

**LAKE CENTRAL SCHOOL CORPORATION **

**LAKE CENTRAL HIGH SCHOOL
KAY TRAPP BOARD ROOM - ENTER DOOR F**

8260 Wicker Avenue, St. John, Indiana 46373

Monday, February 6, 2023 5:30 pm

SPECIAL SCHOOL BOARD MEETING MINUTES

- I. Call to Order
- II. Pledge of Allegiance
- III. Official School Board Business
 - A. Board Policy Review
 - 1. 7540.03 - Student Technology Acceptable Use and Safety
 - 2. 8455 - Coach Training, References, and IHSAA Reporting
 - 3. 7540.4 - Staff Technology Acceptable use and Safety
 - 4. 8305 - Information Security
 - 5. 7544 - Use of Social Media
 - 6. 6220 - Budget Preparation
 - 7. 7300 - Disposition of Real Property
 - 8. 2603 - District Performance Internet Dashboard
 - 9. 0100 - Definitions
 - 10. 3120.11 - Public hearing Before Commencement of Collective Bargaining and Public Meeting Before Ratification of Tentative Agreement
 - 11. 3120.08 - Employment of Personnel for Extracurricular Activities
 - 12. 3220.02 - Supplemental Payments for Teachers
 - 13. 5420 - Reporting Student Progress
 - 14. 5610 - Suspension and Expulsion of Students
 - 15. 6250- Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership
 - 16. 6550 - Travel Payment and Reimbursement
 - 17. 8120 - Volunteers
 - 18. 8210 - School Calendar
 - 19. 8220 - School Day
 - 20. 8400 - School Safety
 - 21. 8510 - Wellness
 - 22. 8600 - Transportation

IV. Public Comments

V. Board Of Education Comments

VI. Adjournment

Minutes of the February 6, 2022 School Board Meeting were approved and adopted by the Board of School Trustees at the February 20, 2023 School Board Meeting.

Cindy Sues, Board President

ATTEST:

Nicole Kelly, Board Secretary

Next Regular School Board Meeting: Monday - February 20, 2023 7:00 p.m.

Book	Forms Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Legal	<p>P.L. 106-554 (2000), Children's Internet Protection Act of 2000</p> <p>47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>47 C.F.R. 54.500 - 54.523</p> <p>I.C. 35-49-2-2</p> <p>I.C. 20-26-5-40.5</p>
Adopted	December 5, 2011
Last Revised	November 5, 2012

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network,

Book	Forms Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Vol. 34, No. 1 - October 2021 - COACH TRAINING, REFERENCES, AND IHSAA REPORTING
Code	po8455
Status	
Legal	I.C. 20-26-14-8 I.C. 20-26-14-9 I.C. 20-34-7 I.C. 20-34-8
Adopted	January 6, 2020

8455 - COACH TRAINING, REFERENCES, AND IHSAA REPORTING

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

The School Board requires that:

- A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education not less than once during a two (2) year period that:
 1. is sport specific;
 2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. heat emergency preparedness; and
 - d. proper technique;
 3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
 4. awards a certificate of completion to a coach who successfully completes the course.

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

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

1. contains player safety content on concussion awareness;
2. ~~after December 31, 2018,~~ includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

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

- C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.
- D. A head coach or assistant coach of an athletic activity, marching band leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the Indiana Department of Education (IDOE) shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation will receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. Each Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training.

[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

☐ Additionally, the Board requires that:

- A. ☐ All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the State Department of Education at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

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

- B. ☒ All coaches (☒) and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about (☒) concussions (~~-x~~) sudden cardiac arrest, (☒) and heat-related medical issues **[END OF OPTION]** at least once during a two (2) year period.

- C. ☐ All coaches ☐ and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course must be completed prior to coaching or serving as an athletic activity sponsor. Each coach ☐ and athletic activity sponsor **[END OF OPTION]** must complete a course not less than once during a two (2) year period.

[END OF OPTIONS]

The Superintendent shall require that each person employed as a coach ☒ or athletic activity sponsor **[END OF OPTION]** is qualified, has cleared a background check as required by State law and Board Policy 1521, Policy 3121, Policy 4121, Policy 8120, or Policy 8121 and has received the training required by State law and this policy. Before allowing an individual to be a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on him/her. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association recognized sport, the Corporation must take the following steps:

- A. ask him/her:
 - 1. whether s/he is or has been accredited by the association; and
 - 2. if s/he is or has been accredited by the association, whether his/her accreditation has ever been suspended or revoked;
- B. request references from him/her;
- C. contact the references that s/he provides to the Corporation; and
- D. contact the association to determine whether his/her accreditation has ever been suspended or revoked.

All coaches ☒ and athletic activity sponsors **[END OF OPTION]** shall be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

The Corporation shall report to the association, in a manner prescribed by the association, when a nonteaching or volunteer coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

- A. Kidnapping (I.C. 35-42-3-2).
- B. Criminal Confinement (I.C. 35-42-3-3).
- C. Rape (I.C. 35-42-4-1).
- D. Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).
- E. Child molesting (I.C. 35-42-4-3).
- F. Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).
- G. Vicarious sexual gratification (I.C.35-42-4-5).

- H. Child solicitation (I.C. 35-42-4-6).
- I. Child seduction (I.C. 35-42-4-5).
- J. Sexual misconduct with a minor (I.C. 35-42-4-9).
- K. Incest (I.C. 35-46-1-3).
- L. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).
- M. Dealing in methamphetamine (I.C. 35-48-4-1.1).
- N. Manufacturing methamphetamine (I.C. 35-48-4-1.2).
- O. Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).
- P. Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).
- Q. Dealing in a schedule V controlled substance (I.C. 35-48-4-4).
- R. Dealing in a counterfeit substance (I.C. 35-48-4-5).

The Corporation shall make a report to the Department of Child Services if an individual serving as a coach has engaged in suspected child abuse or neglect.

[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

[] The Corporation shall report to the association when a professional staff member who is a coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

- A. Kidnapping (I.C. 35-42-3-2).
- B. Criminal confinement (I.C. 35-42-3-3).
- C. Rape (I.C. 35-42-4-1).
- D. Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).
- E. Child molesting (I.C. 35-42-4-3).
- F. Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).
- G. Vicarious sexual gratification (I.C. 35-42-4-5).
- H. Child solicitation (I.C. 35-42-4-6).
- I. Child seduction (I.C. 35-42-4-7).

- J. Sexual misconduct with a minor (I.C. 35-42-4-9).
- K. Incest (I.C. 35-46-1-3).
- L. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).
- M. Dealing in methamphetamine (I.C. 35-48-4-1.1).
- N. Manufacturing methamphetamine (I.C. 35-48-4-1.2).
- O. Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).
- P. Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).
- Q. Dealing in a schedule V controlled substance (I.C. 35-48-4-4).
- R. Dealing in a counterfeit substance (I.C. 35-48-4-5).

[x] The Corporation shall report suspected misconduct by an individual serving as a coach that may constitute a crime to local law enforcement.

[END OF OPTIONS]

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Book	Forms Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Legal	<p>P.L. 106-554 (2000), Children's Internet Protection Act</p> <p>47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>47 C.F.R. 54.500 - 54.523</p> <p>I.C. 20-26-5-40.5</p> <p>I.C. 35-49-2-2</p>
Adopted	December 5, 2011
Last Revised	November 5, 2012

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The School Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Corporation's educational mission. This policy, its related administrative guidelines, (x) Policy 7544 and AG 7544, **[END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Corporation's Technology Resources and Information Resources and staff's personal communication devices (PCDs) when they are connected to the Corporation's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 7530.02).

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources and Information Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources and Information Resources (including but not limited to privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 – Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, Corporation Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Corporation may not be able to limit access technologically through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation's computer network.

Pursuant to Federal law, the Corporation has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act or I.C. 35-49-2-2. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Director of Technology_____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. ☒ The Superintendent or Director of Technology_____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

☒ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Corporation Technology Resources. All users of Corporation Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

☒ Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Corporation.

☒ With prior approval from the Superintendent or Principal or Director of Technology _____, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior on Corporation Technology and Information Resources, i.e., behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events.

Communications on Education Technology are often public in nature. The Board does not approve any use of its Technology Resources and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines ☒ and Policy 7544 and its accompanying guidelines **[END OF OPTION]**.

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]

[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate option to match that language.]

☐ Staff members may use Corporation Technology Resources to access or use social media only if it is done for Corporation educational or business-related purposes.

☒ Staff members' use of Corporation Technology Resources to access or use social media shall be consistent with Policy 7544 and its accompanying guidelines.

[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]

☒ An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Technology Resources not authorized by this Board Policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology _____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation Technology and Information Resources.

[Optional]

[x] Social Media Use

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

[END OF OPTION]

This policy shall be posted on the Corporation's website.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777, 9134 (2003)
47 C.F.R. 54.500 - 54.523
I.C. 20-26-5-40.5
I.C. 35-49-2-2

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Book	Forms Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - INFORMATION SECURITY
Code	po8305
Status	
Legal	I.C. 4-13.1-1-1.3 I.C. 4-13.1-1-1.5 I.C. 4-13.1 -2-2

8305 - INFORMATION SECURITY

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

Protecting Corporation data/information is of paramount importance. Information security requires everyone's active participation to keep the Corporation's data/information secure. This includes School Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use Corporation Technology and Information Resources. The Corporation will work to protect the data/information, computer network or system from attack vectors, or methods by which the computer network or system is attacked, infiltrated, or otherwise compromised.

A cybersecurity incident is a malicious or suspicious occurrence that consists of one (1) or more of the categories of attack vectors and are defined as websites that:

- A. jeopardize or may potentially jeopardize the confidentiality, integrity, or availability of an information system, an operational system, or the information that such systems process, store or transmit;
- B. jeopardizes or may potentially jeopardize the health and safety of the public; or
- C. violate security policies, security procedures, or acceptable use policies (See Policy 7540.03 - Student Acceptable Use Policy/Policy 7540.04 - Staff Acceptable Use Policy)

A cybersecurity incident may consist of one (1) or more of the following categories of attack vectors: 1) ransomware; 2) business email compromise; 3) vulnerability exploitation; 4) zero-day exploitation; 5) distributed denial of service; 6) website defacement; or other sophisticated attacks as defined by the Chief Information Officer (CIO) and identified by the Corporation on its website.

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

with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form shall provide this certification.

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

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

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

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release of data/information. These procedures shall comply with the Corporation's legal requirements if such a breach of personally-identifiable information occurs.

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

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

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

The Superintendent shall conduct () an annual (x) a periodic [END OF OPTION] assessment of risk related to the access to and security of the data/information retained by the Corporation, as well as the viability of the Continuity of Organizational Operations Plan developed pursuant to Policy 8300.

I.C. 4-13.1-1-1.3

I.C. 4-13.1-1-1.5

I.C. 4-13.1 -2-2

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Book	Policy Manual
Section	Special Update - Social Media - November 2019
Title	New Policy - Special Update - Social Media - November 2019 - USE OF SOCIAL MEDIA
Code	po7544
Status	
Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff **(x)** (including School Corporation-approved volunteers) **[END OF OPTION]**, and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the Corporation-approved social media platforms/sites **(x)**, which shall be listed on the Corporation's website.

(x) In designating Corporation-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are appropriate for use at the Corporation-level, the building level or department level, for extra-curricular activities, and at the individual level by employees for professional purposes. **[END OF OPTION]**

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that afford students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the Corporation provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The Corporation recognizes that employees may use social media for personal as well as professional reasons. The Corporation neither encourages nor discourages employees' use of social media for personal purposes. The Corporation regulates employees' use of social media for purposes related to their Corporation assignment to the same extent as it regulates any other form of employee communication in that regard.

[DRAFTING NOTE: Corporations should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.]

[] [Option 1]

The Corporation uses approved social media platforms/sites as interactive forms of communication.

ONE WAY COMM

[END OF OPTION 1]

[] [Option 2]

The Corporation uses approved social media platforms/sites as interactive forms of communication and () accepts () invites () welcomes **[END OF OPTION]** public comments. The Corporation-approved social media platforms/sites are considered limited public forums. As such, the Corporation will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

[END OF OPTION 2]**[END OF OPTIONS 1 & 2]**

Each Corporation-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site and use of the account/site for only that/those purpose(s) and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including Corporation-approved volunteers) may, with prior approval/authorization from the () Principal, () Superintendent, () _____, **[END OF OPTION]** use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a Corporation-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of Corporation-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through Corporation-approved social media without appropriate consent.

[DRAFTING NOTE: Select either Option 3 or 4, or, at the Corporation's discretion, choose neither option.]

[] [Option 3]

Staff members () (including Corporation-approved volunteers) **[END OF OPTION]** must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

[END OF OPTION 3]**[] [Option 4]**

Staff members () (including Corporation-approved volunteers) **[END OF OPTION]** must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

[END OF OPTION 4]**[END OF OPTIONS 3 & 4]**

Expected Standards of Conduct on Corporation-Approved Social Media

Employees ☒ and Corporation-approved volunteers **[END OF OPTION]** who access Corporation-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access Corporation-approved social media platforms similarly are expected to conduct themselves in a respectful, courteous, and civil manner.

Corporation-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with Corporation operations; or interferes with the rights of others. The Corporation may exercise editorial control over the style and content of student speech on Corporation-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The Corporation is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on Corporation-approved social media sites. Corporation employees ☐ and volunteers **[END OF OPTION]** are prohibited from posting or releasing confidential information about students, employees, volunteers, or Corporation operations through social media without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning Corporation operations).

Corporation communications that occur through the use of Corporation-approved social media platforms/sites – including staff members' ☐ /volunteers' **[END OF OPTION]** use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A – Requests for Public Records)

[DRAFTING NOTE: Corporations should choose the following Option only if they intend to approve individual Corporation employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as Corporation-approved social media platforms. Corporations are advised to discuss this Option with their local legal counsel before selecting it. Selection of this Option is not covered by Neola's warranty.]

☐ Staff members ☐ and Corporation-approved volunteers **[END OF OPTION]** cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, Corporation employees ☐ and volunteers **[END OF OPTION]** who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the Corporation so records remain within the Corporation's control and are appropriately retained.

[END OF OPTION]

If a staff member uses Corporation-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]

Employee's Use of Corporation Technology Resources To Access Social Media for Personal Use**☐ OPTION 5**

Employees ☐ and Corporation-approved volunteers **[END OF OPTION]** are prohibited from using Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use.

[END OF OPTION 5]

[] OPTION 6

Employees () and Corporation-approved volunteers **[END OF OPTION]** are prohibited from using Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.

They are reminded that the Corporation may monitor their use of Corporation technology resources.

[END OF OPTION 6]

(x) OPTION 7

Employees (x) and Corporation-approved volunteers **[END OF OPTION]** are permitted to use Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the Corporation may monitor their use of Corporation technology resources.

[END OF OPTION 7]

(x) OPTION 8

Employees (x) and Corporation-approved volunteers **[END OF OPTION]** are permitted to use Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's (x) /volunteer's **[END OF OPTION]** job performance.

They are reminded that the Corporation may monitor their use of Corporation technology resources.

[END OF OPTION 8]

() OPTION 9

Employees () and Corporation-approved volunteers **[END OF OPTION]** are permitted to use Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's () /volunteer's **[END OF OPTION]** use during work hours does not interfere with his/her job performance.

They are reminded that the Corporation may monitor their use of Corporation technology resources.

[END OF OPTION 9]

[END OF OPTIONS]

[DRAFTING NOTE: Select Option 10, 11, or 12]

Employees' Use of Personal Communication Devices at Work To Access Social Media for Personal Use**[] OPTION 10**

Employees are prohibited from using personal communication devices to access social media for personal use during work hours.

[END OF OPTION 10]

[x] OPTION 11

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

[END OF OPTION 11]**[] OPTION 12**

Employees are permitted to use personal communication devices to access social media for personal work during work hours, provided it does not interfere with the employee's job performance.

[END OF OPTIONS 12]**[END OF OPTIONS]**

Employees **(x)** and Corporation-approved volunteers **[END OF OPTION]** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the Corporation may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated **(x)** as necessary **()** on an annual basis.

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Book	Policy Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Vol. 34, No. 1 - October 2021 - BUDGET PREPARATION
Code	po6220
Status	
Legal	I.C. 6-1.1-17-5.3 I.C. 20-40-2 I.C. 20-40-20 I.C. 20-40-21 I.C. 36-1-8-5
Adopted	December 5, 2011
Last Revised	December 16, 2019

6220 - BUDGET PREPARATION

The School Corporation's operational and educational plan is reflected in its budget. Each year, the School Board shall cause to have prepared, reviewed, and approved the Education Fund, Operations Fund, Debt Service Fund, () Teacher's Retirement Bond Fund, () the Rainy Day Fund, () School Safety Referendum Tax Levy Fund, () School Safety Referendum Debt Service Fund, ~~(-x)~~ and School Operating Referendum Tax levy Fund_____, **[Drafting Note: list other funds utilized here]** which constitute the budget of the Corporation.

The Board, by resolution, ~~(x)~~ may establish () has established **[END OF OPTION]** a "rainy day fund" as a part of its budget preparation process. Transfers to the rainy day fund may be made at any time before the last day of the Corporation's fiscal year. The adoption resolution must specify the purposes of the fund as well as the sources of funding for the fund. The rainy day fund is subject to the same appropriation process as other funds for which taxes are raised. The Board may not transfer more than ten percent (10%) of its annual budget for that year to its rainy day fund.

~~The budget shall be designed to carry out Corporation operations and student instruction 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 _____ 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 State law.~~

When presented to the Board for review and/or adoption, the proposed budget shall include, as appropriate:

- A. ~~The anticipated amount that will be transferred from the total revenue deposited in the Corporation's Education Fund to the Operations Fund during the next calendar year;~~
- B. ~~The proposed expenditure in each of the following categories for the ensuing school year:~~

- 1. ~~student instructional support expenditures;~~
- 3. ~~overhead and operational expenditures;~~
- 4. ~~non-operational expenditures;~~
- C. The percentage of resources spent by the Corporation during the previous school year on each of the following categories of expenditures:
 - 1. ~~student academic achievement expenditures;~~
 - 2. ~~student instructional support expenditures;~~
 - 3. ~~overhead and operational expenditures;~~
 - 4. ~~non-operational expenditures;~~
- D. The trend line for the percentage of resources spent by the Corporation during the previous school year on each of the following categories of expenditures:
 - 1. ~~student academic achievement expenditures;~~
 - 2. ~~student instructional support expenditures;~~
 - 3. ~~overhead and operational expenditures;~~
 - 4. ~~non-operational expenditures;~~
- E. ~~Whether the Corporation did or did not make progress in improving the ratio of student instructional expenditures to all other expenditures during the previous school year;~~
- F. () The number and category of staff members for the current and the ensuing year;
- G. (x) The actual expenditure and the approved budget in each financial category for the previous year;
- H. () An explanation of each item of expense proposed for the ensuing year;
- I. () An estimate of the student population by grades for the ensuing year;
- J. (x) The sources and amounts of anticipated revenues;
- K. (x) The anticipated cash balance at the end of the current year;
- L. An appropriations resolution.

I.C. 6-1.1-17-5.3

I.C. 20-40-2

I.C. 20-40-20

I.C. 20-40-21

~~I.C. 20-42.5-3-5(a)(4)~~~~I.C. 20-42.5-3-7(b)~~

I.C. 36-1-8-5

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Book	Policy Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - DISPOSITION OF REAL PROPERTY
Code	po7300
Status	
Legal	I.C. 20-23-6-9 I.C. 20-26-5-4 I.C. 20-26-7-1 I.C. 20-26-7.1 I.C. 36-1-11 2 C.F.R. 200.78, 200.85
Adopted	December 5, 2011
Last Revised	December 16, 2019

7300 - **DISPOSITION OF REAL PROPERTY**

The School Board believes that the efficient administration of the School Corporation requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the Corporation.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property. Furthermore, the sale or disposal of real property must comply with I.C. 36-1-11.

[x] All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public ~~School~~ Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

[x] Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.

[x] All property considered for disposition (sale) shall be subjected to two (2) current, outside, professional appraisals prior to the solicitation of offers.

[x] All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

[x] The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.

[x] In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

[x] Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

[x] Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

[x] Money derived from the sale or exchange of property that is no longer needed for school purposes shall be placed in any school fund established by law that the Board considers appropriate.

Lease or Sale of Property to Charter-School Schools and/or State Educational Institutions:

[NOTE: The following section does not apply to a school building that on or before July 1, 2011, was leased or loaned by the Corporation to another entity if the entity is not a building corporation or other entity that is related in any way to, or created by, the Corporation or the Board.]

Except as specified below, before the Board may dispose of real property previously used for instruction, the Board shall make available for lease or purchase ~~to any charter school~~ any school building owned by the Corporation or any other entity that is related in any way to, or created by, the Corporation or the Board, including but not limited to a building corporation, that is vacant and unused and previously was used for classroom instruction to any charter school in order for the charter school to conduct kindergarten through grade 12 classroom instruction or to a State educational institution to use for an academic purpose.

No later than ten (10) days after passing a resolution or taking other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction, the Board shall:

- A. notify the State Department of Education (SDOE) of the official action and the effective date that the school building will be closed, no longer used, or no longer occupied;
- B. make the school building available for inspection by a charter school or State educational institution that notifies the SDOE that it is interested in leasing or purchasing the school building; and
- C. make the following information available to ~~that~~ the interested charter-school school(s) or State educational institution(s):
 1. Estimates of the operating expenses for the school building for the past three (3) years.
 2. Written information regarding the condition of the building, including the age of the roof and the HVAC system, and any known conditions which, in the Board's opinion, require prompt repair or replacement.
 3. A legal description of the property ~~as shown on the current tax statement.~~

Throughout the process of the sale, lease, or disposal of Corporation school buildings, the Corporation is responsible for the maintenance of the vacant or unused school building until the building has been sold or leased to a charter school, state educational institution, an accredited nonpublic school or postsecondary educational institution or otherwise is eligible for sale or disposal pursuant to the provisions of this policy and state law. This maintenance includes protection against theft or vandalism; fire protection; and protection from damage during adverse weather conditions. The Corporation will maintain the physical condition of the vacant or unused school building as it was on the last day it was used for classroom instruction. The Corporation is financially responsible for any damage or destruction to the vacant or unused school building prior to the lease or purchase.

The Corporation shall lease the school building to a charter school or State educational institution for \$1 per year for as long as the charter school uses the school building for classroom instruction or the State educational institution uses the facility for an academic purpose for a term at the charter school's school/State educational institution's discretion, including the option to purchase the school building for \$1, or sell the school building for \$1, if the charter school/State educational institution does the following:

- A. Within thirty (30) days of receiving notice from the SDOE, a charter school or State educational institution must submit a preliminary request to purchase or lease the school building.
- B. Within ninety (90) days of receiving the SDOE's notice, a charter school or State educational institution must submit to the Corporation the following information:
 1. The name of the charter school or State educational institution that is interested in leasing or purchasing the vacant or unused school building.
 2. A time frame, which may not exceed two (2) years from the date that the school building is to be closed, no longer used, or no longer occupied, in which the charter school or State educational institution intends to begin providing classroom instruction in the vacant or unused school building.
 3. A resolution, adopted by the board of the charter school or State educational institution stating that the board has determined that, after the charter school or State educational institution has made any necessary repairs or modifications, the school building will be sufficient to meet the charter school's or State educational institution's needs and can be operated within the charter school's budget.
 4. If the vacant or unused school building is more than 200,000 gross square feet, then in addition to the information provided above, a charter school shall submit the following:
 - a. The charter school's projected enrollment when all of the grade levels are added.
 - b. A letter from the charter school's authorizer or prospective authorizer that indicates that the charter school's authorizer or prospective authorizer has reviewed the items described in subsections 2 and 3 and that the projected enrollment of the charter school when all of the grade levels are added or fully implemented will be at least sixty percent (60%) of the maximum annual student enrollment of the school building during the past twenty-five (25) years as validated by records maintained or created by the SDOE.

Not later than fifteen (15) days after the Board passes a resolution to sell, exchange, lease, demolish, hold without operation, or dispose of a school building to a charter school or state educational institution, the Board shall submit an application to the State Attorney General to obtain a certification that the Board is in compliance with the requirements of I.C. 20-26-7.1.

Upon receipt of the SDOE's notification that it has not received any preliminary requests to purchase or lease the school building, the Corporation may sell or otherwise dispose of the school building in accordance with I.C. 36-1-11, I.C. 20-25-4-14, I.C. 20-26-5-4(a)(7), and I.C. 20-26-7.1-8. Provided, however, that not later than fifteen (15) days after the Board passes a resolution to sell, exchange, lease, demolish, hold without operation, or dispose of a school building, the Board shall submit an application to the State Attorney General to obtain a certification that the Board is in compliance with the requirements of I.C. 20-26-7.1.

If a Corporation school building is sold to a charter school or State educational institution pursuant to this procedure, and the charter school or State educational institution, or any subsequent owner, subsequently sells or transfers the school building to a third party, the charter school or State educational institution or subsequent owner must transfer an amount equal to the gain in the property minus the adjusted basis (including costs of improvements to the school building) to the Corporation. Gain and adjusted basis shall be determined in the manner prescribed by the Internal Revenue Code and the applicable Internal Revenue Service regulations and guidelines.

A charter school or State educational institution that purchases a school building from the Corporation assumes total control of the school building and must maintain the school building, including utilities, insurance, maintenance, and repairs. In the event a charter school or State educational institution does not use the school building for classroom instruction within two (2) years after acquiring the school building, the school building shall revert to the Corporation, which may sell or otherwise dispose of the school building under I.C. 36-1-11.

During the term of a lease, the charter school or State educational institution is responsible for the direct expenses related to the school building leased, including utilities, insurance, maintenance, repairs, and remodeling. If the lease involves co-locating charter schools or State educational institution, the obligations under the lease of the school building shall be joint and several. The Corporation is responsible for any debt incurred for or liens that attached to the school building before the charter school or State educational institution leased the school building.

Exceptions:

The procedure described above does not apply to:

- A. A school building that has been vacated to renovate the building for future use by the Corporation;
- B. A school building that has been vacated to demolish the building and build a new school building on the same site;
- C. An emergency manager of a distressed school corporation under I.C. 6-1.1-20.3.

A lease entered into by the Board under I.C. 20-26-5-4(a) (7) prior to ~~July 1, 2019~~, January 1, 2019, with an accredited nonpublic school shall remain in full force and effect. The Board may, during or at the expiration of the term of such lease, sell the school building leased under I.C. 20-26-5-4(a)(7) to the nonpublic school at a purchase price mutually agreed to by the Board and the nonpublic school.

Sale of Building with 200,000 Gross Square Feet or Less:

This section applies to a school building with a gross square footage of 200,000 square feet or less.

If the Corporation receives notification from the SDOE that it has not received any preliminary requests to purchase or lease a vacant or unused school building with a gross square footage of 200,000 square feet or less or a charter school or State educational institution has not met the requirements for purchase or lease, the Corporation must sell the school building to an accredited nonpublic school or postsecondary educational institution that sends a letter of intent to the Corporation to purchase the vacant or unused school building for an amount not more than the minimum bid for the vacant or unused school building determined in accordance with I.C. 36-1-11, or an amount agreed to by both parties.

The accredited nonpublic school or postsecondary educational institution must submit its letter of intent to purchase the school building within thirty (30) days of the date the Corporation passes a resolution or takes other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction. However, in the event that a charter school or State educational institution has submitted a preliminary request to purchase or lease a school building, the accredited nonpublic school or postsecondary educational institution may send a letter of intent to purchase or lease the school building within ninety (90) days of the date that the Corporation passed a resolution or took official action to close, no longer use, or no longer occupy a school building.

Within forty-five (45) days of notice of the minimum bid, the accredited nonpublic school or postsecondary educational institution must provide a binding offer to the Corporation to purchase the property in its current condition and provide a nonrefundable down payment equal to five percent (5%) of the minimum bid or an amount agreed to by both parties. In the event that two (2) or more binding offers are submitted to the Corporation, the Corporation may select which offer to accept.

If the sale of the property does not close within 180 days of the Corporation's receipt of the binding offer, and the delay in closing is not caused by the Corporation or its representatives, the Corporation may refund the down payment and sell or otherwise dispose of the school building under I.C. 20-25-4-14, I.C. 20-26-5-4(7), or I.C. 36-1-11.

Sale of Building with More than 200,000 Gross Square Feet:

This section applies to the sale of a vacant or unused school building with more than 200,000 gross square feet under I.C. 36-1-11.

In determining whether to accept a proposal to purchase and redevelop the school building and any adjacent property, the Board must ensure that a charter school that is located within one (1) mile of the site to be redeveloped and has notified the Board in writing of its interest in locating the charter school on the redeveloped site is provided with the opportunity to lease adequate facilities on the redeveloped site at fifty percent (50%) or less than the current market rate for the redeveloped property or a rate agreed upon by the parties.

In the event that a charter school does not enter into a lease for the appropriate facilities as part of the initial development of the school building parcel, this section shall no longer be binding on the Corporation or the purchaser of the property, which shall not be required to make the space available for use by another charter school.

[NOTE: The following section applies only to a consolidated school corporation.]

[] Limitations on Disposal of Property Received from City, Town, or Township

When a consolidated school corporation decides that property acquired from a city, town or township is no longer needed for school purposes, the Board shall offer the property as a gift to the city, town or township that owned the property before the school was consolidated.

If the property contains a structure that the Board wishes to demolish, the Board shall give written notice of the proposed demolition to the city, town or township, as applicable. Within ninety (90) days after receiving the notice, the city, town or township shall inform the Board in writing as to whether it wishes to retain the structure. If the city, town or township wishes to retain the structure, the Board may not demolish the structure before transferring the property.

If the city, town or township accepts the offer, the Board shall give it a quitclaim deed to the property. If the city, town or township refuses the offer, the Board may sell the property pursuant to I.C. 20-23-6-9(e).

[END OPTION]

The Attorney General has broad authority to investigate complaints that a Corporation has not complied with the provisions established regarding the lease, sale, destruction or disposal of a school building.

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Book	Forms Manual
Section	Volume 34, No. 1 - October 2021
Title	New Policy - Vol. 34, No. 1 - October 2021 - SCHOOL PERFORMANCE INTERNET DASHBOARD
Code	po2603
Status	
Legal	I.C. 20-31-8-5.5

2603 - District Performance Internet Dashboard

Each school in the School Corporation shall publish on its website the following:

- A. Indicators of student performance in elementary school, middle school and high school.
- B. The school's graduation rate, as applicable.
- C. The percentage of high school graduates who earned college credit before graduating, as applicable.
- D. The pass rate of the statewide assessment program tests (as defined in I.C. 20-32-2-2.3), as applicable.
- E. The growth data of the statewide assessment program tests (as defined in IC 20-32-2-2.3), as applicable.
- F. The attendance rate.
- G. State, national, and international comparisons for the indicators, if applicable.
- H. Any other data indicating school performance success that the State Board of Education determines is relevant.
- I. [] _____
- J. [] _____

Book	Policy Manual
Section	Special Update - Social Media - November 2019
Title	Revised Policy - Special Update - Social Media - November 2019 - DEFINITIONS
Code	po0100
Status	
Adopted	December 5, 2011
Last Revised	August 19, 2019

0100 - DEFINITIONS

As used in the School Board's () bylaws and policies (x) bylaws and policies and the Superintendent's administrative guidelines **[END OF OPTION]**, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Apps and Web-Services

Apps and ~~web~~-services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and ~~web~~-services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and ~~web~~-services also are used to facilitate communication to, from, and among and between staff, students, ~~and~~ parents, Board members, and/or other stakeholders and members of the community.

Board

The Board of School Trustees (or Education), which is the governing body of the Corporation as defined in I.C. 20-18-2-5.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Classified Employee

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

Corporation

The Lake Central School Corporation_____ **[Insert name of Corporation.]**

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Full Board

All members of the Board.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

- A. How a student will access the general education curriculum, if appropriate.
- B. The special education and related services needed to participate in the educational environment.

The required components of an IEP are contained in 511 IAC 7-42-6.

A transition IEP is an IEP that is:

- A. developed in accordance with 511 IAC 7-43-4; and
- B. in effect when the student enters into grade 9 or becomes fourteen (14) years of age, whichever occurs first, or earlier if determined appropriate by the CCC.

Information Resources

The Board defines Information Resources to include any data or information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data or information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs, DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the Corporation. See Indiana Code 5-14-1.5-2(c), (d), and (e).

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5- 14-1.5-2(d).

Parent

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court terminates or otherwise limits parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), [END OF OPTIONS] and/or other web-enabled devices of any type.

Policy

A general, written statement approved by the 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 (or Education) (see Bylaw 0170).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including but not limited to text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Corporation-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments, and WIDA) for which the participation of all Indiana students is required.

Student

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

Superintendent

The chief executive officer of the Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Employee

A non-certificated employee as the term is used in Indiana Code 20-29-2- 11, and as defined in these definitions.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of School Trustees (or Education) (see Bylaw 0170).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in ~~Thompson West Northeast Reporter Series~~ Thompson Reuters North Eastern Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the ~~Northeast~~ North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

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Add 3120.08

Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT
Code	po3120.11
Status	
Legal	I.C. 20-29-6-1(b) I.C. 20-29-6-19

Revised Policy - Vol. 35, No. 1**3120.11 – PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT**

The School Board establishes the following policy for the public hearing that State law requires be held prior to the commencement of collective bargaining with the exclusive representative of the School Corporation's teachers.

A. Before the Corporation may negotiate privately with the exclusive representative of its teachers regarding teacher compensation, a public hearing shall be held that meets the following criteria:

1. The public hearing shall not take place prior to the expiration of the current collective bargaining agreement;
2. The Corporation employer and the exclusive representative shall jointly determine the time and place of the public hearing;
3. Written notice of the public hearing that meets the requirements of the Open Door Law shall be provided to the public;
4. The public hearing shall be held in a room large enough to accommodate the number of attendees reasonably expected to attend;
5. One representative from both the Corporation employer and the exclusive representative shall host the public hearing;
6. At the public hearing, the parties should begin the meeting with an opening statement explaining the purpose and procedure of the meeting;
7. The parties must then take public testimony, either written or oral, to discuss matters relating to teacher compensation and collective bargaining in the Corporation and preserve the testimony to provide it to the Board;
8. The Corporation employer and/or the exclusive representative do not need to comment or answer questions during the public hearing.

B. The Corporation shall not engage in collective bargaining with the exclusive representative of the Corporation's teachers until after a public hearing is held that meets the requirements of Section A above.

C. A public hearing need not be held in the second year of a two (2) year contract if the parties do not open the contract for bargaining in the second year of the budget biennium.

[SELECT ONE OF THE FOLLOWING OPTIONS:]

☐ Board members may participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend or participate in the public hearing by means of electronic communication as it could then constitute a Board meeting.

☒ Board members may not participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend the public hearing as it could then constitute a Board meeting.

[END OF OPTIONS]

[SELECT ONE OF THE FOLLOWING OPTIONS:] [DRAFTING NOTE: Care should be taken with respect to the optics of selecting an option that differs from that selected for Board members. The perception that members of the public are not being accorded the same opportunity to participate as Board members can create more issues in public meetings.]

☐ Members of the public may participate in the public hearing by means of electronic communication.

☒ Members of the public may not participate in the public hearing by means of electronic communication.

[END OF OPTIONS]

In addition to the public hearing described above that is required prior to the commencement of collective bargaining, the Board must conduct a public meeting to discuss a tentative collective bargaining agreement at least seventy-two (72) hours before it is ratified by the Board. The Board must allow for public comment by members of the public who are physically present at the meeting at which a tentative collective bargaining agreement is ratified. **Board members or the public may participate in this public meeting by means of electronic communication.**

[SELECT ONE OF THE FOLLOWING OPTIONS:]

☐ Board members may participate in the public meeting by means of electronic communication, subject to the limitations of Bylaw 0164.5.

☒ Board members may not participate in the public meeting by means of electronic communication unless otherwise authorized by Bylaw 0164.6.

[END OF OPTIONS]

[SELECT ONE OF THE FOLLOWING OPTIONS:]

☐ Members of the public may participate in the public meeting by means of electronic communication, subject to the limitations of Bylaw 0167.3. Public comment () shall () shall not **[END OF OPTION]** be permitted by members of the public who participate by means of electronic communication.

☒ Members of the public may not participate in the public meeting by means of electronic communication.

[END OF OPTIONS]

A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing and the public meeting described above occurred as well as an attestation signed by both parties attesting that the public hearing and the public meeting described above occurred on the dates specified in the ratified collective

bargaining agreement. The Board shall indicate as part of the attestation whether Board members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Not later than fourteen (14) business days after the parties have reached an agreement, the Board shall post the contract upon which the parties have agreed on the Corporation's website.

I.C. 20-29-6-1(b) **I.C. 20-29-6-1b**

I.C. 20-29-6-19

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Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po3120.08
Status	Active
Legal	I.C. 20-26-14-9 I.C. 20-34-7 I.C. 20-34-8
Adopted	December 5, 2011
Last Revised	October 21, 2019

3120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

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

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

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

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

1. contains player safety content on concussion awareness;
2. after December 31, 2018, includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

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

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

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 3121 or Policy 8120, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association recognized sport, the Corporation must take the following steps:

- A. ask him/her:

1. whether s/he is or has been accredited by the association; and
2. if s/he is or has been accredited by the association, whether his/her accreditation has ever been suspended or revoked;

- B. request references from him/her;

- C. contact the references that s/he provides to the Corporation; and

- D. contact the association to determine whether his/her accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a professional staff member who is a coach has engaged in suspected child abuse or neglect.

The Corporation shall report suspected misconduct by a professional staff member who is a coach that may constitute a crime to local law enforcement.

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - SUPPLEMENTAL PAYMENTS FOR TEACHERS
Code	po3220.02
Status	
Legal	I.C. 20-18-2-22 I.C. 20-28-1-7 I.C. 20-28-9-1.5

Revised Policy - Vol. 35, No. 1**3220.02 - SUPPLEMENTAL PAYMENTS FOR TEACHERS**

[NOTE: Please select one (1) of the following three (3) options.]

☒ [OPTION #1]

The School Board authorizes the Superintendent to issue a supplemental payment in excess of the salary specified in the School Corporation's compensation plan to any teacher at the discretion of the Superintendent.

[END OF OPTION #1]**☐ [OPTION #2]**

The School Board authorizes the Superintendent to issue a supplemental payment in excess of the salary specified in the School Corporation's compensation plan to the following teachers for the following reasons:

- A. A teacher is needed to fill a position in the Corporation.
- B. ☐ A teacher who teaches an advanced placement course or has earned a master's degree from an accredited postsecondary educational institution in a content area directly related to the subject matter of a dual credit course; or another course taught by the teacher.
- C. ☐ A teacher who is a special education professional or who teaches in the areas of science, technology, engineering, or mathematics.
- D. ☐ An elementary school teacher who earns a master's degree in math, reading, or literacy.
- E. ☐ A teacher who teaches a career or technical education course.

F. () _____

G. () _____

[END OF OPTION #2]

[] [OPTION #3]

The School Board does not authorize supplemental payments in excess of the salary specified in the School Corporation's compensation plan except as negotiated with the exclusive representative of the Corporation's teachers.

[END OF OPTION #3]

[END OF OPTIONS]

Definitions:

For purposes of this policy, the following definitions apply:

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

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

Discussion of Supplemental Payments:

A supplement provided under this policy is not subject to collective bargaining, but a discussion of the supplement must be held with the exclusive representative of the Corporation's teachers. Such a supplement is in addition to any salary increase permitted by I.C. 20-28-9-1.5(b).

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - REPORTING STUDENT PROGRESS
Code	po5420
Status	
Legal	I.C. 20-26-3-5 I.C. 20-26-5-4 I.C. 20-32-5.1-14
Adopted	December 5, 2011

Revised Policy - Vol. 35, No. 1

5420 - 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 Board directs the establishment of a system of reporting student progress which shall include (x) written reports, (x) parent conferences with teachers, **[END OF OPTIONS]** and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

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

- A. (x) ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. (x) 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. (x) ensure that one (1) or more orientation sessions, established in accordance with State guidelines, are held for parents of students who will attend a summer State-mandated testing and assessments remediation program (x) and for those whose children are participants in the Corporation's program for at-risk students **[END OF OPTION]**;
- D. (x) specify the issuance of report cards at intervals of not more than _____9_____ **[specify]**;
- E. (x) ensure a continual review and improvement of methods of reporting student progress to parents.

Statewide Assessment Scores

[] [OPTION 1]

After each school receives the results of student statewide assessment scores in schools which conduct parent/teacher conferences, a teacher who is currently teaching a student shall discuss the student's statewide assessment results with the parent at the next parent/teacher conference.

[END OPTION 1]

[x] [OPTION 2]

After each school receives the results of the student statewide assessment scores in schools which do not conduct parent/teacher conferences, a teacher who currently teaches a student shall send a notice to a parent of the student offering to meet with the parent to discuss the student's statewide assessment results. Upon the parent accepting the offer to meet, the teacher shall meet with the parent for the purpose of discussing the student's statewide assessment results.

[END OF OPTION 2]

I.C. 20-26-3-5

I.C. 20-26-5-4

I.C. 20-32-5.1-14

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - SUSPENSION AND EXPULSION OF STUDENTS
Code	po5610
Status	

Legal

I.C. 20-18-2-6.5
I.C. 20-20-8-8(a)(17)
I.C. 20-33-2-25
I.C. 20-33-8-3
I.C. 20-33-8-7
I.C. 20-33-8-13.5
I.C. 20-33-8-14
I.C. 20-33-8-15
I.C. 20-33-8-16
I.C. 20-33-8-17
I.C. 20-33-8-18
I.C. 20-33-8-19
I.C. 20-33-8-20
I.C. 20-33-8-21
I.C. 20-33-8-22
I.C. 20-33-8-23
I.C. 20-33-8-24
I.C. 20-33-8-25
I.C. 20-33-8-26
I.C. 20-33-8-28
I.C. 20-33-8-34
I.C. 35-31.5-2-86
I.C. 35-47-1-5
I.C. 35-47.5-2-4
20 U.S.C. 7151

Adopted

December 5, 2011

Last Revised

December 16, 2019

Revised Policy - Vol. 35, No. 1

5610 - SUSPENSION AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the School Corporation, whether by suspension or 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 suspended and/or expelled from an activity, program, or a school unless the student's **his/her** behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. **This includes but is not limited to bringing to or possessing at school a firearm, deadly weapon, or destructive device.**

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity **may** reasonably **may** be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

A student also may be expelled when the student's legal settlement is not within the Corporation's attendance area.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 5605 shall apply to students identified as having a disability **disabled** under the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. 1400 et seq., or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. 794. **IDEA**

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance 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 of I.C. 20-33-8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes. The student () shall () shall not **[END OF OPTION]** be allowed to make up missed tests or quizzes when the student returns to school.

- B. 'Expulsion' means a disciplinary or other action whereby a student is:

- 1. separated from school attendance for a period exceeding ten (10) school days;
- 2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or

3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4, to school or onto school property or at a school-related activity, or is in possession of a firearm, 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.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, the students/he () shall be expelled for a period of not more than one (1) calendar year (x) may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident **[END OF OPTIONS]**. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.

The Corporation shall annually prepare annually a list of

1. alternative education programs in the same county in which the Corporation is located or a county immediately adjacent to the county in which the Corporation is located; and
2. virtual charter schools;

in which a student may enroll if the student is expelled. The list must contain contact information for the entities described above and must provide the student and the student's parent notice that the student may be required to comply with I.C. 20-33-2 or any statute relating to compulsory school attendance in accordance with I.C. 20-33-8-31. A copy of the list shall be provided to the student or the student's parent at the expulsion meeting. If the student or the student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

If a student is expelled from school or from any educational function, the student's absence from school because of the expulsion is a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance if the student may enroll in

1. an alternative education program in the county where or in a county immediately adjacent to the county where the Corporation from which the students/he was expelled is located; or
2. a virtual charter school

and the student does not enroll in an alternative education program or a virtual charter school during the student's expulsion. In the event an alternative education program or virtual charter school is not available for a student to attend under this subsection, the student's expulsion is not a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[x] The Board of School Trustees has voted (x) to hear all expulsions. Appeals from the decision of the Board must be filed with the County Circuit or Superior Court. appeals () not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court. **[END OF OPTION]**

[] The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Circuit or Superior Court.

[END OF OPTIONS]

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

[OPTIONAL LANGUAGE]

[] The Board authorizes the Superintendent to develop administrative guidelines to provide for () a program whereby a student performs community service in lieu of a suspension or an expulsion () **the referral of a student to the juvenile court [CHOOSE ONE - END OF OPTION].**

[] The Board authorizes the Superintendent to develop administrative guidelines to provide for the referral of a student to the juvenile court.

[END OF OPTIONAL LANGUAGE]

The Principal~~Superintendent~~ shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with imposing discipline under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation of student misconduct and disciplinary action taken including, but not limited to, reports, admissions, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, emails related to the allegations, investigation and disciplinary action, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation of student misconduct or disciplinary action taken shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 and the Corporation's records retention schedule.

I.C. 20-18-2-6.5
I.C. 20-20-8-8(a)(17)
I.C. 20-33-2-25
I.C. 20-33-8-3
I.C. 20-33-8-13.5 **et seq.**
I.C. 20-33-8-14
I.C. 20-33-8-15
I.C. 20-33-8-16
I.C. 20-33-8-17
I.C. 20-33-8-18
I.C. 20-33-8-19
I.C. 20-33-8-20
I.C. 20-33-8-21
I.C. 20-33-8-22
I.C. 20-33-8-23
I.C. 20-33-8-24
I.C. 20-33-8-25
I.C. 20-33-8-26
I.C. 20-33-8-28

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I.C. 20-33-8-34
I.C. 35-31.5-2-86
I.C. 35-47-1-5
I.C. 35-47.5-2-4
20 U.S.C. 7151

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP
Code	po6250
Status	
Legal	<p>I.C. 20-26-5-42.1</p> <p>I.C. 20-26-11-2</p> <p>I.C. 20-33-2</p> <p>I.C. 20-43-1-7.5</p> <p>I.C. 20-43-1-11.5</p> <p>August 27, 2020, Indiana Department of Education Guidance on Verification of Residency for Membership</p>

Revised Policy - Vol. 35, No. 1

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

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

A major portion of State funding for school corporations is determined by a count of enrolled students taken on days selected by the Indiana Department of Education (IDOE). This count is referred to as the Average Daily Membership ('ADM') count. The ADM counts in February and September are to be exact counts of eligible students enrolled in the Corporation by grade and school. An eligible student is a student who is enrolled in the Corporation on the ADM count day. A student may not be counted as an eligible student in more than one (1) school corporation.

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

audit purposes to substantiate the ADM count claimed. The guidelines shall require the individual submitting the ADM count to the IDOE to follow the IDOE Membership Layout instructional forms.

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

Definitions

A. "Attending" means physical or virtual presence of a student with the expectation of continued services in the education programs for which the student is registered.

B. "Enrolled" means to be:

1. registered with the Corporation to attend educational programs offered by or through the Corporation; and
2. attending these educational programs or receiving educational services.

Expectations for Student Residency Verification are as follows:

A. The Corporation must maintain proof of Indiana residency for each student in the student's electronic or hard copy file.

B. Proof of residency must be filed for each student whom the Corporation counts for membership.

1. For a student enrolling from one year to the next at the Corporation, a parent/guardian must confirm re-enrollment of the student either in-person or through an online registration process. If the Corporation brings forward enrollment from the prior year, students cannot be reported for Membership (ME, MA, MV) without verification of consistent attendance prior to the ADM count day.
2. As part of the registration process (either in-person or online), the Corporation must share the residency information it currently has on file for each student. The parent/guardian must certify on a school-designed form that the student's address is either unchanged or changed. If changed, the new address should be updated, and the parent/guardian should be required to provide physical proof of the address change.

3. A parent/guardian does not have to refile proof of residency each year for a student unless the address changes.

C. Proof of residency must be on hand for each student prior to the student being claimed on the fall and/or spring membership count dates.

D. If a student enrolls in the Corporation during the school year, proof of Indiana residency must be filed with the Corporation.

E. If a student has a change of address from one school year to another, the prior residency documents must be maintained in the student's file. For audit purposes, the Corporation must be able to produce a physical or scanned copy of residency proof for current and prior residency of each student.

F. The Board must annually adopt or readopt a policy that specified documentation, not to exceed three (3) items, required to verify Indiana residency.

G. Documentation supporting proof of residency may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill, or other like information that provides a verifiable address. Documentation should be dated within sixty (60) days of student enrollment and the date should be clearly identified and readable on the copy on file for the student.

H. The Board requires the following as documentation of proof of residency for its students, with limited exceptions set forth below **[the Board must select not more than three (3) of the following options]**:

1. ☒ a current utility bill (dated within sixty (60)60 days of student enrollment)
2. ☐ a current telephone bill (dated within sixty (60)60 days of student enrollment)
3. ☐ a current tax return (dated within sixty (60)60 days of student enrollment)
4. ☒ a current bank statement (dated within sixty (60)60 days of student enrollment)
5. ☐ a current mortgage statement (dated within sixty (60)60 days of student enrollment)
6. ☒ a current rental/lease agreement (dated within sixty (60)60 days of student enrollment)
7. ☐ a current medical bill (dated within sixty (60)60 days of student enrollment)
8. ☐ _____

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

Other Types of Proof of Residency:

Some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. The documentation of proof of residency for these students that must be maintained by the Corporation is set forth below.

McKinney-Vento (Homeless)

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

Third Party Custodial

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

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

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

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

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

Exceptions to Indiana Residency Requirements include:

Foreign Exchange Student

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

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

Student of an Active Military Family Member

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

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

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

Required Count of Students Completing Graduation Requirements Before Second Semester ADM Counts

Each high school principal in the School Corporation shall be responsible to prepare a count of students enrolled in the first semester and were counted in the fall ADM count and who:

- A. successfully completed graduation requirements to earn a diploma before the February ADM count; and
- B. were not enrolled on the day in February fixed by the State Board of Education for the spring ADM count.

This count shall be reported to the Indiana Department of Education (IDOE) along with other information the IDOE may request that is necessary to verify the number reported.

Other Information ADM Counts

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

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

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

I.C. 20-26-5-42.1

I.C. 20-26-11-2

I.C. 20-33-2

I.C. 20-43-1-7.5

I.C. 20-43-1-11.5

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

Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - TRAVEL PAYMENT AND REIMBURSEMENT
Code	po6550
Status	
Legal	2 C.F.R. 200.474
Adopted	December 5, 2011

Revised Policy - Vol. 35, No. 1**6550 - TRAVEL PAYMENT AND REIMBURSEMENT**

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

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be established by the Corporation and approved by the School Board annually. All mileage reimbursements will be made at the rate established by the School Board and documented by submitting a State Board of Accounts approved mileage form. Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

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

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

[] Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the Corporation's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency.

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

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

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

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - VOLUNTEERS
Code	po8120
Status	
Legal	I.C. 5-2-22 I.C. 10-13-3 I.C. 20-26-2-1.3 I.C. 20-26-2-1.5 I.C. 20-26-5-10, -11 and -11.5 I.C. 20-26-14-2.5 I.C. 20-26-14-8 I.C. 20-26-14-9 I.C. 20-28-5-8(c) I.C. 22-5-3-1
Adopted	December 5, 2011
Last Revised	February 3, 2020

Revised Policy - Vol. 35, No. 1

8120 - VOLUNTEERS

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

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

Before allowing an individual to serve as a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on the volunteer coach ~~him/her~~. With respect to all other volunteers:

[SELECT EITHER OPTION #1 OR OPTION #2]

[] [OPTION #1]

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

[x] [OPTION #2]

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

- A. an expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice;
- D. beginning July 1, 2017, a search of the State child abuse registry;
- E. () a detailed background history including all prior employment and volunteer positions;
- F. () an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

[END OF OPTIONS]

[DRAFTING NOTE: The following provision is optional. I.C. 20-26-5-10(k) prohibits school corporations from hiring, continuing to employ, contracting with, or continuing to contract with an individual who has been convicted of an offense requiring license revocation under I.C. 20-28-5-8(c). The Board should select this option if it wants to apply the same criteria to volunteers.]

[x] The Board shall prohibit volunteer service by a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal.

[END OF OPTION]

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

Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association-recognized sport, the Corporation must take the following steps:

- A. ask the individual **him/her**:
 - 1. whether the individual **s/he** is or has been accredited by the association; and
 - 2. if the individual **s/he** is or has been accredited by the association, whether the individual's **his/her** accreditation has ever been suspended or revoked;
- B. request references from the individual **him/her**;

C. contact the references that the individuals/he provides to the Corporation; and

D. contact the association to determine whether the individual'shis/her accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the association when a volunteer coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

A. A sex crime under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).

B. Kidnapping (I.C. 35-42-3-2).

C. Criminal Confinement (I.C. 35-42-3-3).

D. Rape (I.C. 35-42-4-1).

E. Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).

F. Child molesting (I.C. 35-42-4-3).

G. Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).

H. Vicarious sexual gratification (I.C. 35-42-4-5).

I. Child solicitation (I.C. 35-42-4-6).

J. Child seduction (I.C. 35-42-4-5).

K. Sexual misconduct with a minor (I.C. 35-42-4-9).

L. Incest (I.C. 35-46-1-3).

M. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).

N. Dealing in methamphetamine (I.C. 35-48-4-1.1).

O. Manufacturing methamphetamine (I.C. 35-48-4-1.2).

P. Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).

Q. Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).

R. Dealing in a schedule V controlled substance (I.C. 35-48-4-4).

S. Dealing in a counterfeit substance (I.C. 35-48-4-5).

- T. Dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10).
- U. An offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance (as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019)) under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019), a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).
- V. Homicide (I.C. 35-42-1).
- W. Voluntary manslaughter (I.C. 35-42-1-3).
- X. Reckless homicide (I.C. 35-42-1-5).
- Y. Battery as any of the following: (i) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014). (ii) A Class B felony (for a crime committed before July 1, 2014) or a Level 3 felony (for a crime committed after June 30, 2014). (iii) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).
- Z. Aggravated battery (I.C. 35-42-2-1.5).
- AA. Robbery (I.C. 35-42-5-1).
- AB. Carjacking (I.C. 35-42-5-2) (before its repeal).
- AC. Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-1-1(a)).
- AD. Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-2-1).
- AE. Human trafficking (I.C. 35-42-3.5).
- AF. Dealing in a controlled substance resulting in death (I.C. 35-42-1-1.5).
- AG. Attempt under I.C. 35-41-5-1 to commit an offense listed in this subsection.
- AH. Conspiracy under I.C. 35-41-5-2 to commit an offense listed in this subsection.
- AI. Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.

The Corporation shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.

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

- A. is the subject of a substantiated report of child abuse or neglect or

B. has been charged with or convicted of one (1) of the following crimes:

1. Murder (I.C. 35-42-1-1).
2. Causing suicide (I.C. 35-42-1-2).
3. Assisting suicide (I.C. 35-42-1-2.5).
4. Voluntary manslaughter (I.C. 35-42-1-3).
5. Reckless homicide (I.C. 35-42-1-5).
6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.
23. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

The Superintendent is to inform each volunteer that the volunteers/he:

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

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

Without conferring the rights of an employee on a volunteer coach, the Corporation shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.

I.C. 5-2-22
 I.C. 10-13-3
 I.C. 20-26-2-1.3
 I.C. 20-26-2-1.5
 I.C. 20-26-5-10, -11 and -11.5
 I.C. 20-26-14-2.5
 I.C. 20-26-14-8
 I.C. 20-26-14-9
 I.C. 20-28-5-8(c)
 I.C. 22-5-3-1

Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - SCHOOL CALENDAR
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Legal	I.C. 20-18-2-17 I.C. 20-30-2-1 I.C. 20-30-2-2.7 I.C. 20-30-2-3
Adopted	December 5, 2011
Last Revised	August 19, 2019

Revised Policy - Vol. 35, No. 1

8210 - 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 School Corporation.

[Drafting Note: insert the number of days elected by the Board] The total number of days when the schools will be in session for instructional purposes shall be 180 _____, and for purposes of receiving State school aid, such days will number no fewer than 180. A maximum of three (3) virtual instruction days may be used to meet the 180 day requirement unless: 1) the virtual school day includes teacher-directed synchronous instruction for at least fifty percent (50%) of the school day; or 2) a waiver is requested and granted.

Unless a waiver **wavier** is obtained from the State Department of Education, all days lost due to snow, fire, epidemics, health conditions, etc. cannot be counted as a part of the minimum days of instruction for State aid and must be made up by an in-person day or an eLearning/virtual instruction day that meets the standards set by the State Department of Education and complies with State law **provided**.

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

I.C. 20-18-2-17
I.C. 20-30-2-1
I.C. 20-30-2-2.7
I.C. 20-30-2-3

Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - SCHOOL DAY
Code	po8220
Status	
Legal	I.C. 20-30-2-2 I.C. 20-30-2-2.7 511 IAC 6-2-1.1
Adopted	December 5, 2011

Revised Policy - Vol. 35, No. 1**8220 - 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. Virtual instruction days, when scheduled as a part of the school calendar or employed as a make up day, shall comply with the requirements of State statutes 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. The SuperintendentS/He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools. [] The School Board authorizes the Superintendent to determine whether to (1) schedule a make up day or (2) apply for a waiver for any potential penalty to State tuition support for each lost day of instruction for all schools in the Corporation or an individual school.

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

I.C. 20-30-2-2
I.C. 20-30-2-2.7
511 IAC 6-2-1.1

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Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - SCHOOL SAFETY
Code	po8400
Status	
Legal	<p>I.C. 5-2-10.1-9</p> <p>I.C. 5-2-10.1-10</p> <p>I.C. 5-2-10.1-12</p> <p>I.C. 20-26-5-31</p> <p>I.C. 20-26-16</p> <p>I.C. 20-26-18.2</p> <p>I.C. 20-30-5-11</p> <p>I.C. 20-34-3-20</p> <p>I.C. 20-34-3-21</p> <p>I.C. 20-34-3-24</p> <p>20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)</p> <p>Title IX, Section 9532 of the No Child Left Behind Act of 2001</p>
Adopted	December 5, 2011
Last Revised	January 6, 2020

Revised Policy - Vol. 35, No. 1

8400 - SCHOOL SAFETY

The School Board of **School Trustees** is committed to maintaining a safe environment in all of the School Corporation's schools. To that end, in accordance with State and Federal law,

[CHOOSE ONE OF THE FOLLOWING OPTIONS (OPTION 1 IS REQUIRED BY STATE LAW; OPTION TWO IS NOT REQUIRED BUT THE BOARD MAY CHOOSE IT INSTEAD)]

☒ the Corporation shall establish a *Safe School Committee* for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines.

☒ the *Safe School Committee* shall be a subcommittee of the committee that develops the Corporation's strategic and continuous school improvement and achievement plan.

[END OPTION 1]

[] OPTION 2

☐ each school within the Corporation shall establish a *Safe School Committee*, the composition of which shall be in accordance with the Superintendent's guidelines.

☐ the *Safe School Committee* at each school shall be a subcommittee of the committee that develops the school's strategic and continuous school improvement and achievement plan.

[END OPTION 2]

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

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

- A. Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of

[if Option 1 was chosen above] safe schools.

[if Option 2 was chosen above] a safe school.

Accordingly, the school safety plan developed by the school safety specialist ☒ with the assistance of the school resource officer **[END OF OPTION]** shall be a part of the plan developed by the *Safe School Committee*.

- B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.
- C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem-solving teams.
- D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school.

NOTE: The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the plan, the *Safe School Committee* shall seek input from representatives of the following:

- A. The State Department of Education;
- B. The Corporation's school safety specialist;

- C. ☒ School Resource Officer(s);
- D. ☐ Corporation Police Officer(s);
- E. ☒ local law enforcement ☐ agency ☐ agencies;
- F. ☒ the local Fire Marshal(s) or his/her designee(s);
- G. ☒ local emergency medical services;
- H. ☐ a member of the Board;
- I. ☒ building administrators;
- J. ☒ the local emergency management service agency.
- K. ☐ [other, please specify] _____;
- L. ☐ [other, please specify] _____

☒ [If Option 1 was chosen above] The Superintendent shall recommend the approval and adoption of the Corporation's plan.

☐ [If Option 2 was chosen above] The Superintendent shall recommend the approval and adoption of each school's plan.

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

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

- A. develop a drug-free school plan that:
 - 1. requires each school to collect and report drug-related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug-related behavior; and
 - 2. addresses ways to eliminate illegal drugs and drug-related behavior in schools;
- B. oversee the implementation of the school plan;
- C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

☒ To apply annually for matching grant funds from the Indiana secured school fund, the Corporation shall certify to the Department of Homeland Security that it has:

- A. conducted a threat assessment for each school building it uses; and
- B. a memorandum of understanding (MOU) in place with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

School Safety Specialist

The Corporation shall designate an individual to serve as the school safety specialist for the Corporation. The school safety specialist shall be chosen by the Superintendent with the approval of the Board. The school safety specialist shall perform the following duties:

- A. Serve on the county school safety commission, if a county school safety commission is established under I.C. 5-2-10.1-10.
- B. Participate each year in a number of days of school safety training that the council determines.
- C. With the assistance of the county school safety commission, if a county school safety commission is established under I.C. 5-2-10.1-10, develop a safety plan for each school in the Corporation.
- D. Coordinate the safety plans of each school in the Corporation as required under rules adopted by the Indiana state board of education; and
- E. Act as a resource for other individuals in the Corporation on issues related to school discipline, safety, and security.

A school safety plan developed by the school safety specialist must:

- A. include the requirements set forth in I.C. 20-26-18.2-2(b), namely:
 - 1. Protect against outside threats to the physical safety of students,
 - 2. Prevent unauthorized access to school property,
 - 3. Secure schools against violence and natural disasters, and
 - 4. Identify ~~on or before July 1, 2020, identify~~ the location of bleeding control kits;
- B. be provided to a member of the secured school safety board, as established by I.C. 10-21-1-3, if a member requests the plan; and
- C. be filed with the county school safety commission under I.C. 5-2-10.1-10 if the county has established a county school safety commission.

Bleeding Control Kits

A 'bleeding control kit' means a first aid response kit that contains at least the following:

- A. One (1) tourniquet endorsed by the Committee on Tactical Combat Casualty Care.
- B. A compression bandage.
- C. A bleeding control bandage.
- D. Protective gloves and a permanent marker.
- E. Scissors.
- F. Instructional documents developed by the Stop the Bleed national awareness campaign of the United States Department of Homeland Security or the American College of Surgeons Committee on Trauma, or both.

G. Other medical materials and equipment similar to those described in subdivisions (A) through (C), and any additional items that:

1. are approved by local law enforcement or first responders;
2. can adequately treat a traumatic injury; and
3. can be stored in a readily available kit.

Each **Beginning in the 2020-2021 school year and each school year thereafter and** subject to either:

- A. an appropriation by the general assembly; or
- B. the Corporation receiving sufficient bleeding control kits for each school in the Corporation from:
 1. donations from individuals or entities; or
 2. gifts necessary to purchase the bleeding control kits;

The Corporation shall develop and implement a Stop the Bleed program that meets the requirements set forth in I.C. 20-34-3-24(c), namely:

- A. requires bleeding control kits be assigned to designated rooms in easily accessible locations to be determined by local first responders or the school safety specialist;
- B. includes bleeding control kits in the emergency plans of the school corporation or charter school, including the presentation and use of the bleeding control kits in all drills and emergencies;
- C. provides that all Corporation schools have a minimum of five (5) individuals in each school building who obtain appropriate training in the use of the bleeding control kit including:
 1. the proper application of pressure to stop bleeding;
 2. the application of dressings or bandages;
 3. additional pressure techniques to control bleeding; and
 4. the correct application of tourniquets;
- D. requires bleeding control kits in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kits are not expired and that any expired materials, supplies, and equipment are replaced as necessary; and
- E. requires a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

The Corporation's Stop the Bleed program must include each school in the Corporation.

The Corporation () may () shall **[END OF OPTION]** request direction to resources that are available to provide bleeding control kits to the Corporation from () the Department of Homeland Security () the State Department of Education **[CHOOSE ONE - END OF OPTION]**.

School Resource Officers

'School resource officer' means a law enforcement officer **an individual** who:

- A. has completed the training described below;
- B. is assigned to one (1) or more school corporations or charter schools during school hours to:
 - 1. assist the school safety specialist with the development and implementation of the school safety plan; and
 - 2. carry out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding and to provide law enforcement services to:
 - a. protect against outside threats to the physical safety of students;
 - b. prevent unauthorized access to school property; and
 - c. secure schools against violence and natural disasters; and
- C. is:
 - 1. employed by a law enforcement agency;
 - 2. appointed as a police reserve officer (as described in I.C. 36-8-3-20) or as a special deputy (as described in I.C. 36-8-10-10.6) if the police reserve officer or special deputy:
 - a. is subject to the direction of the sheriff or appointing law enforcement agency;
 - b. is required to obey the rules and orders of the sheriff's department or appointing law enforcement agency;
 - c. is required to complete all training required of regular full-time law enforcement officers employed by the sheriff's department or appointed **appointing** law enforcement agency; and
 - d. may be removed by the sheriff or appointed **appointing** law enforcement agency at any time, with or without cause; or
 - 3. a school corporation police officer appointed under I.C. 20-26-16-3.

The term does not include a law enforcement officer who is assigned to a school to provide security outside a school building for protection from outside threats, traffic duty, or other duties not consistent with the duties of a school resource officer.

Before being appointed as a school resource officer, an individual must have: successfully completed the minimum training requirements established for law enforcement officers under I.C. 5-2-1-9.; **and**

The law enforcement officer appointed as a school resource officer must receive **received** at least forty (40) hours of school resource officer training through:

- A. the Indiana law enforcement training board established by I.C. 5-2-1-3;

- B. the National Association of School Resource Officers; or
- C. another school resource officer training program approved by the Indiana law enforcement training board.

The school resource officer training must be completed within 180 days from the date the individual is initially assigned the duties of a school resource officer. However, if the current ADM of the Corporation is less than 1,000 students, the individual shall complete the school resource officer training within 365 days of the date the individual is initially assigned the duties of a school resource officer.

The training described above must include instruction regarding skills, tactics, and strategies necessary to address the special nature of:

- A. school campuses; and
- B. school building security needs and characteristics.

A school resource officer may be employed:

- A. by one (1) or more school corporations or charter schools through a contract between a local law enforcement agency and (1) the school Corporation or (2) the Corporation and other school corporations or the charter school or charter schools;
- B. by the Corporation or the Corporation and other one (1) or more school corporations or charter schools;
- C. by a local law enforcement agency that assigns the school resource officer to (1) the Corporation or (2) the Corporation and other one (1) or more school corporations or charter schools through a memorandum of understanding between the local law enforcement agency and the school Corporation or the Corporation and other school corporations or the charter school or charter schools; or
- D. through a contract between an Indiana business that employs persons who meet the qualifications of a school resource officer and (1) the school Corporation or (2) the Corporation and other school corporations or the charter school or charter schools.

After June 30, 2023, if the Corporation enters into a contract for a school resource officer, the Corporation must enter into a memorandum of understanding with the law enforcement agency that employs or appointed the law enforcement officer who will perform the duties of a school resource officer unless the Corporation only has full-time school resource officers who are either employees of the Corporation's school police department or are employees of the Corporation who have successfully completed the law enforcement basic training requirements described in I.C. 5-2-1-9(d).

The contract or memorandum of understanding described above for the employment of a school resource officer must state the nature and scope of a school resource officer's duties and responsibilities. A school resource officer's duties and responsibilities include the duty to assist the Corporation's school safety specialist with the development and implementation of a school safety plan that does the following:

- A. Protects against outside threats to the physical safety of students.
- B. Prevents unauthorized access to school property.
- C. Secures schools against violence and natural disasters.
- D. On or before July 1, 2020, identifies the location of bleeding control kits (as defined in I.C. 20-34-3-24(a)).

A school resource officer shall consult with local law enforcement officials and first responders when assisting the Corporation's school safety specialist in the development of the school safety plan.

A school resource officer shall participate in the development of programs designed to identify, assess, and provide assistance to troubled youth.

A school resource officer shall not be reassigned to other duties by the Corporation.

A school resource officer may:

- A. make an arrest;
- B. conduct a search or a seizure of a person or property using the reasonable suspicion standard;
- C. carry a firearm on or off school property; and
- D. exercise other police powers with respect to the enforcement of Indiana laws.

A school resource officer has jurisdiction in every county where the Corporation operates a school or where the Corporation's students reside. This does not restrict the jurisdiction that a school resource officer may possess due to the officer's employment by a law enforcement agency.

The Corporation shall report all instances of

- A. seclusion (as defined in I.C. 20-20-40-9);
- B. chemical restraint (as defined in I.C. 20-20-40-2);
- C. mechanical restraint (as defined in I.C. 20-20-40-4); and
- D. physical restraint (as defined in I.C. 20-20-40-5);

involving a school resource officer in accordance with the restraint and seclusion plan adopted by the Corporation under I.C. 20-20-40-14.

Security Police Training

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

Mental or Behavioral Health Services

The Corporation shall enter into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

The Corporation may not refer a student to a mental health care provider or community mental health center for services unless the Corporation has received the written consent of the student's parent or guardian. If a referral is made, the Corporation may note the referral in the student's cumulative record but shall not include any possible diagnosis or information concerning the student's mental health other than any medication that the student takes for his/her mental health. A student's record that contains medical information shall be kept confidential. A school counselor or other Corporation employee may not diagnose a student as having a mental health condition unless his/her scope of practice includes diagnosing a mental health condition.

Prior to providing any referrals under a MOU, the Corporation must:

- A. Develop a process for a teacher or Corporation employee to notify a school official to contact a student's parent if the student demonstrates a repeated pattern of aberrant or abnormal behavior. The parental notification process must include a conference with the school, student, and the student's parent;
- B. Require that the aforementioned conference address the student's potential need for and benefit from:
 - 1. mental or behavioral health services; or
 - 2. mental or behavioral health services provided by the community mental health center or appropriate provider that is contracted and paid for by the Corporation;
- C. Establish a procedure for a parent who chooses to seek services for the student to follow that includes granting written parental consent for the student to receive mental or behavioral health services by a community mental health center or appropriate provider; and
- D. Protect the confidentiality of any medical records that result from a student's participation in any treatment described in subpart B above and adopt a policy that prohibits the Corporation from:
 - 1. sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.1 above with other school officials; and
 - 2. maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.1 or B.2 above in the student's permanent educational file. (See Policy 8330 - Student Records.)

Persistently Dangerous Schools

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

Pursuant to the Board's stated intent to provide a safe school environment, the Corporation's school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent shall refer this to the *Safe School Committee*

☒ **[If Option 1 was chosen above]** for the Corporation

☐ **[If Option 2 was chosen above]** for the school which exceeded the threshold number of reportable incidents of violent criminal offenses

so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

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

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

In addition, the Superintendent shall meet with the *Safe School Committee*

☒ **[If Option 1 was chosen above]** for the Corporation,

☐ **[If Option 2 was chosen above]** for the school which was identified as persistently dangerous,

discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

[x] If a school in a neighboring corporation is identified as persistently dangerous and there is not another school in that corporation, the Corporation will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

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

[] [OPTIONAL LANGUAGE]

[] Corporation Police

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

An individual appointed as a Corporation police officer must successfully complete at least:

- A. the pre-basic training course established under I.C. 5-2-1-9(f); and
- B. the minimum basic training and educational requirements adopted by the law enforcement training board under I.C. 5-2-1-9 as necessary for employment as a law enforcement officer.

A Corporation police officer:

- A. is a law enforcement officer (as defined in I.C. 5-2-1-2(1));
- B. must take an appropriate oath of office in a form and manner prescribed by the Board;
- C. serves at the Board's pleasure; and
- D. performs the duties that the Board assigns.

Corporation police officers appointed under this chapter have general police powers, including the power to arrest, without process, all persons who within their view commit any offense. They have the same common law and statutory powers, privileges, and immunities as sheriffs and constables, except that they are empowered to serve civil process only to the extent authorized by the Board; however, any powers may be expressly forbidden them by the Board. In addition to any other powers or duties, such police officers shall enforce and assist the educators and administrators of the Corporation in the enforcement of its rules and regulations and assist and cooperate with other law enforcement agencies and officers.

Such police officers may exercise the powers granted under this section only upon any property owned, leased, or occupied by the Corporation, including the streets passing through and adjacent to the property. Additional jurisdiction may be established by agreement with the chief of police of the municipality or sheriff of the county or the appropriate law enforcement agency where the property is located, dependent upon the jurisdiction involved.

[END OF OPTIONAL LANGUAGE]

I.C. 5-2-10.1-9

I.C. 5-2-10.1-10

I.C. 5-2-10.1-12

I.C. 20-26-5-31

I.C. 20-26-16

I.C. 20-26-18,2

I.C. 20-30-5-11

I.C. 20-34-3-20

I.C. 20-34-3-21

I.C. 20-34-3-24

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

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Book	Policy Manual
Section	8000 Operations
Title	WELLNESS
Code	po8510
Status	Active
Adopted	December 5, 2011

8510 - **WELLNESS**

The Lake Central School Corporation is committed to ensuring high level job performance and healthy role models for students by supporting and facilitating the physical and mental health and well-being of all employees.

Furthermore, the Corporation is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of this Corporation that:

- A. The School Corporation will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing Corporation-wide nutrition and physical activity policies.
- B. All students in grades K-9 will have opportunities, support, and encouragement to be physically active on a regular basis. Students in grades 7-12 will have opportunities to engage in organized sport activities.
- C. Food and beverages sold and served at school during the school breakfast and lunch programs shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- D. Students will be provided access to a variety of affordable, nutritious, and appealing foods that meet their health and nutritional needs in a clean, safe and pleasant student dining area.
- E. All schools in the Corporation will participate in available Federal school meal programs (i.e. the School Breakfast Program, the National School Lunch Program).
- F. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- G. The Corporation will provide employees and their families with programs and resources that help to support their well-being.
- H. A detailed wellness plan for the corporation is updated periodically and may be found at www.lcsc.us, then under Departments, select the Health Services tab. The information is located within the Wellness Administrative Regulations banner.

Book	Forms Manual
Section	Volume 35, No. 1 - September 2022
Title	Revised Policy - Vol. 35, No. 1, Sept. 2022 - TRANSPORTATION
Code	po8600
Status	
Legal	<p>I.C. 9-13-2-161 ("school bus" defined)</p> <p>I.C. 9-19-10-2 (use of safety belt by motor vehicle occupants)</p> <p>I.C. 9-21-12 (school bus operation)</p> <p>I.C. 16-41-37-2.3 ("school bus" defined, smoking prohibited)</p> <p>I.C. 16-41-37-4 ("school bus" defined, smoking prohibited)</p> <p>I.C. 20-18-2-1.7 (definition of appropriate vehicle)</p> <p>I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)</p> <p>I.C. 20-27-3 (State School Bus Committee)</p> <p>I.C. 20-27-5-6 (definition of appropriate vehicle)</p> <p>I.C. 20-27-9 (use of school buses)</p> <p>I.C. 20-27-11-1</p> <p>I.C. 20-27-10-0.5</p> <p>I.C. 20-27-12-0.1</p> <p>I.C. 20-27-12-0.3</p> <p>I.C. 20-27-12-5</p> <p>49 C.F.R. Part 571</p> <p>49 U.S.C. 30101 et seq.</p> <p>Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)</p> <p>Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011); Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)</p>
Adopted	December 5, 2011
Last Revised	January 6, 2020

Revised Policy - Vol. 35, No. 1**8600 - TRANSPORTATION**

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

Each September, the School Corporation must review the Corporation's school bus routes and school bus safety policies to improve the safety of students and adults.

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

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

[] The Board may enter into a fleet contract with a fleet contractor under the provisions of Indiana law and such contracts may include a provision allowing the school bus drivers to be eligible for life and health insurance benefits and other fringe benefits available to other Corporation personnel.

[] The Board may enter into a fleet agreement with a transportation network company (TNC) to transport Corporation students if the Corporation conducts an expanded criminal history check and expanded child protection index check for every TNC driver who will transport Corporation students.

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

[] The Board may allow, by written authorization, the use of a school bus or a special purpose bus for the transportation of adults at least sixty-five (65) years of age or adults with developmental or physical disabilities.

A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards, except the requirement for stop arms and flashing lights, and that is used by the Board for transportation purposes not appropriate for school buses. A special purpose bus is not required to be constructed, equipped, or painted as specified for regular school buses. A special purpose bus is not subject to the limitation placed on a school bus of traveling no more than 200 miles out of state.

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

[x] A special purpose bus or an appropriate vehicle may be used for transportation of students from one school to another school or between the student's residence and the school.

[x] A special purpose bus or an appropriate vehicle may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

[START OF OPTION]

[x] A special purpose bus may be used to transport homeless or foster students. If more than seven (7) students are being transported to schools in the same school corporation, a school bus or a special purpose bus must be used. If seven (7) or fewer students are being transported to schools in the same school corporation, a special purpose bus or an "appropriate vehicle" may be used to transport the students. The driver must meet the qualifications for the driver of a school bus or special purpose bus set forth in State statute, as applicable, if a school bus or special purpose bus is used.

An "appropriate vehicle" is defined as a vehicle that:

- A. is owned by the Corporation or contracted for by the Corporation and
- B. has a seating capacity of not more than fifteen (15) ~~eight (8)~~ passengers including the driver. The term "appropriate vehicle" includes a car, truck, sport utility vehicle, ~~or~~ minivan, or van.

[END OF OPTION]

[START OF OPTION]

[x] A special purpose bus may be used to transport students for career and technical education programs. If more than seven (7) students are being transported to or from a career and technical education program, a school bus or a special purpose bus must be used. If seven (7) or fewer students are being transported to or from a career and technical education course an appropriate vehicle may be used to transport the students. The driver of the vehicle used to transport students to or from technical education programs must meet the qualifications for a driver of a school bus or special purpose bus set forth in State statute, as applicable, if a school bus or special purpose bus is used. A special purpose bus may be used to transport students from school to school or to/from school and a career and technical education program but may not be used to transport students between their residence and a career and technical education program.

An "appropriate vehicle" is defined as a vehicle that:

- A. is owned by the Corporation or contracted for by the Corporation; and
- B. has a seating capacity of not more than fifteen (15) ~~eight (8)~~ passengers including the driver.

The term "appropriate vehicle" includes a car, truck, sport utility vehicle, ~~or~~ minivan, or van.

[END OF OPTION]

If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeur's, commercial driver's, or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers or is used to provide transportation:

- A. between an individual's residence and the school for an individual enrolled in a special program for the habilitation or rehabilitation of persons with a developmental or physical disability, and, if applicable, the individual's sibling; ;
- B. between an individual's residence and the preschool facility site for preschool children who attend preschool offered by the Corporation; or
- C. between an individual's residence and the program for persons with a developmental disability;
- D. the operator must meet the requirements of a regular school bus driver.

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

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

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

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

If the vehicle is equipped with safety belts that meet the standards stated in Federal Motor Vehicle Safety Standard Number 208 (49 C.F.R. 571.208) and are standard equipment installed by the manufacturer, then each occupant shall have a safety belt properly fastened around his/her body at all times when the vehicle is in forward motion, as required by State statute.

If a school bus driver must load or unload an elementary school student at a location that requires the student to cross a roadway that is a U.S. route or state route, the Superintendent shall present the school bus route to the Board for approval.

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

[] Transportation of Charter School Students

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

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

I.C. 9-19-10-2 (use of safety belt by motor vehicle occupants)

I.C. 9-21-12 (school bus operation)

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

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

I.C. 20-18-2-1.7 (definition of appropriate vehicle)

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

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

I.C. 20-27-5-6 (definition of appropriate vehicle)

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

I.C. 20-27-11-1

I.C. 20-27-10-0.5

I.C. 20-27-12-0.1

I.C. 20-27-12-0.3

I.C. 20-27-12-5

49 C.F.R. Part 571

49 U.S.C. 30101 et seq.

Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)

Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011); Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)

