

REVISED POLICY – VOL. 31, NO. 1

USE OF MEDICATIONSMEDICATION

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

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

**Prescription Medication**

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Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the \_\_\_\_\_, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription

- ( ) unless the prescribed dosage exceeds the permissible dosage for such medication, in which case
  - ( ) the maximum permissible dosage will be administered
  - ( ) the parent will be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

- [ ] Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

Non-prescription (Over-the-Counter) Medication

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the \_\_\_\_\_. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. ~~No student is allowed to provide or sell any type of over-the-counter medication to another student.~~

~~Violations of this rule will be considered violations of Policy 5530 — Drug Prevention and of the Student Code of Conduct/Student Discipline Code.~~

A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to:

- A. have a physician's note or prescription; or
- B. store the topical, non-aerosol sunscreen product in a specific location

if the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

OPTIONS - Choose one of the following options:

- [X] Corporation personnel shall not assist a student in applying a topical, non-aerosol sunscreen product unless enrolled in preschool.

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~~[ ] Corporation personnel may but are not required to assist a student in applying a topical, non-aerosol sunscreen product if the school has written permission from the student's parent or guardian.~~

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**[END OF OPTIONS]**

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**Emergency Medication**

Pursuant to I.C. 20-34-4.5-0.2, "emergency medication" includes:

- A. Albuterol;
- B. Epinephrine and
- C. Naloxone.

- [ ] Additionally, the Board authorizes students to maintain at school other emergency medications that have the same use as Albuterol (i.e., other inhaled medications to treat asthma and similar conditions), Epinephrine (i.e., other medications used to treat allergic reactions), or Naloxone (i.e., other overdose administration drugs).

Students who may require administration of an emergency medication may have such medication stored in the \_\_\_\_\_ office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

**Emergency Stock Medication**

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Pursuant to I.C. 20-34-4.5-0.4, "emergency stock medication" means emergency medication to which both of the following apply:

- A. The prescription for the emergency medication is filled by the Corporation or a school in the Corporation; and
- B. The emergency medication is stored at a school in the Corporation pursuant to one of the options below.

**[OPTION: Corporation or School Prescription for Albuterol/Administration of Albuterol by School Nurse]**

- [ ] The Corporation or a school in the Corporation may fill a prescription for Albuterol and store the Albuterol in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school or Corporation. The school shall store the Albuterol in a safe location in which only school employees have access.

A school nurse may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

**[END OF OPTION]**

**[OPTION: Administration of Albuterol by Corporation Employees] (NOTE: Do not select this option unless you also selected the preceding option.)**

**[ ]** Corporation employees may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom Albuterol is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school.

**[END OF OPTION]**

**[OPTION: Corporation or School Prescription for Epinephrine/Administration of Epinephrine by School Nurse]**

- [ ]** The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location in which only school employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school or Corporation.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

**[END OF OPTION]**

**[OPTION: Administration of Epinephrine by Corporation Employees. NOTE: Do not select this option unless you also selected the preceding option.]**

**[ ]** Corporation employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the epinephrine is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school.

**[END OF OPTION]**

**[OPTION: Corporation or School Prescription for Naloxone/Administration of Naloxone by School Nurse]**

- [ ]** The Corporation or a school in the Corporation may fill a prescription for Naloxone and store the Naloxone in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school or Corporation. The school shall store the Naloxone in a safe location in which only school employees have access.

A school nurse may administer Naloxone obtained via a prescription written for the Corporation or a school in the Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

**[END OF OPTION]**

**[OPTION: Administration of Naloxone by Corporation Employees] (NOTE: Do not select this option unless you also selected the preceding option.)**

**[ ]** Corporation employees may administer Naloxone obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the Naloxone is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school

and the Corporation employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

**[END OF OPTION]**

**[IF YOU SELECT AN OPTION TO STORE AND ADMINISTER NALOXONE, YOU ALSO MUST SELECT THE FOLLOWING OPTION:]**

**[ ]** The Corporation must:

- A. annually register with either the state department or local health department in the county where the Corporation is located in a manner prescribed by the state department of health;
- B. provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and
- C. provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication assisted treatment that includes a federal Food and Drug Administration-approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.

**[END OF OPTION]**

A school nurse or Corporation employee shall:

- A. make a report when an emergency stock medication is administered; and
- B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.

**Returning Medication to the Home**

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Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

**Other**

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**No student is allowed to provide or sell any type of medication to another student.**

**Violations of this rule may be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.**

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 16-42-27  
I.C. 20-33-8-13  
I.C. 20-34-3-18  
**I.C. 20-34-3-22**  
I.C. 20-34-4.5  
I.C. 34-30-2-85.6  
I.C. 34-30-12  
I.C. 34-30-14  
511 IAC 7-36-9

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**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 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 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 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 on Concussion and Head Injury.

The Board also directs and requires that before beginning practice for an interscholastic sports activity or cheerleading, the coach of the activity shall provide to each student athlete 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 and require the student athlete 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 the form acknowledging the receipt of the information from the Indiana Department of Education 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 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 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 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 on Sudden Cardiac Arrest.

**[END OF OPTIONS]**

The coach/sponsor shall maintain an original of each signed acknowledgement form for each student and shall not allow the student athlete to participate in the sport until the signed acknowledgement form(s) from the parent (as required above) and 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 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.
- [ ]** 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 OPTIONS]**

A student participating in an interscholastic sports activity or cheerleading who is suspected 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 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.

**[THE FOLLOWING PROVISIONS ARE OPTIONAL]**

Additionally, the Board directs and requires that:

- [ ] 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 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.

- ☐ 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).
- ☒ 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.

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[END OF OPTIONS]

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

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**REVISED POLICY – VOL. 31, NO. 1**

**STUDENT SUICIDE AWARENESS AND PREVENTION**

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who experiences depression cannot benefit fully from the educational program of the School Corporation, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students. This Board policy is intended to increase child suicide awareness and prevention.

All Corporation personnel should be alert to the student who exhibits signs of extreme depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and may warrant follow-up based on implementation of the intervention procedure described below.

The Superintendent shall make available to families in the Corporation information concerning suicide prevention services in the community. The Superintendent shall encourage cooperation among the Corporation and suicide prevention services in the community.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assess the Risk

Step 3 - Take Appropriate Action Based on the Risk

Step 4 - Communicate with Appropriate Parties

Step 5 - Follow-up

Take Appropriate Action Based on the Risk in Step 3 shall include providing referral information about appropriate crisis intervention services or facilities to children, parents and Corporation staff.

Follow-up in Step 5 and the suicide post-intervention process shall include the development of a plan to assist survivors of attempted suicide and to assist children and Corporation staff in coping with an attempted suicide or death of a student or Corporation employee. The plan may include counseling services for the child and the child's family related to suicide prevention.

The Corporation shall offer to children, parents and staff in the Corporation training on warning signs and tendencies that may evidence that a child is considering suicide, including increasing awareness of the relationship between suicide and drug and alcohol use.

Beginning after June 30, 2018, the Superintendent shall ~~ensure~~ confirm that all Corporation teachers [ ] and any other appropriate Corporation employees **[END OF OPTION]** who are employed at schools that provide instruction to students in any combination of grades 5-12 to attend or participate in at least two (2) hours of ~~evidence-based-research-based~~ in-service youth suicide awareness and prevention training program every three (3) school years. The training required under this policy must be held during the teacher's or Corporation employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

- A. a superintendent who holds a license under I.C. 20-28-5;
- B. a principal;
- C. a teacher;
- D. a librarian;
- E. a school counselor;
- F. a school psychologist;

- G. a school nurse;
- H. a school social worker.

The format of this training may include an in-person presentation, an electronic or technology-based medium, including self-review modules available on an online system, an individual program of study of designated materials, or any other method approved by the Board that is consistent with current professional development standards. The in-service training required under this section shall count toward the requirements for professional development required by the Board. ~~The evidence-based youth suicide awareness and prevention training required under this policy must be approved, recommended, or listed as approved by the Suicide Prevention Resource Center or the National Registry of Evidence-based Programs and Practices of the Substance Abuse and Mental Health Services Administration. The research-based youth suicide awareness and prevention training program required under this policy must be demonstrated to be effective or a promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.~~

The Corporation may leverage any:

- A. existing or new State and Federal grant funds; or
- B. free or reduced cost evidence-based youth suicide awareness and prevention training provided by any State agency or qualified Statewide or local organization

to cover the costs of the training required under this Policy.

The Superintendent shall develop any other program or activity that is appropriate to increase child suicide awareness and prevention.

**BOARD OF SCHOOL TRUSTEES**  
**SCHOOL CORPORATION**

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Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

Kelson v. City of Springfield, 767 F2d 651 (9th Cir. 1985)  
I.C. 20-26-5-34.4  
I.C. 20-28-3-6

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GRADUATION REQUIREMENTS

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

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State. Students enrolled in the Corporation shall have the opportunity to earn ~~any type of State diploma approved by the Indiana State Board of Education~~ the standard Indiana high school diploma with any of the designations approved by the Indiana State Board of Education.

~~The Corporation may award a Core 40 diploma, a Core 40 with Academic Honors diploma, or a Core 40 with Technical Honors diploma. A general diploma may be awarded by the Corporation to students who complete the formal opt-out process.~~  
The Corporation may award a standard Indiana high school diploma with a general designation, Core 40 designation, a Core 40 with Academic Honors designation, or a Core 40 with Technical Honors designation.

The Board shall issue a diploma for a deceased student at the request of a parent (as defined in I.C. 20-18-2-13) of the student if the student:

- A. died while enrolled in grade 12 of a school in the school corporation;  
and
- B. was academically eligible or on track to meet the requirements for the diploma at the time of death.

A student who is issued a diploma pursuant to this provision may not be considered a graduate for purposes of I.C. 20-26-13.

Students with disabilities who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate,

- ( ) a diploma.
- ( ) a certificate of achievement.
- ( ) a certificate of course completion.

The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's individualized education program (IEP). The Board shall award a certificate of achievement to a student who is on a nondiploma track as determined by that student's case conference committee and indicated on the student's IEP.

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not pass the Graduation Qualifying Examination unless the student meets the criteria for waiver under State law, in which case the Board shall award a diploma to the student.

The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.

Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8<sup>th</sup> grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

- A. ~~the types of diplomas available for students to receive in the State of Indiana; the types of designations available for the high school diploma students may receive in the State of Indiana;~~
- B. the course requirements for each type of ~~diploma designation~~; and

- C. employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

The student's IEP must include the type-of-diploma-type of designation for the diploma the student will seek and courses that will allow the student to progress toward the diploma in a timely manner.

Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress toward the selected-diploma diploma with the selected designation. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

Each student is required to meet:

- A. the academic standards tested in the graduation examination;
- B. the Core 40 course and credit requirements adopted by the State Department of Education;
- C. additional graduation requirements established by the Board of School Trustees.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law. Also, school officials may initiate a discussion with the parents about exempting a student from the Core 40 curriculum if the student does not pass at least three (3) courses required under the Core 40 curriculum or if the student scores in the twenty-fifth percentile or lower the first time the student takes the graduation exam. If the parent makes the decision to exempt the student from the Core 40 requirement, the student will be required to complete the general curriculum as required by State law.

**BOARD OF SCHOOL TRUSTEES**  
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Commencement exercises will include those students who are eligible for a diploma, ( ) certificate of achievement, or ( ) certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

**NOTE: DENYING PARTICIPATION IN COMMENCEMENT EXERCISES TO SPECIAL EDUCATION STUDENTS WHO HAVE COMPLETED THEIR PROGRAM VIOLATES 511-IAC 7-27-9(b).**

~~I.C. 20-26-5-37~~  
~~I.C. 20-32-4-1 through 10~~  
~~I.C. 20-32-4-13~~  
~~I.C. 20-35-4-11~~  
~~511 IAC 6-7.1-4 through 7~~  
~~I.C. 20-19-2-21~~  
~~I.C. 20-26-5-37~~  
~~I.C. 20-32-4-1 through 13~~

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**BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in “cyberbullying,” which is bullying behavior that occurs through the use of data or computer software that is accessed through a computer, computer system, or computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, 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; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

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- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the ~~bullying~~ behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Safe School Committee**

In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

REVISED POLICY – VOL. 31, NO. 1

SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. **~~Student~~ Student's Person and ~~Possession~~ Possessions**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

- [ ] Searches, pursuant to this policy, also shall ~~also~~ be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

**C. Breath Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

**D. Metal Detectors**

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To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and administrative guideline 7440B.

**D.E. Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present

- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32  
U.S. Constitution, 4th Amendment

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**REVISED POLICY – VOL. 31, NO. 1**

**FISCAL PLANNING**

The School Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School Corporation and to plan for the financial needs of the educational program. The Board will strive to maintain both short and long range projections of the Corporation's financial requirements.

Accordingly, the Board directs the \_\_\_\_\_ to:

- ( ) include cost estimates of all ongoing financial requirements;
- ( ) prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- ( ) maintain a plan of anticipated local, State, and Federal revenues;
- ( ) meet periodically with the ~~municipal governing board~~ appropriate officials of the local municipality or county to review planned expenditures and the joint effect of school and community costs on tax rates;
- ( ) report to the Board any serious financial implications that emerge from the Corporation's ongoing fiscal planning.

In addition, the Board directs the \_\_\_\_\_ to maintain annually a detailed \_\_\_\_\_ year forecast of estimated expenditures and revenues of the ~~Capital Projects Funds~~ Operations Fund.

I.C. 20-26-5-4

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**REVISED POLICY – VOL. 31, NO. 1**

**COST-SAVINGS INCENTIVE PROGRAM**

With the increasing demands on the School Corporation's resources and the limited means to enhance its resources, the School Board will continue to seek ways to reduce costs without diminishing the quality of services provided to the students of the Corporation.

To that end, the Board authorizes the Superintendent to establish a Cost-Savings Reduction Program, in accordance with I.C. 36-1-13, which will provide opportunities for any employee to suggest ways in which the Corporation can effectively reduce its costs. The type and amount of any awards that may be included in the program, as well as the manner in which any awards would be made, must be approved by the Board. All such awards would be paid with funds allocated to the General Fund Education Fund or Operations Fund, depending on the nature of the suggestion made.

I.C. 36-1-13

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**REVISED POLICY – VOL. 31, NO. 1**

**OPERATIONS CASH CHANGE FUND**

The School Board recognizes the convenience of a cash change fund in the day-to-day ~~operation~~operations of the School Corporation.

The Board authorizes the establishment of a cash change fund by means of a check drawn on the Corporation's ~~General~~General-Operations Fund in an amount designated by the Board. The fund shall be under the direction of the Superintendent who may designate a building cashier who shall be responsible for providing change as needed and for the safekeeping and accounting of cash change funds in their possession.

The Superintendent may request the Board to increase or decrease the amount of this fund appropriate to the need of the schools. When the fund is no longer needed, all remaining monies shall be returned to the ~~General~~General-Operations Fund.

I.C. 36-1-8-2

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**DELETE POLICY – VOL. 31, NO. 1**

**SCHOOL TECHNOLOGY FUND**

The School Board shall establish a School Technology Fund. The fund consists of monies received by the School Corporation for a specific purpose or purposes, by gift, endowment, or pursuant to any Federal statute, which was held in a separate fund, is no longer needed, and no local tax funds are involved. However, no such funds shall be accepted unless the terms of the gift, endowment or payment and their acceptance are so stated that the School Board is not divested of any authority which they now have or may be granted by law. Funds so received for specific purposes and any earnings from them may be disbursed without appropriation. Any money saved by the School Corporation as a result of universal service discounts provided to the School Corporation under the Federal Telecommunications Act of 1996 must be transferred to the School Technology Fund. Property taxes levied for a Capital Projects Fund shall not be transferred to the School Technology Fund.

Money in the fund may not be used to purchase software programs to be used exclusively for administrative purposes. However, if a particular software program is to be used for administrative purposes and other authorized purposes, a pro rata portion of the cost of the software program may be paid from the fund.

I.C. 21-2-11-6  
I.C. 21-2-11-6.5  
I.C. 21-2-18

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**REVISED POLICY – VOL. 31, NO. 1**

**SYSTEM OF ACCOUNTING**

It is the policy of the School Board that a chart of accounts be established in accordance with the requirements of the State Board of Accounts for the accounting of all School Corporation funds.

The \_\_\_\_\_ shall be responsible for the proper accounting of all Corporation funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

A report of the revenues and expenditures in the ~~General Fund~~ Education Fund, Operations Fund, and the \_\_\_\_\_ Fund(s) shall be made to the Board on a monthly basis by the \_\_\_\_\_.

I.C. 5-11-1-2

REVISED POLICY – VOL. 31, NO. 1

FACILITY SECURITY PROGRAM

Construction and maintenance of safe and secure facilities to support the instruction of students by the ~~Board's~~ School Corporation's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the School Board protect its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds and equipment. This program may include the use of video and audio monitoring and recording equipment on the ~~Board's~~ Corporation's grounds and in the ~~Board's~~ Corporation's vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on ~~or Corporation property~~, leave Corporation property, or that s/he may not attend a Corporation activity when the Superintendent determines that the person's presence ~~endangers others~~ may be a danger to others. ~~Where-If~~ a person does not comply with such a directive, the Board authorizes the Superintendent to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at ~~I.C. 35-43-2-2(a)(1) or (2)~~ I.C. 35-43-2-2(b)(1) or (2). ~~A decision by a designee of the Superintendent may ask that the Superintendent review and modify the designee's decision.~~ A decision by a designee of the Superintendent may be reviewed and modified by the Superintendent.

~~[ ] The Superintendent is authorized to install metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property. The Superintendent is also authorized to deploy other security devices that would assist in the detection of contraband such as weapons or drugs~~

~~( ) in school buildings;~~

~~( ) on Corporation property;~~

~~( ) at school activities held off site.~~

[X] ~~The Superintendent is authorized to purchase and install walk-through metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, parents and other visitors, and Corporation property.~~

~~The Superintendent also is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.~~

~~Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.~~

~~When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a ( ) person ( ) student ( ) staff member ( ) parent or other visitor, walk-through and hand-held metal detectors may be used.~~

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**[Options – choose one or both of the following options:]**

~~[ ] The Board authorizes the search of all ( ) persons ( ) students ( ) staff members ( ) parents and other visitors [end of options] ( ) entering Corporation buildings, ( ) boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, ( ) entering Corporation property, ( ) attending events on Corporation property, ( ) attending school activities off site [END OF OPTIONS]. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.~~

~~[ ] The Board authorizes the random search of all ( ) persons ( ) students ( ) staff members ( ) parents and other visitors [end of options] ( ) entering Corporation buildings, ( ) boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, ( ) entering Corporation property, ( ) attending events on Corporation property, ( ) attending school activities off site [END OF OPTIONS]. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.~~

**[END OF OPTIONS]**

If a person has a medical condition that prohibits them from going through a walk-through metal detector, then only a hand-held metal detector may be used.

The Superintendent shall require that notice of the Corporation's intent to conduct such searches is provided at least annually to all Corporation staff members, students and their parents, and visitors, including an outline of the procedure to be utilized during a search.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

**[END OF OPTION]**

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**BOARD OF SCHOOL TRUSTEES**  
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- [ ] The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

~~I.C. 20-26-5-4(2) and (4)~~  
~~I.C. 20-33-8-1 et seq.~~  
~~I.C. 20-26-5-4(a)(2), (4) and (5)~~  
~~I.C. 20-33-8~~

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**REVISED POLICY – VOL. 31, NO. 1**

**LETTER OF REFERENCE OR EMPLOYMENT REFERENCE**

**Letter of Reference:**

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

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

**Employment Reference:**

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

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

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All Corporation employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Corporation employee, contractor or agent in obtaining a new job if s/he knows or has probable cause to believe that such Corporation employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct. No Corporation employee shall provide a letter of reference or an employment reference for any Corporation employee, former employee, contractor or agent if s/he knows or has probable cause to believe that such individual engaged in sexual misconduct regarding a minor or student in violation of State or Federal law.

~~I.C. 20-26-5-11.5~~

~~I.C. 22-5-3-1~~

~~Section 8546 of the Every Student Succeeds Act (ESSA)~~

~~I.C. 20-26-5-11.5~~

~~I.C. 22-5-3-1~~

~~20 U.S.C. 7926, Section 8546 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA)~~

**REVISED POLICY – VOL. 31, NO. 1**

**COACH TRAINING**

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

- ~~2-3.~~ requires a coach to complete a test demonstrating comprehension of the content of the course; and

- ~~3-4.~~ 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 FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**

☐ Additionally, the Board requires that:

☐ 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;

~~2.3.~~ requires a coach to complete a test demonstrating comprehension of the content of the course; and

~~3.4.~~ 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.

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

- [ ] 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.

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.

I.C. 20-34-7

I.C. 20-34-8

REVISED POLICY – VOL. 31, NO. 1

CHILD ABUSE AND NEGLECT

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

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

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

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

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

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

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

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

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

**[Select one or more of the options listed below]**

- ☐ an in-person presentation;
- ☐ an electronic or technology based medium, including self-review modules available on an online system;
- ☐ an individual program of study of designated materials;
- ☐ \_\_\_\_\_ **[insert training format]**.

**[END OF OPTIONS]**

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

Also, the Board requires each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment to attend or participate in at least one (1) hour of training at least every two (2) years on the identification and reporting of human trafficking. The format of this training may include:

X() an in-person presentation;

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(X) an electronic or technology based medium, including self-review modules available on an online system;

(X) an individual program of study of designated materials;

( ) \_\_\_\_\_ **[insert other format]**

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This training shall count toward the requirements for professional development required by the Board.

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

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

I.C. 20-26-5-35.5  
I.C. 20-28-3-4.5  
I.C. 20-28-3-7  
I.C. 20-30-5-5.7  
I.C. 31-33-1-1  
I.C. 31-33-5-1  
I.C. 31-33-5-2(b)  
I.C. 31-33-5-3  
I.C. 31-33-5-5(b)  
I.C. 31-33-22-1(a)

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**REVISED POLICY – VOL. 31, NO. 1**

**FOOD SERVICE SERVICE PROGRAM**

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

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

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

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

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

Dietary Modifications

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A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student with a disability or the parent of a student with a disability, without delay and at no additional charge. The adult student with a disability or the parent of a student with disability making such a request of the Food Service Director shall be informed that medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b must be submitted within ten ( 10 ) school days from a health care provider who has prescriptive authority in the State of Indiana or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's disability and the major life activity affected by the disability; the child's physical or mental impairment and why the student's disability or medical condition necessitates such a restriction of the child's diet;
- B. an explanation of why the disability affects the student's diet; and an explanation of what the Food Service Program must do to accommodate the child's disability; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula); the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

After a request for a dietary modification is submitted to the Director of Food Service (Director), the Director shall, in turn, notify the Principal, school nurse, and the members of the student's IEP or 504 Team that the dietary modification shall be made for the student, pending the receipt of the required medical certification.

If deemed necessary by the student's IEP or 504 Team, the dietary modification shall be included in the student's IEP or 504 plan.

An adult student with a disability or the parent of a student with a disability who believes the accommodation requested is not being appropriately addressed may access the processes and assistance described in Policy 2260 and/or Policy 2260.01 by contacting the Corporation's Compliance Coordinator named in those policies.

**[Optional Provision]**

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

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

**[End Optional Provision]**

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A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability, without delay and at no additional charge. An adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability making such a request of the Food Service Director shall be informed that a signed medical statement from a health care provider who has prescriptive authority in the State of Indiana that the student cannot consume certain food items due to a medical condition or some other special dietary need must be submitted within ten ( 10 ) school days or the dietary modification may be discontinued until such statement is received.

To qualify for continuing consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet;
- B. an explanation of what the Food Service Program must do to address the student's medical or dietary restriction; and
- C. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

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The request for such dietary modifications shall be submitted to the Director, who shall, in turn, notify the Principal and school nurse that the dietary modification shall be made for the student. Upon request of the parent or adult student, a meeting of a team including the parent, the Director of Food Service, school nurse, and Principal shall be convened to determine the specific substitution(s) that will be made to the standard meal pattern for the student.

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

**[Choose one of the following two options.]**

☐ ~~The Food Service Program shall not accommodate a student's request for specific substitutions to the standard meal pattern requirements that is based solely on religious or lifestyle choices.~~

☒ The Food Service Program shall accommodate a student's request for specific substitutions to the standard meal pattern requirements that is based solely on religious or lifestyle choices.

**[End of Options]**

**Operation and Supervision of the Food Service Program**

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

**Meal Charges**

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.

- ☐ The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.
- ☐ The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.
- ☐ Staff members and adult community residents shall not be permitted to charge meals.

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

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

**[CHOOSE ONE OF THE FOLLOWING TWO OPTIONS]**

**[Option 1]**

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

**[End of Option 1]**

**[Option 2]**

- [ ] If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal ( ) at a reduced price recommended by the Superintendent and approved by the Board **[end of option]**, the cost of which shall continue to accrue to his/her negative lunch account balance, and his/her parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

**[End of Option 2]**

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

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

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

A lunch account becomes inactive after \_\_\_\_ weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of \$\_\_\_\_ **[SBOA recommends \$10.00]** or less may be receipted back into the **[select one of the following options]** ( ) school lunch fund ( ) extracurricular activity fund **[END OF OPTION]** where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$\_\_\_\_ or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Bad Debt/Uncollectable Debt

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

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

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

Additional Compliance

In accordance with Federal law, the \_\_\_\_\_ will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. **[Please note: schools participating in more than one (1) child nutrition program are required to obtain only two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that offer only the Special Milk Program.]**

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

Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods may accrue to the Food Service program.

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

- A. maintenance of sanitary, neat premises free from fire and health hazards;
- B. preparation of food that complies with Federal food safety regulations;
- C. planning and execution of menus in compliance with USDA requirements;
- D. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460);
- E. compliance with food holds and recalls in accordance with USDA regulations;
- F. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. regular maintenance and replacement of equipment;
- I. compliance with the Corporation's time and effort record-keeping policy by all Corporation employees whose salaries are paid from USDA funds or with non-Federal funds used to meet a match or cost share requirement. (See Policy 6116)

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

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

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.  
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.  
7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015  
2 C.F.R. Part 200  
USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)  
SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794  
34 CFR Part 104

**REVISED POLICY – VOL. 31, NO. 1**

**TRANSPORTATION**

It is the policy of the 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.

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

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

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

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

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- [X.] ~~A special purpose bus also may be used to transport homeless students.~~  
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 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 special purpose bus as set forth in I.C. 20-27-9-5(c).

An "appropriate vehicle" is defined as: 1) owned by the School Corporation or contracted for by the Corporation and 2) has a seating capacity of not more than eight (8) passengers including the driver. The term "appropriate vehicle" includes a car, truck, sport utility vehicle, or minivan. **[END OF OPTION]**

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- [ ] 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 drivers, or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers, the operator must meet the requirements of a regular school bus driver.

A special purpose bus is not required to be constructed, equipped, or painted as specified for a regular school bus. **END OF OPTION**

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.

[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. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)

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

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

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

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

I.C. 20-27-11-1

I.C. 20-27-12-0.1

I.C. 20-27-12-0.3

I.C. 20-27-12-5

*Hoagland v. Franklin Township Community School Corporation,*

No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)

*Archdiocese of Indpls. v. MSD of Lawrence Twp.,* 945 N.E.2d 757 (Ind. App. 2011);

*Frame v. South Bend Schools,* 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)

REVISED POLICY – VOL. 31, NO. 1

PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

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

If a ~~student or adult person~~ is asked to leave or is removed from a school event, no admission fees shall be refunded.

Further, if a person is asked to leave or removed from a school event more than once ( 1 ) times in a school year, or if the severity of the incident leading to removal warrants, the Superintendent may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban him/her from attending school events for the remainder of the school year.

~~A person who is banned from attending school events for the remainder of a school year may appeal that decision to the Board, whose decision in the matter shall be final.~~

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**BOARD OF SCHOOL TRUSTEES**  
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- [ ] The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed
  - ( ) nor any betting occur
  - ( ) at any function sponsored by the Corporation.
  - ( ) at any function occurring on Corporation premises.
- [ ] Raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - Corporation Support Organizations and Policy 9700 - Relations with Special Interest Groups.

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

For facilities constructed or altered after June 3, 1977, the Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Corporation is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

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

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

**BOARD OF SCHOOL TRUSTEES**  
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The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the Corporation. If the performance is of copyrighted material and the necessary license has not been secured in advance by the Corporation, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

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

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

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

**BOARD OF SCHOOL TRUSTEES**  
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**[NOTE: A School Corporation is no longer required to allocate a certain number of tickets to be available at no charge or at a reduced charge; however, the Corporation may do so if it chooses.]**

**[ ]** For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available

- ☐ at no charge
- ☐ at a reduced fee determined by the Superintendent  
for use by
  - ☐ Board members,
  - ☐ members of the staff,
  - ☐ senior citizens who are residents in the Corporation.
  - ☐ \_\_\_\_\_.

**[ ]** Such tickets shall be distributed on

- ☐ a first-come, first-served basis.
- ☐ priority basis established by the Superintendent.

I.C. 20-26-8-1  
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended  
34 C.F.R. Part 104  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended