterns
- e. Rank in class and academic honors earned
- f. Psychological tests
- g. Attendance records
- h. Health records
- i. 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, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. 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 adult students (eighteen (18) and older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the Corporation.

"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" including, but not limited to those officials with

legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- a. Forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;
- b. Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- c. Request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

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. 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.

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, and the date of disclosure.

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 eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation’s policy and administrative guidelines and/or those in the law.

7014 CONFIDENTIALITY

It is the policy of the School 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 Corporation will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

This policy applies only to identified confidential information received from a public agency.

Although the policy is based upon equal dignity and held “in trust” legal theories, the Corporation may be required 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.

7016 EMERGENCY EVACUATION OF SCHOOLS

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

The Board authorizes a system of emergency preparedness which shall ensure that:

- a. The health and safety of students and staff are safeguarded;
- b. Minimum disruption to the educational program occurs;
- c. Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

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.

7018 REPORTING ACCIDENTS

The School 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 school nurse or 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, within 24 hours or as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action and/or the loss of the opportunity to file a workman's compensation claim.

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

7020 CONTROL OF CASUAL-CONTACT, COMMUNICABLE DISEASES

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

For purposes of this policy, “casual-contact, communicable disease” shall include diphtheria, scarlet fever and other strip infection, 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 communicable disease spread through normal interaction in the school setting.

On the recommendation of the nurse, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the nurse is not present in the building when the decision needs to be made.

7022 CONTROL OF NONCASUAL-CONTACT, COMMUNICABLE DISEASES

The School 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 it is not communicated through casual contact will have his/her status in the Corporation examined by an appropriate panel of resource people 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 Disease. 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 immediately convene a review panel as specified by law.

The Superintendent shall also consult with either the infected person's physician or the Parke 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 unless there exists exposure to casual-contact, communicable disease that pose a threat to the person's health or safety.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded following due-process procedures.

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

When the Superintendent learns that a disabled student may be infected with a noncasual-contact, communicable disease, the Case Conference committee will serve as the communicable disease review panel and will be convened within forty-eight (48) hours. The Case Conference committee will be expanded to include the physician treating the child and the Parke Country Health Officer.

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, confidentiality, and due-process. 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 principle 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.

7024 CONTROL OF BLOOD-BORNE PATHOGENS

The School 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 and exposure control plan.

7026 CHILD ABUSE AND NEGLECT

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

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of physical, sexual, or mental abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means.

The staff member or appropriate administrator in the presence of the staff member shall immediately call the Parke County Welfare Department or Parke County Sheriff's Department.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or

the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

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

7028 FOOD SERVICES AND SCHOOL LUNCH CHARGES

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

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the procedures established by the Superintendent.

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

A periodic review of the food-service accounts shall be made by the Superintendent. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from ala carte foods may accrue to the food service program.

The Superintendent shall prepare administrative guidelines for the conduct of the school food-service program that shall include provisions for:

- a. the maintenance of sanitary, neat premises free from fire and health hazards;
- b. the preparation and consumption of food;
- c. the purchase of foods and supplies in accordance with law;
- d. the accounting and deposition of food-service funds;
- e. the safekeeping and storage of food and food equipment;
- f. the maintenance and replacement of equipment.

No foods or beverages, other than those associated with the Corporation's food-service program, are to be sold during food-service hours. The Corporation shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food services funds and shall not serve, in any food-service area during meal-serving hours, carbonated beverages, candies, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun

candy, and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board policy.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Central Parke School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made online through your student's Harmony account. Payment of cash, checks or money orders may be used for your student's account. Please make check and money order payments payable to the North Central Parke Cafeteria.
- A student may charge up to 2 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$5.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the snack bar.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal of W/G crackers and peanut butter, fruit of the day and a milk at the cost of \$1.00 to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated call system will notify parents twice a week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$5.00 and above.
- All accounts must be settled at the **end of the school year**. Letters or emails will be sent home approximately 10 days before the **end of the school year** to students

who have any negative balances. Negative balances of more than \$25.00 not paid in full 5 days prior to the **end of the school year** will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail or email by food services at the **end of the school year** and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria fund.

Revised February 16, 2017 with effective date of July 1, 2017

7029 FOOD SERVICE STAFF CODE OF CONDUCT

Conflict of Interest

All employees shall perform their duties in a manner free from conflict of interest to ensure that the school corporation's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school corporation is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the entity selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Staff Gifts and Solicitations

All employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school corporation. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

LEGAL REFERENCE: 7CFR 3016.36(b)

7CFR 3019.42

7030 FREE AND REDUCED-PRICE MEALS

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

The Board shall provide needy children with lunch at a reduced charge or at no charge to the student. It shall also provide breakfast in accordance with provisions in 20-5-13.1 of the Indiana Code.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the principal and/or Food Service Director 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 Superintendent shall establish whatever administrative guidelines are necessary to ensure the program is conducted in accordance with guidelines established by the Indiana Department of Education.

7032 VENDING MACHINES

The School Board recognizes that vending machines can produce revenues which 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 school's share of the revenues is managed by the School Treasurer in accordance with relevant Board policies and administrative guidelines.
- c. No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.

7036 TRANSPORTATION

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary. The regulations of the State Department of Education shall govern any question not covered by this policy.

School buses may be purchased, housed, and maintained by the Corporation for the transportation of resident students between their home areas and the schools of the Corporation to which they are assigned. The Superintendent may substitute small vehicles for reasons of economy or efficiency of operation, and the Board may enter into a contractual agreement with a qualified contractor for the transportation of 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.

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

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

7037 Bus/Transportation Pick-up and Drop-off

** Telephone calls to the school to change buses will no longer be accepted during the school day except for emergency situations to ensure the safety of all the students. **

The following procedures will be used to ensure student safety:

Students will be transported to and from the bus stop closest to their place of residence.

NCP is responsible to get your student back to you safely at the end of the day and we need your help. Unless directed otherwise, your child will be dropped off where they were picked up or at the address previously established during enrollment. If the need arises that student(s) need to be dropped off at another address, we will require a written form signed by the parent to be brought in with the student in the morning, or delivered by the parent to the school prior to 1:00 p.m. (One form for the year can be used if the drop off address is the same each day Monday through Friday for the entire year – any changes from that schedule will require a separate form for each change.) Please date the form and include the address where child is to be dropped off; bus number to ride; phone number parent can be reached; and name and phone number of place they will be dropped off. This is to protect your child from any miscommunications. Transportation forms will be on the school web site and available at the school. If the requested change results in the bus being over-loaded, the change may be denied and you will need to make other arrangements.

If a child misses a bus do not try to 'flag' down the bus where there is not a stop. NEVER send a child to a bus where a driver is not aware of the child. Only at a designated stop is where a child gets on or off a bus.

Keep ALL phone numbers current in your child's records so drivers' and school will always have your most current information available. This includes the emergency contacts. Too many times we try to make contact to verify stops and no one can be reached.

If a permanent change of location is needed (for a reason such as a family change of address) please fill out a Request for Transportation Change Form and send in with your student so updates can be made and bus drivers can be contacted.

Approved: July 20, 2017

7038 TRANSPORTATION FOR FIELD TRIPS AND OTHER CORPORATION TRIPS

It shall be the policy of the School 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 may assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid by the sponsoring organization or from the designated fund.

Transportation 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. Any time students are on the vehicle, at least one (1) 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 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, non-corporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle unless authorized by the Superintendent.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has a written consent form signed by the parents involved and the principal has approved the request.

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

If transportation is too costly or cannot be arranged, a student may drive between school campuses and/or the vocational programs provided the parent has a signed waiver form on file. Furthermore, a student may be allowed to ride with another student to these same programs provided both parents have a signed waiver form on file.

7040 NONSCHOOL USE OF CORPORATION VEHICLES

The School 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 non-school 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 non-school transportation shall be based on administrative guidelines established by the Superintendent.

7042 STUDENT ACCIDENT INSURANCE

The School 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.

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

7044 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Board has determined that it may enhance school safety to have an AED placed in various locations throughout the district.

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 Corporation has developed guidelines that govern AEDs including the use of the AED, placement of the AED, and training and oversight by the school nurse. The AED devices will be located at school buildings for use by employees with proper AED training.

8000 COMMUNITY RELATIONS

- 8002 Public Complaints and Concerns
- 8004 Public Attendance at School Events
- 8005 Sex Offenders on School Property
- 8006 Charges for Industrial/Technical Projects
- 8008 Parent Organizations
- 8010 Relations with Parents
- 8011 School Volunteers/Room Parents/and Chaperons
- 8012 Pest Control Policy
- 8014 Indoor Air Quality
- 8016 Distribution of Material and/or Advertising

8002 PUBLIC COMPLAINTS AND CONCERNS

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

MATTERS REGARDING A PROFESSIONAL STAFF MEMBER:

a. First Level

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

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

b. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's principal/supervisor, and with the teacher present if appropriate.

c. Third Level

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

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

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

d. Fourth Level

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

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

MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER

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

MATTERS REGARDING THE SUPERINTENDENT

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

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

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

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

The complainant is not to discuss the matter with an individual Board member as a Board member has no authority except when the Board is in session.

MATTERS REGARDING A SUPPORT STAFF MEMBER

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

MATTERS REGARDING CORPORATION SERVICES, OPERATIONS, OR EDUCATIONAL PROGRAMS

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

MATTERS REGARDING INSTRUCTIONAL MATERIALS

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

- a. The criticism is to be addressed to the principal, in writing, and shall include:
 1. Author;
 2. Title;
 3. Publisher;
 4. The complainant's familiarity with the material subjected to;
 5. Sections objected to, by page and item;
 6. Reasons for objection.
- b. Upon receipt of the information, the principal shall, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:
 1. Two (2) or more professional staff members including librarian;
 2. One (1) or more lay person's knowledgeable in the area.
- c. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. The appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. The accuracy of the material
 3. The objectivity of the material
 4. The use being made of the material
- d. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- e. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- f. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- g. The Board shall review the case and advise the complainant, in writing, of its decision within fifteen (15) business days.

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

8004 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

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

However, raffles and similar forms of fundraising by Corporation-related organizations may be permitted by the Superintendent.

8005 SEX OFFENDERS ON SCHOOL PROPERTY

Recognizing that the safety and welfare of students is of paramount importance, the North Central Parke Board of School Trustees hereby declares that, except in limited circumstances as defined below, the North Central Parke Schools (NCP) will not permit registered sex offenders to be on NCP school property.

SCHOOLS OFF LIMITS

The Board of School Trustees declares that no registered sex offender may come on the property of the North Central Parke School Corporation except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as provided in this policy. A registered sex offender may not attend school functions that are held on school property. The Board of School Trustees authorizes any NCP administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the school property. Violations of this policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education, as deemed appropriate by school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is on the Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

Limited Circumstances:

Limited circumstances may occur when a registered sex offender has a legitimate educational need to come on school property, ie. IEP conference, medical issue with the child, principal request, etc. In such a case, prior to entering school property, the registered sex offender must have written approval. The written approval will be established by discussion with the principal or his/her designee of the school property in question. Approval will only be given for the sex offender to meet in the office area at a time designated by the building principal, and he/she will not be allowed in any other area of the building. The approval will be in writing with signatures of the involved parties. Only after there is an approved written agreement may the registered sex offender enter school property and may only do so within the restrictions of the written approval. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for that event by the administrator of the school site.

Adopted: May 18, 2017

**North Central Parke
Community School Corporation**

Dr. Thomas W. Rohr
Superintendent

1497 E. State Road 47
Marshall, IN 47859
Phone (765) 597-2750
Fax (765) 597-2755

rohrt@ncp.k12.in.us

Date:

Notice of Sex Offender Policy

The North Central Parke School Board has passed a policy to limit the ability of persons on the Sex Offender Registry in coming onto school grounds. The Board took the position to prohibit those persons who are on the registry from coming onto any property owned by or controlled by North Central Parke Schools. The only exceptions would be for a rare and significant issue involving a child of someone who is on the registry. In that case, the offender would need to apply for and be granted written access to that event only.

If you have reason to enter school property you would need to contact the Principal's Office prior to entering the property. In the event that the school would need to summon you for an emergency, you would be approved as an "invited" person for that time period only.

If you have questions, contact the Principal's Office.

Sincerely,

Superintendent

NORTH CENTRAL PARKE SCHOOL CORPORATION

Individual Access Approval

(This form must be received at least one week before the requested event)

Your name: _____ Date of this request: _____
Date of Birth: _____ Phone #: _____
Address: _____ Name of school involved: _____

My request is for (description of event): _____

Date of event: _____ Place of event: _____

Time of event: _____

Name of child(ren) with whom you are involved: _____

Your relationship: _____

This event is a rare and important event because: _____

Signature indicates approval for NCP to receive any documents in criminal record as deemed necessary

Signature: _____ Date: _____

After a review of the request contained on this form, it has been decided that the request should be:

Approved: _____ Denied: _____

Approved with the following limitations _____

Approved Date: _____ Approved Time: _____

Area of the school site that the person is permitted to be: _____

A school official may be assigned to observe and/or accompany the individual named during the time of the visit. If requested, the individual named shall leave the premises immediately regardless of the times contained in this request form.

Signature of school official: _____

8006 CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

It is the policy of the School Board to approve school sponsorship of functional, occupational projects as part of the instruction related to the vocational/industrial arts being taught by the Corporation school(s).

Functional projects may be accepted by the teacher with the approval of the principal.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only of the actual cost of materials used in completing instructional projects. No tipping shall be allowed to any student or teacher. Signs shall be printed and posted in each shop indicating that no tipping is permitted.

8008 PARENT ORGANIZATIONS

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

thereby shares responsibility with this Board for the welfare of participating students.

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

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

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

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

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

8010 RELATIONS WITH PARENTS

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

- a. Parent-teacher conferences to permit two-way communication between home and school.
- b. Open houses in Corporation schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Schools are encouraged to host open houses on an annual basis.
- c. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
- d. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs or problems.

8011 School Volunteers/Room Parents/and Chaperons

The North Central Parke School Corporation believes that the use of volunteers within the school program, whether during or after regular school hours, enhances the educational process not only for students, but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process,

increases community support, and provides for individuals who have expertise in various areas to be used as resource persons.

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staff. Volunteers may be involved in virtually every facet of the operation of the school district, working with students on a one-to-one basis or performing tasks not involving students. Duties may involve services to the libraries, classrooms, athletic events, music programs, school plays, or pre-kindergarten programs or assisting on field trips and similar activities.

Individuals interested in serving as a volunteer should contact the local school principal, teacher, or coach to express their interest. The volunteer's interests and abilities will be considered when making assignments. Volunteers shall be screened at the local school level and must be approved by the administrator and the teacher/coach supervisor.

The continuation of the services of a volunteer shall be at the principal's discretion.

Volunteers are bound by the same dress code and code of ethics as the professional staff or other staff with whom the volunteer works.

Volunteers are expected to comply with all rules and regulations set forth by the district, including the requirement to provide the school district with a limited criminal history background check. A volunteer may be denied access to the building or activity if they have a criminal history record deemed by the superintendent as inappropriate to serve as a volunteer.

An approved volunteer is one who has been selected or approved by the building principal/designee to provide a service to the school. Volunteers serving as a direct supervisor of students must also be approved by the school board, ie. volunteer coaches and daily classroom volunteers.

Adopted: May 18, 2017

8012 PEST CONTROL POLICY

The School Corporation is committed to providing students a safe environment. 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 exposed to children.

The Corporation will:

1. Inform annually parents and staff members of the Corporation's pest control policy at the time of student registration (beginning of the school year or semester) by a separate memorandum or as a provision in the Student Handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The Corporation will provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. 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 the school for more information.

In case of emergency pesticide application 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 and disseminate regulations for the implementation of the policy.

PEST CONTROL

Regulations

In an attempt to assure proper control of any pesticides that might be used on operation premises, these procedures are established. "Pesticide" for application of these regulations is only defined as a fungicide used on plants, and insecticide, an herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticides are not subject to the provisions of these regulations when used where students and staff members do not have access to the bait.

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - a. A review of the Corporation's pest control policy;

- b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training and required certifications.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
3. When inspections are conducted by an independent contractor, the contractor shall (should) contract the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the time of registration for each school, (at the beginning of each school year or semester), the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice.
 - a. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two (school) days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide application.
7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4)

approximately time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contracted for further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions of the pesticide label.
10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application;
 - b. Pests found during inspection;
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide(s);
 - e. Areas treated;
 - f. Name of the applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The School principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide product with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instruction will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instruction, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the produce. This information shall also be available to any member of the public upon request
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School Corporation employees responsible for handling and applying pesticides shall have specific pesticide training.

17. Training for school employees to become certified pest control applicators is available. The Corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

The Superintendent or his/her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION
PESTICIDE APPLICATION PLAN

Date of planned application:

Day of week:

Which pesticide(s) will be used?

Location/size of area(s) to be treated:

Who will do the pest control? (Circle one)

Staff

Contractor

Name(s)

License Number(s)

Firm (if applicable)

For interior treatment:

Does the building have active ventilation that can be left on after the application?

If not, who is responsible for opening windows at least six (6) hours before staff and students reenter?

Will pesticides be stored on school grounds?

Yes

No

If "Yes", where?

Approved by school/district administrator:

Date:

School Nurse

Informed:

Other(s)

Informed:

8014 INDOOR AIR QUALITY

CHEMICAL MANAGEMENT POLICY

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The Superintendent will be responsible for the implementation and enforcement of this policy.

INVENTORY

Each year, school corporation personnel assigned by the Superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

PURCHASING

Chemical purchases shall adhere to the following protocol:

1. This school has identified the following procedure and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. The certified classroom teacher will determine which chemicals are needed, a P.O request will be generated, and the building principal will sign off on the request.
 - b. Donated items such as hand sanitizers and product employees want to bring into the school must be approved by school administration.
2. First in – first out method will be followed. Over purchasing and stocking piling are not permitted
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

Material Safety Data Sheets (MSDS) will be available at the high school administration office, the science department office, and the maintenance office.

The MSDS books are to be updated annually and as new chemicals are purchased.

USE

Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warning, especially requirements for ventilation are to be followed.

1. When possible, use of cleaning products should be performed when students are not present.
2. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
3. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
4. Required notification procedures will be followed (i.e. pesticide notifications).

STORAGE

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

DISPOSAL

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable for proper disposal in most instances.

SPILLS, EXPLOSIONS, AND ACCIDENTS (INCLUDING INHALATION, INGESTION, OR DIRECT CONTACT)

1. In the event of a spill, explosion, or accident, the staff shall take all necessary steps to evacuate students away from the affected area. Staff will then call the appropriate agency or office to report the incident and follow all precautionary steps to help contain the contamination. The school office and the central office (597-2750) will also be called.

8016 DISTRIBUTION OF MATERIAL AND/OR ADVERTISING

It is recognized that the students and staff in the school building are a captive audience which is conducive to an easy access for the distribution of material. However, it is not the function or intent to allow community organizations, outside student organizations, religious groups, community businesses, or advertisers to have direct access or distribution availability to students. However, it is also recognized that some information may be of interest and value to students and parents.

Therefore, with the authorization of the building principal, material for distribution may be made available at a common location in the building which will allow students, staff, and parents to voluntarily pick up. The principal may or may not announce the availability of such material depending on the nature of the material.

The school administration will not make public address announcements soliciting support or participation of non-school events and activities.

8018 HOMELESS STUDENT POLICY: ENROLLMENT RIGHTS, SERVICES, AND COMPLAINT RESOLUTION

Homeless Students

NCPCSC recognizes that homelessness alone should not be sufficient to separate students from the mainstream school environment. Therefore, NCPCSC, in accordance with state and federal law will give special attention to ensure that every homeless child and youth in the NCPCSC will have free, equal access to an appropriate public education as other students. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Enrollment Placement of Homeless Students

After a child is identified as homeless, as defined by McKinney Homeless Assistance Act, NCPCSC's McKinney-Vento liaison will confer with student's parent/guardian or the unaccompanied youth and discuss what is in the best interest of the child for choice of school placement.

Homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living. Attendance rights by living in attendance areas, other student assignment or student choice or transfer policies are available to homeless families on the same terms as families who are resident in the school corporation.

If there is an eligibility or enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the corporation's decision and their appeal rights in writing. The corporation's liaison will carry out the dispute resolution as provided by state rule.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the corporation liaison is to assist in this process. Records from the student's previous school shall be requested from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school corporation, or a homeless student is living in another school corporation but will attend his or her school of origin in this corporation, the two school corporations will coordinate to determine the responsibilities and costs of each corporation to provide the transportation services necessary for the student. If the two school corporations do not agree upon an arrangement, the responsibilities and costs for the transportation services will be shared equally by the two school corporations.

The corporation's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the education and appeal rights of homeless students in a manner understandable to the homeless students, their parents or guardians, and unaccompanied youth. The notice shall be disseminated in locations frequented by homeless students, their parents or guardians, and unaccompanied youth.

Identification of Homeless Students

For purposes of NCPCSC policies, "homeless students" include school age students who lack a fixed, regular and adequate night-time residence and includes students who have a primary night-time residence that is:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;

5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or
7. Are migratory children living in conditions described in the previous examples.

An unaccompanied youth is a homeless student who is not in the physical custody of a parent or guardian.

Homeless Student Rights:

1. Receive a free, appropriate public education.
2. Enroll in school immediately, even if lacking documents normally required for enrollment. Enroll in school and attend classes while the school gathers needed documents. *Homeless students may be enrolled in school prior to receiving their immunization records.*
3. Enroll in the local school; or continue to attending their school of origin if that is their preference and is feasible.
*If the school district believes that the school you select is not in the best interest of the child or unaccompanied youth, then the district must provide them with a written explanation of its position and inform you of your right to appeal its decision.
4. Receive transportation to and from the school of origin, if you request this.
5. Receive educational services comparable to those provided to other students, according to the child or unaccompanied youth's needs.

Coordinator

Carmen Branson, is NCPSC's McKinney-Vento Liaison. Contact information: email bransonc@ncp.k12.in.us or can be reached at 765-597-2760.

The responsibilities of the coordinator include but are not limited to:

1. Establishing practices designed to maximize the school enrollment and success of homeless students.
2. Ensuring that homeless students and their families have access to educational services administered by NCPSC.
3. Ensuring that referrals are made to health care, dental, mental health and other appropriate services.
4. Ensuring that the school records of homeless students are transferred in a timely manner.
5. Ensuring that homeless students are not isolated or stigmatized because of their status as homeless.
6. Ensuring that disputes over the placement of homeless students are resolved in a timely manner.

7. Ensuring that homeless families have the right to file a complaint, raise a compliance issue or file an appeal for McKinney-Vento Disputes or complaints.

Identification

Homeless students will be identified by referrals from community organizations and by review of NCPSC's McKinney-Vento enrollment form.

Policy Dissemination

Copies of NCPSC's Policy on Homeless Students will be presented to the County Welfare Office, the Juvenile Officer and local law enforcement authorities.

Complaint Resolution

**Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure.*

Any homeless parent, student, employee or District stakeholder who has a complaint may file a complaint regarding any of the above, by submitting a written complaint to the Corporation McKinney-Vento Coordinator, the school they chose or at the District Office. The parent, guardian or youth shall be provided with a written explanation of the School's decision including the rights of the parent, guardian or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

1. The Superintendent of NCPSC will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks after receipt of the complaint.
2. The superintendent will notify the complainant of the decision in writing.
3. The complainant will be allowed one week to react to the decision before it becomes final.
4. The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the superintendent.
5. If the issue is not resolved with the superintendent, the complaint will be forwarded to the School Board for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent, guardian, or youth to appeal the decision.
6. Unresolved complaints may be forwarded by the stakeholder to Indiana's McKinney-Vento State Coordinator for review.

Revised May 16, 2019