

**LAKE CENTRAL SCHOOL CORPORATION **

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

8260 Wicker Avenue, St. John, Indiana 46373

Monday, February 20, 2023 6:00 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 Technology
 - 2. 7530.02 Staff Use of Personal Communication Devices
 - 3. 7540.02 Web Content, Apps, and Services
 - 4. 6610 Extra-Curricular Funds
 - 5. 5340.01 Student Concussions and Sudden Cardiac Arrest
 - 6. 7450 Property Inventory
 - B. Community Information Session I - School Finance 101 (outline)
- IV. Public Comments
- V. Board of Education Comments
- VI. Adjournment

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

Cindy Sues, Board President

ATTEST:

Nicole Kelly, Board Secretary

Book	Policy Manual
Section	Special Update - Social Media - November 2019
Title	Revised Policy - Special Update - Social Media - November 2019 - TECHNOLOGY
Code	po7540
Status	
Adopted	December 5, 2011

[Although students' use of Corporation Technology Resources (see definition in Bylaw 0100) is required to participate in and benefit from certain aspects of the Corporation's curriculum, unsupervised use of Technology Resources may be limited or denied if such use is not under the direct supervision of school staff.]

7540 - TECHNOLOGY

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of School Corporation operations.

~~[] Students' use of Corporation Technology Resources (see definition in Bylaw 0100) is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety form () annually. (See also, Policy 7540.03)~~

Although students' use of Corporation technology resources (see definition in Bylaw 0100) is required to participate in and benefit from certain aspects of the Corporation's curriculum and to participate in online assessment, unsupervised use of technology resources may be limited or denied if such use is not under the direct supervision of school staff if a student's use of Corporation technology resources is in violation of the Corporation's policy regarding acceptable use. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form () annually. (See also, Policy 7540.03)

The Superintendent shall develop, (x) recommend for approval by the Board, **[END OF OPTION]** and implement a written Corporation Technology Plan (CTP) () annually. One of the primary purposes of the CTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective Corporation operations. (x) The Board will financially support, as the budget permits, the CTP, including recommendations to provide new and developing technology for students and staff.

[END OF OPTION]

Annually the Superintendent shall require the review of the implementation of the current CTP, update that plan as need be, and recommend the updated plan for approval by the Board. The CTP will address the need for Corporation technology resources for all the Corporation's instructional, operational and business functions, including, but not limited to software licenses, infrastructure hardware and software, technical support, telecommunication devices, servers, data storage, and recovery systems (both internal and external).

The Superintendent ~~may~~ shall create a Technology Governance Committee to oversee and guide the development of the CTP. The Superintendent shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative and business/operational areas in the Corporation.

The CTP shall state the procedures for the proper acquisition of technology. The CTP also shall provide guidance to staff and students about making safe, appropriate and ethical use of Corporation Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 – Student ~~Education~~ Technology Acceptable Use and Safety and AG 7540.03 – Student

~~Network and Internet Technology~~ Acceptable Use and Safety, and Policy 7540.04 – Staff ~~Education~~ Technology Acceptable Use and Safety and AG 7540.04 – Staff ~~Network and Internet Technology~~ Acceptable Use and Safety.

The Superintendent, (☒) in conjunction with the ~~Director of Technology~~ _____, [END OF OPTION] shall review the CTP and [NOTE: The following chosen option ~~option chosen below must be consistent with the Board's decision to choose whether to require Board approval of the CTP above on page 1~~] () report () recommend the approval of [END OF OPTIONS] any changes, amendments, or revisions to the Board () annually [END OF OPTION].

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (PCDs) (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using Corporation Technology 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).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to: using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

~~For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of Corporation issued e-mail accounts.~~

[CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

[☒] OPTION #1

~~Authorized staff may use Corporation Technology Resources to access and use social media to increase awareness of Corporation programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Staff may use social media for business-related purposes. Use of social media for business-related purposes is subject to Indiana's public records laws and staff members are responsible for archiving their social media and complying with the Corporation's record retention schedule. See Policy 8310 – Public Records and AG 8310A – Access to Public Records. Staff use of Corporation-approved social media platforms/sites shall be consistent with Policy 7544.~~

Instructional staff and their students may use Corporation Technology Resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.

Students shall comply with Policy 7540.03 and Policy 5136 when using Corporation Technology Resources to access and/or use Corporation-approved social media platforms/sites. ~~Similarly, staff shall comply with Policy 7540.04 and policy 7530.02 when using Corporation Technology Resources to access and/or use social media.~~

Similarly, staff shall comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using Corporation Technology Resources to access and/or use Corporation-approved social media platforms/sites.

[END OF OPTION #1]

[] OPTION #2

The Board prohibits students from using Corporation Technology Resources to access and/or use social media for other than instructional purposes.

~~Staff may use social media for business-related purposes.~~ Staff may use Corporation-approved social media platforms/sites in accordance with Policy 7544 ☐ and, pursuant to Policy 7540.02, may use web content, apps, and services for one-way communication with the Corporation's constituents **[END OF OPTION]**. Authorized staff may use Corporation Technology Resources to access and use ~~social media~~ Corporation-approved social media platforms/sites to increase awareness of Corporation programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of Corporation-approved social media platforms/sites for business-related purposes is subject to Indiana's public records laws and, as set forth in Policy 7544, staff members are responsible for archiving their social media and complying with the Corporation's record retention schedule. See Policy 8310 – Public Records and AG 8310A – Access to Public Records.

[DRAFTING NOTE: Retain this provision if the Corporation has chosen an option in Policy 7544 permitting staff to access social media from Corporation technology resources or from personal technology resources.]

Staff shall comply with Policy 7544, Policy 7540.04 and Policy 7530.02 when accessing social media from Corporation Technology Resources or from personal technology resources.

~~Staff shall comply with Policy 7540.04 and Policy 7530.02 when using Corporation Technology Resources to access and/or use social media.~~

[DRAFTING NOTE: Retain this provision if the Corporation has chosen an option in Policy 7544 permitting staff to access social media from Corporation technology resources or from personal technology resources.]

Staff shall comply with Policy 7544, Policy 7540.04 and Policy 7530.02 when accessing social media from Corporation Technology Resources or from personal technology resources.

[END OF OPTION #2]

☐ OPTION #3

[DRAFTING NOTE: Choose this option if the Corporation intends to prohibit staff and students from accessing social media using Corporation technology resources. If so, Policy 7544 is not necessary]

The Board prohibits students and staff members from using Corporation Technology Resources to access and/or use social media.

[END OF OPTIONS]

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Book	Policy Manual
Section	Special Update - Social Media - November 2019
Title	Revised Policy - Special Update - Social Media - November 2019 - STAFF USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
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) 20 U.S.C. 1232g 34 CFR Part 99

7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], () telephone paging devices [e.g., beepers or pagers]), () and/or other web-enabled devices of any type. Whether the PCD is ~~School-Board-owned~~ ~~Corporation-owned~~ and assigned to a specific ~~employee~~, ~~employee~~ or school official or personally-owned by the employee or school official (regardless of whether the ~~Board~~-~~Corporation~~ pays the employee or school official an allowance for his/her use of the device, the ~~Board~~-~~Corporation~~ reimburses the employee or school official on a per-use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD), the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guidelines, as well as other pertinent Board policies.

Conducting Corporation Business Using a PCD

[NOTE: FIRST SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

[x] OPTION A

Employees and school officials are permitted to use a Corporation-owned and/or personally owned-PCD to make/receive calls, send/receive emails, send/receive texts, send/receive instant messages, or () _____ that concern Corporation business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the Corporation's requirements. **[INSERT REQUIREMENTS INSTEAD OF GENERAL REFERENCE TO REQUIREMENTS.]**

[END OF OPTION A]

[] OPTION B

Employees and school officials are prohibited from using a Board-owned and/or personally-owned PCD for Corporation business of any kind other than to () make/receive telephone calls, () send/receive emails on a Corporation-issued email account, () or _____ **[END OF OPTION]**.

Employees and school officials who receive Corporation business-related communication(s) on Corporation-owned and personally-owned PCDs on a function that is not permitted under this policy are still responsible for the following:

- A. Archiving such communication(s) sent or received in accordance with the Corporation's requirements; and
- B. Responding to an individual who sends such communication using the employee's or school official's Corporation-issued email account with the following message: "On [insert date], I received a message from you on my () Corporation-owned () personally-owned PCD. Pursuant to Board Policy 7530.02, please contact me with such communications regarding Corporation business of any kind via my wireless communication device, the Corporation issued email account from which I am sending this message (), or _____ **[END OF OPTION]**. Thank you."

[END OF OPTION B]

[END OF FIRST SET OF OPTIONS]

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

[NOTE: START OF FIRST-SECOND SET OF OPTIONS – CHOOSE OPTION A AND/OR OPTION B-OR-OPTION-C]

OPTION A

☒ Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should ~~be strongly encouraged to~~ pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees and school officials are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee or school official is driving in an unfamiliar area. In the interest of safety for ~~both Board~~ employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, ~~(including any laws that prohibit texting or using a cell phone or other PCD while driving)~~, including any laws that prohibit texting or using a cell phone or other PCD while driving.

☐ In situations where job responsibilities include regular driving and accepting of business calls, the employee ~~should consider the use of~~ or school official should use hands-free equipment to facilitate the provisions of this policy.

OPTION B

☐ Employees and school officials are responsible for operating ~~Board-owned~~ Corporation-owned vehicles and potentially hazardous equipment in a safe and prudent manner; ~~and~~ therefore, employees and school officials are prohibited from using ~~PCDs~~ a PCD while operating such vehicles or equipment. In the interest of safety for ~~both Board~~ employees, school officials, and other drivers, employees and school officials are required to comply with all applicable laws while driving.

OPTION C

☐ Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for ~~both Board~~ employees and other drivers, employees are required to comply with all applicable laws while driving ~~(including any laws that prohibit texting or using a cell phone or other PCD while driving)~~.

[NOTE: END OF FIRST SECOND SET OF OPTIONS]

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on ~~their PCDs~~, a PCD regardless of whether they are Corporation-owned and assigned to a specific employee or school official or personally-owned by the employee or school official.

~~Cellular and wireless~~ PCD communications, including calls, text messages, instant messages, and e-mails sent or received, ~~from PCDs~~, may not be secure. Therefore, employees and school officials should use discretion when using a PCD to relay ~~in-relaying~~ confidential information, particularly as it relates to students.

Additionally, ~~cellular/wireless~~ PCD communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records. ~~if the content of the message concerns Corporation business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with Corporation requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.~~

Further, PCD communications about students, including text messages, instant messages and e-mails sent and/or received by a Corporation employee or school official using his/her PCD, may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages and e-mails sent and/or received by a Corporation employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. PCD communications that are student records should be maintained pursuant to Policy 8330 – Students Records.

It is the responsibility of the Corporation employee or school official who uses a PCD for Corporation business-related use to archive all text messages, instant messages and e-mails sent and/or received using his/her PCD in accordance with the Corporation's requirements.

Finally, PCD communications and other electronically stored information (ESI) stored on the employee's or school official's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Employees and school officials are required to comply with Corporation requests to produce copies of PCD communications in their possession that are either public records or education records or that constitute ESI that is subject to a Litigation Hold.

[NOTE: START OF SECOND-THIRD SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

OPTION A [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V1]

At the conclusion of an individual's employment or official service (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's or school official's PCD are transferred to the Corporation's custody (e.g., server, alternative storage device). The Corporation's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the Corporation's custody, the employee or school official is required to delete the records/ESI from his/her PCD. The employee or school official will be required to sign a document confirming that all such records/information ~~has~~ have been transferred to the Corporation's custody and deleted from his/her PCD.

Similarly, if an employee or school official intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee or school official must transfer the records/ESI to the Corporation's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee or school official is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the

personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

OPTION B [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V2]

At the conclusion of an individual's employment or official service (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for informing the Superintendent or his/her designee of all public records, student records and ESI subject to a Litigation Hold that is maintained on the employee's or school official's ~~Board-owned~~ Corporation-owned PCD. The Corporation's IT department/staff will then transfer the records/ESI to an alternative storage device.

☒ If the employee or school official ~~also~~ utilized a personally-owned PCD for ~~work-related~~ Corporation-related communications, and the device contains public records, students records and/or ESI subject to a Litigation Hold, the employee or school official must transfer the records/ESI to the Corporation's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment or official service. The Corporation's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the Corporation's custody, the employee or school official is required to delete the records/ESI from his/her personally-owned PCD.

[NOTE: END OF SECOND-THIRD SET OF OPTIONS]

~~If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students' records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.~~

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must notify the Superintendent immediately so a determination can be made as to whether any public records, student records and/or ESI subject to a Litigation Hold have been compromised and/or lost. Pursuant to Policy 8305 Information Security and its accompanying guidelines, the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD were encrypted.

The Board prohibits employees and school officials from maintaining the following types of records and/or information on their () PCDs () cell phones:

- A. () social security numbers
- B. () driver's license numbers
- C. () credit and debit card information
- D. () financial account numbers
- E. () student personally identifiable information
- F. () information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. () personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)
- H. () _____

[] If an employee or school official maintains records and/or information on a () PCD () cell phone that is confidential, privileged or otherwise protected by State and/or Federal law, the employee or school official is required to encrypt the records and/or information.

[] It is () required () suggested **[END OF OPTION]** that employees and school officials lock and password-protect their PCDs when not in use.

☐ Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

[NOTE: START ~~THIRD~~ FOURTH SET OF OPTIONS - CHOOSE OPTION A OR OPTION B OR OPTION C]

☐ OPTION A

The use of ~~PCDs~~ a PCD that ~~contain~~ contains built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in () classrooms, () gymnasiums, locker rooms, shower facilities, rest/bathrooms () and/or swimming pool.

☐ OPTION B

The use of ~~PCDs~~ a PCD in () classrooms, () gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or () swimming pool is prohibited.

☒ OPTION C

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances ~~include, but are not limited to,~~ include but are not limited to (x) classrooms, (x) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

[NOTE: END OF ~~THIRD~~ FOURTH SET OF OPTIONS]

Personal Use of PCDs While at Work

[NOTE: START OF ~~FOURTH~~ FIFTH SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

☒ OPTION A

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch ~~periods~~ periods and to inform friends and family members of the Board's policy in this regard.

[END OPTION A]

☐ OPTION B

~~Board-Corporation~~ employees may carry () PCDs () cell phones **[END OF OPTION]** with them while at work () including while operating ~~Board-Corporation~~ equipment, but are subject to the following restrictions:

- A. Excessive use of a () PCD () cell phone **[END OF OPTION]** for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto ~~its~~ Corporation property, or the unauthorized use of such devices.

[END OF OPTION 5]

[NOTE: END OF ~~FOURTH~~ FIFTH SET OF OPTIONS]

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws also may ~~also~~ result in disciplinary action up to and including termination.

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)
20 U.S.C. 1232g;
34 CFR Part 99

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Book	Policy Manual
Section	Special Update - Social Media - November 2019
Title	Revised Policy - Special Update - Social Media - November 2019 - WEB CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	
Legal	<p>P.L. 106-554, Children's Internet Protection Act</p> <p>15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act</p> <p>20 U.S.C. 6777, 9134</p> <p>47 U.S.C. 254, Communications Act of 1934, as amended</p> <p>34 C.F.R. Part 99, Family Educational Rights and Privacy Act</p> <p>47 C.F.R. 54.520, Children's Internet Protection Act</p>
Adopted	December 5, 2011

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

Creating Web Pages, Sites, Apps, and Services

The School Board authorizes staff members () and students **[END OF OPTION]** to create web content, apps, and ~~web~~-services (see Bylaw 0100 - Definitions) that will be hosted by the School Corporation on its servers or Corporation-affiliated servers and published on the Internet.

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

[NOTE: Choose either or both of the following options.]

[] Student-created web content, apps, and ~~web~~-services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

[x] The creation of web content, apps, and ~~web~~-services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

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

The purpose of web content, apps, and ~~web~~-services hosted by the Corporation on its servers or Corporation-affiliated servers is to educate, inform, and communicate. The following criteria should be used to guide the development of such web content, apps, and ~~web~~-services:

A. Educate

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

B. Inform

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

C. Communicate

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

The information contained on the website(s) should reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement Process.

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

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

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

☐ Under no circumstances are staff member-created web content, apps or ~~web~~-services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation-specified website, web content, app or web service, e.g., _____ **[Skyward]** for the purpose of conveying information to students and/or parents.

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

☐ If a staff member creates web content, apps or ~~web~~-services related to his/her class, they must be hosted on the Corporation's server or a Corporation-affiliated server.

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

Web content, apps, and ~~web~~-services should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), web content, apps, and ~~web~~-services must be located on Corporation-owned or Corporation-affiliated servers.

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

The Corporation retains all proprietary rights related to the design of web content, apps, and ~~web~~-services that are hosted on Corporation-owned or Corporation-affiliated servers, absent written agreement to the contrary.

Students who want their classwork or information regarding their athletic endeavors, if applicable, to be displayed on the Corporation's website, web content, apps, and ~~web~~ services must have written parent permission and expressly license the display and any related photographs without cost to the Corporation.

Prior written parental permission is necessary for a student to be identified by name on the Corporation's website, web content, apps, and ~~web~~-services.

Instructional Use of Apps, and Web-Services

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

[SELECT OPTION #1 or #2]

[OPTION #1]

The Board requires the ☒ Superintendent ☐ _____ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app or web service must have a FERPA-compliant privacy policy and comply with all requirements of COPPA and CIPA () and Section 504 and the ADA.

[END OF OPTION #1]

[OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of ~~web-services and/or apps~~ and **services** is responsible for verifying/certifying to the ☐ Superintendent ☐ _____ that the app or web service has a FERPA-compliant privacy policy, and it complies with all requirements of COPPA and CIPA () and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

() the use of a Corporation-issued e-mail address in the login process.

() prior written parental permission to use a student's personal e-mail address in the login process.

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Book	Policy Manual
Section	Volume 30, No. 2 - April 2018
Title	Revised Vol. 30, No. 2 EXTRA-CURRICULAR FUNDS
Code	po6610
Status	
Legal	I.C. 5-11-1-24, 5-11-1-27 I.C. 5-13-10, 5-13-10.5 I.C. 20-26-5-4(3)(A) – Uniform Internal Control Standards for Political Subdivisions Accounting and Uniform Compliance Manual for Extra-Curricular Accounts I.C. 20-41-1
Adopted	December 5, 2011

6610 - **EXTRA-CURRICULAR FUNDS**

The School Board shall establish financial controls for the administration of the normal, legitimate, ~~curricular-related and~~ extra-curricular activities of the Corporation in accordance with guidelines of the State Board of Accounts and the applicable provisions of Policy 6111 – Internal Control Standards and Procedures.

Each fund covered by this policy must be recognized by the School Board before monies can be collected or disbursed in the name of said fund. Each fund shall be managed by a school administrator designated by the Superintendent and a bonded Treasurer approved by the Board.

The Superintendent is directed to submit annually a list of any new accounts along with a brief description of its objectives.

All student activity funds will be managed by the bonded School Treasurer in accordance with the guidelines established by the State Board of Accounts in its Handbook of Instruction for extra-curricular accounts. The Superintendent shall be responsible for ensuring that the Corporation has the current edition of this handbook.

A person who has charge of the collection, custody, and disbursement of funds collected and expended to pay expenses incurred in conducting any athletic, social, or other school function, the cost of which is not paid from public funds, shall: (1) keep an accurate account of all money received and expended, showing the: (A) sources of all receipts; (B) purposes for which the money was expended; and (C) balance on hand; and (2) file a copy of the account with the () Board of School Trustees ~~(-) Board of School Commissioners~~ **[END OF OPTIONS]** (x) Director of Business Services within two (2) weeks after the close of each school year.

The funds of all accounts of any organization, class, or activity shall be accounted separately from all others. Funds may not be transferred from the accounts of any organization, class, or activity except by a majority vote of its members, if any, and by the approval of the principal, sponsor, and Treasurer of the organization, class, or activity. However, in the case of athletic funds: (1) approval of the transfer must be made by the athletic director, who is regarded as the

sponsor; and (2) participating students are not considered members. All expenditures of the funds are subject to review by the governing body of the school corporation.

The Treasurer shall give a bond in an amount fixed by the Superintendent and principal of the school approximating the total amount of the anticipated funds that will come into the possession of the Treasurer at any one (1) time during the regular school year. Bonds shall be filed with the trustee or Board of School Trustees.

The surety on the bonds must be a surety company authorized to do business in Indiana. However, the requirement for giving the bond and the requirement to deposit the receipts in a separate bank account, as required by I.C. 20-41-1-9, does not apply to any school for which the funds, as estimated by the principal, will not exceed three hundred dollars (\$300) during a school year.

The principal or teacher in charge of the school shall designate a collecting authority to be in charge of the collection of any funds described in this section. This designation must be made immediately upon the opening of the school term or the vacating of the office of Treasurer. Upon collection of any funds, the collecting authority shall deliver the funds, together with an accounting of the funds, to the custody of the school Treasurer. The principal may designate different collecting authorities for each separate account of funds.

The Treasurer shall keep an accurate account of all money received by the collecting authority and expended, showing: (1) the sources of all receipts; (2) the purposes for which the money was expended; and (3) the balance on hand. A copy of the report, together with all records and files of extracurricular activities, shall be filed as required under I.C. 20-41-1-3.

However, in a school that has two (2) or more semesters in any one (1) school year, the Treasurer of the school shall file a copy of the Treasurer's financial report of receipts and disbursements with the () Board of School Trustees () Board of School Commissioners (x) Director of Business Services **[END OF OPTIONS]** not more than 4 weeks ~~two (2)~~ weeks after the close of each month ~~semester~~. Records and files of extracurricular activities for the entire school year shall be filed with the last financial semester report of any one (1) school year. These records shall be kept for five (5) years, after which they may be destroyed, unless the school corporation's records retention policy requires this category of records to be maintained for a longer period.

The Treasurer shall deposit all receipts in one (1) bank account. The receipts shall be deposited without unreasonable delay. The account shall be known as the school extracurricular account. The records of each organization, class, or activity shall be kept separate so that the balance in each fund may be known at all times.

The money in the school extracurricular account may be invested under the conditions specified in IC 5-13-10 and IC 5-13-10.5 for investment of state money. However, investments under this section are at the discretion of the principal. The interest earned from any investment may be credited to the school extracurricular account and need not be credited proportionately to each separate extracurricular fund. The interest earned from the investment may be used for any of the following:

A. a school purpose approved by the principal.

B. an extracurricular purpose approved by the principal.

Amounts expended from the extra-curricular account are in addition to any appropriation under I.C. 20-26-5-4(3).

~~I.C. 20-26-6-4, 20-26-6-6, 20-26-6-7~~

I.C. 5-11-1-24, 5-11-1-27

I.C. 5-13-10, 5-13-10.5

I.C. 20-26-5-4(3)(A) – Uniform Internal Control Standards for Political Subdivisions Accounting and Uniform Compliance Manual for Extra-Curricular Accounts

I.C. 20-41-1

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Book	Policy Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST
Code	po5340.01
Status	
Legal	I.C. 20-34-7, 20-34-8
Adopted	November 5, 2012

5340.01 - STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST

It is the policy of the School Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for an interscholastic sports activity, including cheerleading, the coach of the activity shall provide the parent of each student-athlete in grades 5 - 12 and each student-athlete in grades 5 - 12 with the information sheet on Concussion and Head Injury and acknowledgement form issued by the Indiana Department of Education (IDOE) and shall require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the ~~Indiana Department of Education-IDOE~~ on Concussion and Head Injury. If the coach of an intramural sports activity elects to or is required to comply with I.C. 20-34-7, s/he shall provide the parent of each student-athlete in grades 5-12 and each student-athlete in grades 5-12 with the information sheet on Concussion and Head Injury and acknowledgement form issued by the ~~Indiana Department of Education-IDOE~~ and shall require the student's parent and the student to sign and return to the coach the form acknowledging the receipt of the information from the ~~Indiana Department of Education-IDOE~~ on Concussion and Head Injury.

The Board also directs and requires that before beginning practice for an interscholastic sports activity, ~~or cheerleading,~~ marching band, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE the coach of the activity or marching band leader shall provide to each ~~student-athlete-applicable student~~ and his/her parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) the information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the ~~Indiana Department of Education-IDOE~~ and require the ~~student-athlete-applicable student~~ and his/her parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) to sign and return to the coach or marching band leader the form acknowledging the receipt of the information from the ~~Indiana Department of Education-IDOE~~ on Sudden Cardiac Arrest.

[THE FOLLOWING NOTIFICATIONS ARE OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

Additionally, the Board directs and requires that

[☒] before beginning practice for any interscholastic or intramural sports activity, including cheerleading, the coach of the activity shall provide the parent of each student participating in the activity and the student participating in the activity with the information sheet on Concussion and Head Injury and acknowledgement form issued by the ~~Indiana Department of Education-IDOE~~ and shall require the student's parent and the student to sign and return to the coach the form acknowledging the receipt of the information from the ~~Indiana Department of Education-IDOE~~ on Concussion and Head Injury.

[☒] before beginning practice for any interscholastic or intramural sports activity, including cheerleading, the coach of the activity shall provide the parent or legal guardian of each student participating in the activity (unless the student is at least age eighteen (18) or is an emancipated minor) and the student participating in the activity with the information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the ~~Indiana Department of Education-IDOE~~ and shall require the student's parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) and the student to sign and return to the coach the form acknowledging the receipt of the information from the ~~Indiana Department of Education-IDOE~~ on Sudden Cardiac Arrest.

[END OF OPTIONS]

The coach/sponsor, ~~student-athlete-applicable student~~ marching band leader or other official designated by the school shall maintain an original of each applicable signed acknowledgement form for each student and shall not allow the ~~student-athlete-applicable student~~ to participate in the sport-activity until the signed acknowledgement form(s) from the parent (as required above) and applicable student is/are properly executed and returned.

A student-athlete in grades 5 - 12 who participates in an interscholastic sport, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until s/he has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that the s/he can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since s/he was removed from play.

[THE FOLLOWING PROVISIONS ARE OPTIONAL]

[☒] Additionally, the Board directs and requires that:

- A. [☒] A student-athlete of any age who participates in any interscholastic or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until s/he has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that s/he can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since s/he was removed from play.
- B. [☐] A coach shall maintain the original of the written clearance from the health care provider for the student-athlete to return to play for no less than () three (3) years. () three (3) years after the student reaches age eighteen (18).[END OF OPTION]

[END OF OPTIONS]

~~A~~An applicable student participating in an interscholastic sports activity, ~~or~~ cheerleading, marching band, or other extracurricular competitive or noncompetitive activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE who is suspected as determined by a game official, coach of the applicable student's team, licensed athletic trainer, physician assistant, advanced practiced registered nurse, licensed physician, marching band leader, or other official designated by the applicable student's school of experiencing a symptom of sudden cardiac arrest in a practice for an interscholastic sports activity or cheerleading or in an interscholastic sports activity or cheerleading above activity shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the ~~student-athlete-applicable student~~ shall be notified of the ~~student-athlete's-applicable student's~~ symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). ~~A student-athlete~~ An applicable student who has been removed from practice or play may not return to practice or play until the coach/sponsor, marching band leader or other official designated by the applicable student's school has received verbal permission from a parent or legal guardian of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for him/her to return to practice and play. Within twenty-four (24) hours after giving verbal permission of the ~~student-athlete-applicable student~~ to return to practice and play, the parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) must provide the coach, marching band leader, or other official designated by the school with a written statement that the student has permission to return to practice and play.

[THE FOLLOWING PROVISIONS ARE OPTIONAL]

Additionally, the Board directs and requires that:

- A. ☒ A student-athlete of any age who participates in any interscholastic or intramural sports activity, including cheerleading, and is suspected of experiencing a symptom of sudden cardiac arrest in a practice or game shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the student-athlete shall be notified of the student athlete's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). A student-athlete who has been removed from practice or play may not return to practice or play until the coach has received verbal permission from a parent or legal guardian of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for him/her to return to practice and play. Within twenty-four (24) hours after giving verbal permission of the student-athlete to return to practice and play, the parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) must provide the coach with a written statement that the student has permission to return to practice and play.
- B. ☐ A coach shall maintain the original of the written statement that the student has permission to return to practice and play for no less than () three (3) years. () three (3) years after the student reaches age eighteen (18). **[END OF OPTION]**
- C. ☒ Each coach of an interscholastic or intramural sports activity, including cheerleading, shall receive training on (☒) concussions, (☒) sudden cardiac arrest (including the symptoms), (☒) heat-related medical issues, (☒) cardiopulmonary resuscitation, (☒) and the use of an automated external defibrillator.

[END OF OPTIONS]

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Book	Policy Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - PROPERTY INVENTORY
Code	po7450
Status	
Legal	2 C.F.R. 200.313

7450 - **PROPERTY INVENTORY**

As steward of the School Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall ☐ conduct a complete inventory ☒ maintain a continuous inventory **[END OF OPTION]** of all Corporation-owned equipment ☒ and supplies **[END OF OPTION]** and the results reconciled with the property records at least once ☐ annually. ☒ every ____ (2) years. **[specify number; Federal regulations require at least once every two (2) years]** ☒ at such intervals as will coincide with property insurance renewal. ☐ and Generally Accepted Accounting Principles (G.A.A.P.) reporting requirements.**[END OF OPTIONS]**

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least \$5000 ☐ to replace ☐ as a single unit **[END OF OPTION]** and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$500 _____. **[DRAFTING NOTE: The Federal regulation (2 CFR 200.439) allows for a \$5,000 threshold. Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]**

It shall be the duty of the ☐ Superintendent ☒ Business Manager ☒ Director of Business Services _____ to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

☐ Each principal/supervisor shall conduct an annual spot-check inventory of major items of equipment to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

☒ Property records of consumable supplies shall be maintained on a continuous inventory basis.

[-x] The Director of Business Services _____ shall maintain a system of property records which shall show, as appropriate to the item recorded, ☒ description and identification, ☒ manufacturer, ☒ year of purchase, ☒ initial cost, ☐ location, ☐ condition and depreciation, ☒ evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the Corporation, subject to the following conditions:

A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.

- D. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may be only used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300, Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the Corporation is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Corporation shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.