

BOARD OF SCHOOL TRUSTEES
SCHOOL CORPORATION

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REVISED POLICY – VOL. 31, NO. 1

LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Corporation shall be entitled to the same leave benefits provided in the master agreement with _____.

All requests for unpaid leaves of absence by administrators shall be presented to the School Board for approval.

Leave of Absence for Members of National Guard or Reserve:

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any administrator who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The administrator's vacation benefits, if any, will not be affected by this type of leave.

Leave of Absence for Active Duty Family Member:

An administrator who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

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The administrator must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

☐ The Board shall require the administrator

or

☐ The administrator may request

to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

The administrator who chooses to take this type of leave of absence shall provide notice including a copy of the active duty orders if available, to the Board of the date the leave is to begin. This notice is to be given to the Board at least thirty (30) days before the date on which the staff member intends to begin the leave, unless the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin.

The Board may require verification of the administrator's eligibility for the leave. If the staff member fails to provide verification, the Board may consider the staff member's absence as being unexcused.

After an administrator takes a leave of absence, the administrator shall be restored to:

- A. the position the administrator held before the leave, or
- B. a position equivalent to the position that the administrator held before the leave with equivalent benefits and terms of the negotiated agreement.

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The Board is not required to restore an administrator to a position described above if the Board proves that the reason the administrator was not restored to the position is unrelated to the administrator's exercise of his/her rights to request this leave.

The Board shall permit the administrator to continue his/her health care benefits during the leave at the administrator's expense.

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

I.C. 10-16-7-1 et seq., 10-17-4, 20-20-4-1, 22-2-13
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

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EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

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

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

The Board requires that:

- A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education not less than once during a two (2) year period that:
 1. is sport specific;
 2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. head 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 the 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 () and heat-related medical issues **[END OF OPTION]** at least once during a two (2)-year period.

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- [] 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 is qualified, has cleared a background check required by State law and Policy 1521 or Policy 8120, and has received the training required by State law and this policy.

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

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**PERSONAL BACKGROUND CHECKS, REFERENCES,
AND MANDATORY REPORTING OF CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE () AND ARRESTS**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's administrative staff.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- (X) an expanded child protection index check in other states
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- () fingerprint check

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- () a detailed background history including all prior employment and volunteer positions
- () an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. ~~An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.~~

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

[] Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

- () or employ the applicant as a substitute.

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The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

[SELECT ONE OF THE FOLLOWING OPTIONS]

[OPTION 1]

- ☐ Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

[END OPTION 1]

[OPTION 2]

- ☐ The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.

[END OF OPTION 2]

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

[OPTIONAL]

- ☐ In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually conducting updated expanded criminal history checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

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[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

- ☐ Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

[END OPTION 1]

[OPTION 2]

- ☐ The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

[OPTIONAL]

- ☐ The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.
- ☐ In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually obtaining updated child protection index checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

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

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 7. Aggravated battery (I.C. 35-42-2-1.5).
 - 8. Kidnapping (I.C. 35-42-3-2).
 - 9. Criminal confinement (I.C. 35-42-3-3).
 - 10. A sex offense under I.C. 35-42-4.
 - 11. Carjacking (I.C. 35-42-5-2) (before its repeal).
 - 12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 13. Incest (I.C. 35-46-1-3).

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14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.

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22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Corporation, each administrator shall be required to report the

- () arrest or the filing of criminal charges against the employee;
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the administrator who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3, 20-26-2-1.5
I.C. 20-26-5-10, -10.5, -11 and -11.5
I.C. 20-28-5-8

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MANDATORY CURRICULUM

In compliance with the Indiana Code and Federal law, the School Board directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

- A. The Constitution of the United States and Indiana in grades 6 through 12
- B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12
- C. American History in high school
- D. safety education in grade 8
- E. the principles of hygiene and sanitary science in grade 5, at a minimum
- F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
- G. the nature of alcoholic beverages, tobacco, prescription drugs, narcotics, and their effects on the human system and society at large in grades K through 12
- H. Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other dangerous communicable diseases

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- I. instruction on human sexuality or sexually transmitted diseases including instruction that abstinence from sexual activity outside of marriage as the expected standard for all school age children, abstinence is the only certain way to avoid sexually transmitted diseases, pregnancy, and other associated health problems, and the best way to avoid sexually-transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage
- J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school
- K. career-awareness, employment matters, and work values in grades 1 - 12
- L. human organ donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction
- N. personal financial responsibility and financial literacy in grades 6 through 12
- O. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)
- P. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Q. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01)

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- R. child abuse and child sexual abuse education for grades 2 through 5 during the 2017 – 2018 school year, and for grades K through 12 by December 15 of each school year beginning with the 2018 – 2019 school year (see also Policy 8462)
- S. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- T. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- U. the consequences of unauthorized access (e.g. "hacking"), cyberbullying and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- V. morals instruction
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. instruction in Language Arts, Mathematics, Social Studies, Sciences, Fine Arts, and Health Education, and Physical Fitness and beginning after June 30, 2021 computer science

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present his/her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence, which tend to promote and develop upright and desirable citizenry.

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The Superintendent is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

When required by law, the Board shall approve the course of instruction.

() prior to its use in the classroom.

I.C. 20-19-3-10 and 11

I.C. 20-30-5

511 IAC Article 6

47 U.S.C. 254(h), Children's Internet Protection Act

15 U.S.C. §§ 6551, Title II of the Broadband Data Improvement Act (aka Protecting Children in the 21st Century Act)

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. Part 54

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REPRODUCTIVE HEALTH AND FAMILY PLANNING
AND HUMAN SEXUALITY INSTRUCTION

The School Corporation believes that provision should be made for the teaching of reproductive health, family planning, human sexuality, and the recognition, prevention, and treatment of sexually-transmitted diseases, as essential ingredients in a comprehensive school health education curriculum. As required by State law, the curriculum ~~shall also~~ shall include the teaching of abstinence.

The Corporation shall make available for inspection by the parent of a student any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with State law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

The Superintendent shall prepare administrative guidelines to implement these curriculum components.

~~I.C. 20-34-3-7, 20-30-5-13~~

I.C. 20-30-5-12, 20-30-5-13, 20-30-5-17

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ANNUAL PERFORMANCE REPORT

Each year, not earlier than March 15th or later than March 31st the School Board shall publish a performance report for presentation to the public and may make it available on the School Corporation's Internet web site. It also shall ~~also~~ provide a copy of the report free of charge to any person who requests it.

The report which is prepared by the Indiana Department of Education (IDOE) may contain information which is outlined in I.C. 20-20-8-8 and I.C. 20-42.5-3-5, including:

- A. student enrollment;
- B. graduation rate as defined in State law and the graduation rate excluding students that receive a graduation waiver under I.C. 20-32-4-4 or I.C. 20-32-4-4.1;
- C. attendance rate;
- D. the following test scores, including the number and percentage of students meeting academic standards: all State standardized assessment scores; scores for assessments under I.C. 20-32-5-21, if appropriate; for a freeway school, scores on a locally adopted assessment program, if appropriate;
- E. average class size;
- F. the school's performance category or designation of school improvement assigned under I.C. 20-31-8;

- G. ~~the number and percentage of students in alternative education (if offered), career and technical education, special education, high ability, remediation; limited English language proficiency; students receiving free or reduced price lunch under the national school lunch program, school flex program (if offered); the number and percentage of students in the following groups or programs: alternative education (if offered); career and technical education; special education; high ability; remediation; limited English language proficiency, students receiving free or reduced price lunch under the national school lunch program or school flex program (if offered); and students in foster care;~~
- H.
 - 1. for advanced placement tests, the percentage of students scoring three (3), four (4), or five (5), and the percentage taking the test;
 - 2. test scores of all students taking the Scholastic Aptitude Test; test scores for students completing the Indiana diploma with a Core 40 with academic honors ~~diploma—designation~~ program; and the percentage of students taking the test;
- I. course completion, including the number and percentage of students completing the academic honors ~~diploma~~curriculum, the Core 40 curriculum, and career and technical programs;
- J. the percentage of grade eight (8) students enrolled in algebra 1;
- K. the percentage of graduates considered college and career ready in a manner prescribed by the State Board;
- L. school safety, including the number of students receiving suspension or expulsion for the possession of alcohol, drugs, or weapons, and the number of incidents of a school employee being a victim of threat, intimidation, battery or harassment which were filed with a law enforcement agency (I.C. 20-33-9), ~~and the number of bullying incidents reported under I.C. 20-34-6 by category;~~

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- M. financial information and various school cost factors including expenditures per student, average teacher salary, and remediation funding;
- N. interdistrict and intradistrict student mobility rates if that information is available;
- O. the number and percentage of teachers who are certificated employees; the number and percentage of teachers who teach the subject area for which the teacher is certified and holds a license; the number and percentage of teachers with national board certification;
- P. the percentage of grade 3 students reading at grade 3 level;
- Q. the number of students expelled, including the number participating in other recognized education programs during their expulsion, and the percentage of students expelled disaggregated by race, grade, gender, free or reduced lunch status, ~~and~~ eligibility for special education, and students in foster care;
- R. chronic absenteeism, which includes the number of students who have been absent for ten percent (10%) or more of a school year for any reason; and habitual truancy, which includes the number of students who have been absent more than ten (10) days from school within a school year without being excused or without being absent under a parental request that has been filed with the school;
- S. the number of students who have dropped out of school, including the reasons for dropping out, and the percentage of students who have dropped out disaggregated by race, grade, gender, free or reduced lunch status, ~~and~~ eligibility for special education, and students in foster care;
- T. the number of out of school suspensions assigned, including the percentage of students suspended disaggregated by race, grade, gender, free or reduced lunch status, ~~and~~ eligibility for special education, and students in foster care;

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- U. the number of in school suspensions assigned, including the percentage of students suspended disaggregated by race, grade, gender, free or reduced lunch status, ~~and~~ eligibility for special education, and students in foster care;
- V. the number of student work permits revoked;
- W. the number of students receiving an international baccalaureate diploma;
- X. the percentage of expenditures for student academic achievement, student instructional support, overhead/operational expenses, and non-operational expenses, ~~whether the Corporation met the goals established for the previous school year under I.C. 20-42.5-3-6, and the trend line for each of the categories of expenditures during the previous school year, and the goals established under I.C. 20-42.5-3-6 for the current school year~~;
- Y. the number of instances in which either seclusion or restraint is used, including any seclusion or restraint implemented by a school resource officer;
- Z. other indicators of performance as recommended by the education roundtable.

The information concerning each of these benchmarks will relate to the preceding three (3) years of operation and will provide a comparison of graduation rates, attendance rates and ISTEP+/GQE-test scores from the applicable State-mandated test(s) with the Corporation's performance-based accreditation status.

[YOU MUST CHOOSE THE FOLLOWING OPTION IF THE CORPORATION IS LOCATED IN A COUNTY HAVING A CONSOLIDATED CITY:]

- ☐ The information reported in Sections A - Y above must be disaggregated by race, grade, gender, free or reduced lunch status, ~~and~~ eligibility for special education, and students in foster care and must be made available on the internet in a separate report.

[END OF OPTION]

In addition, to the above-described benchmarks, the report may provide information on:

- () results of nationally recognized assessments of students under programs other than the ~~ISTEP-program-applicable State-mandated test(s)~~ which a school corporation uses to determine if students are meeting or exceeding academic standards in grades that are tested under the ~~ISTEP-program applicable State-mandated test(s)~~;
 - () results of assessments of students under programs other than the ~~ISTEP-program-applicable State-mandated test(s)~~ that a school corporation uses to determine if students are meeting or exceeding academic standards in grades that are not tested under the ~~ISTEP-program applicable State-mandated test(s)~~;
 - () the number and types of staff development programs;
 - () the number and types of partnerships with the community, businesses, or higher education;
 - () levels of parental participation.
- [] The Board may provide for a public hearing, within sixty (60) days of publication of the report, at a designated Corporation facility for the purpose of presenting the report to the public and discussing its contents.
- [] This hearing may be done at a regularly-scheduled Board meeting.

The Superintendent shall ensure that a copy of the published report is submitted to the State Department of Education and is published prominently on the Corporation's website.

ADDITIONAL REPORT REQUIREMENTS FOR TITLE I PURPOSES

In any year that the Corporation receives Title I funding, its annual report must also include the following information:

- A. number and percentage of schools identified for school improvement and how long they have been in that category
- B. a comparison of the achievement by the Corporation's students on the statewide academic assessment to the achievement of students in the State as a whole
- C. for each school:
 - 1. whether it has been identified for school improvement, and
 - 2. comparison of the school's student achievement on the statewide achievement assessments and other adequate yearly progress indicators to those students in the Corporation and the State as a whole

This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and the Corporation must make the information widely available to the public through such means as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language that parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.

In any year that the Corporation receives Title I funding, its annual report also must meet the following requirements:

Reports must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. [Drafting Note: The Corporation must make the report meaningfully accessible to parents and stakeholders who are limited English proficient.]

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The report must include: 1) an overview section; and 2) a detail section. Reports must begin with a clearly labeled overview section that is prominently displayed. The overview section of Corporation reports must include information on key metrics of State, Corporation, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

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The overview section of the annual report must include, for the Corporation as a whole and each school, if appropriate, the following information:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the Corporation compares to the State as a whole and, for each school in the Corporation, how that school compares to the Corporation and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by the State's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;
- E. performance on other indicators of school quality or student success used by the State;
- F. school identifying information, including, at a minimum, the name, address, phone number, email, student membership count, and Title I participation status;

- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The detail section of the Corporation report card must include the remaining information required in the statute and applicable regulations. The Corporation need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the Corporation compares to the State as a whole and, for each school in the Corporation, how that school compares to the Corporation and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);

- C. the extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4)-year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1), including rates of in-school suspensions, out-of-school suspensions, expulsions, school-related arrests, referrals to law enforcement, chronic absenteeism (excused and unexcused), incidences of violence (including bullying and harassment) and the number and percentage of students enrolled in preschool programs and accelerated coursework to earn postsecondary credit while still in high school, such as Advanced Placement and International Baccalaureate courses and examinations, and dual or concurrent enrollment programs;
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;

J. information on educator qualifications, including the number and percentage of inexperienced teachers, principals and other school leaders, teachers teaching with emergency or provisional credentials, and teachers who are not teaching in the subject or field for which the teacher is certified or licensed;

K. information on per-pupil expenditures (i.e., actual personnel and actual non-personnel for the Corporation as a whole and each school);

[Note: The Corporation and school report cards must include per-pupil expenditures of Federal and State/local funds, disaggregated by source of funds; Corporation expenditures not allocated to public schools; and the web address to the procedures for calculation.]

L. results on State academic assessments in reading and mathematics in grades 4 and 8 of the National Assessment of Educational Progress compared to the national average of such results;

M. description and results of State accountability system (the Corporation may provide the web address or URL of, or a direct link to, a State plan or other location on the State Department of Education's website to meet this requirement);

N. additional information best-suited to convey the progress of each school;

[Note: Corporation report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English learners.]

O. other information as required by the State Department of Education.

When presenting data on a report card, the Corporation shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA).

The Corporation's annual report card information must be made publicly available through such means as posting on the Corporation's website and distribution to local media and public agencies. [Note: If the Corporation does not operate a website, the Corporation must make the report available to the public in another manner determined by the Board.]

The Board will provide the school level overview directly to all parents in each school served by the Corporation annually. [Note: The Corporation may send the report card overview to the parents of students enrolled in each school in the Corporation directly through the U.S. mail, via email, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]

The data from the local report card is to be used by each of the schools and the Corporation as a whole in revising and upgrading school and Corporation improvement plans.

I.C. 20-20-8-3, -4, -5, -6, -8

I.C. 20-26-13-6

I.C. 20-42.4-3-4, -5, -6

513 IAC 1-2-7(e)

20 U.S.C. 6311

I.C. 20-20-8-3, -4, -5, -6, -8

I.C. 20-26-13-6

I.C. 20-42.4-3-4, -5

513 IAC 1-2-7(e)

20 U.S.C. 6311-6314, Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act

34 C.F.R. Part 200

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REVISED POLICY – VOL. 31, NO. 1

EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the ~~general fund operations and education funds~~ of the School Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the School Corporation may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

REVISED POLICY – VOL. 31, NO. 1

EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

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

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

The Board requires that:

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

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

- B. After June 30, 2017, prior to coaching students in grades 5 - 12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education at least once during a two (2)-year period that:
1. contains player safety content on concussion awareness;
 2. after December 31, 2018, includes content for prevention of or response to heat related medical issues that may arise from a student athlete's training;
 - 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 the 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.

[X] All coaches (**X**) 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 is qualified, has cleared a background check required by State law and Policy 3121 or Policy 8120, and has received the training required by State law and this policy.

I.C. 20-34-7

I.C. 20-34-8

REVISED POLICY – VOL. 31, NO. 1

**PERSONAL BACKGROUND CHECKS, REFERENCES,
AND MANDATORY REPORTING OF CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE () AND ARRESTS**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's professional staff. Such an inquiry shall also be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- ☒ an expanded child protection index check in other states
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- () fingerprint check

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- () a detailed background history including all prior employment and volunteer positions
- () an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. ~~An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.~~

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

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[] Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

() or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

[SELECT ONE OF THE FOLLOWING OPTIONS]

[OPTION 1]

[] Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

[END OPTION 1]

[OPTION 2]

[] The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.

[END OF OPTION 2]

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

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[OPTIONAL]

- ☐ In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually conducting updated expanded criminal history checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

- ☐ Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

[END OPTION 1]

[OPTION 2]

- ☐ The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

[OPTIONAL]

- ☐ The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.

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- [] In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually obtaining updated child protection index checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

[END OF OPTIONS]

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

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 7. Aggravated battery (I.C. 35-42-2-1.5).
 - 8. Kidnapping (I.C. 35-42-3-2).
 - 9. Criminal confinement (I.C. 35-42-3-3).

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10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

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During the course of his/her employment with the Corporation, each professional employee and substitute teacher shall be required to report the

- () arrest or the filing of criminal charges against the employee; and
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10, -10.5, -11 and -11.5
I.C. 20-28-5-8

REVISED POLICY – VOL. 31, NO. 1

STAFF DISCIPLINE

The School Board believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, “progressive discipline” means imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Board finds facts that support the use of progressive discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- ~~D. Administrative leave with pay.~~
- ~~E.D.~~ Suspension without pay imposed in compliance with the applicable Indiana statutes.
- ~~F.E.~~ Termination imposed in compliance with applicable Indiana statutes.

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Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to the following:

- A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- C. Willful refusal to follow established rules or standards for the conduct of a professional employee, i.e. insubordination.
- D. Theft, fraud, or another violation of criminal law.
- E. Arrest and subsequent conviction of a crime.
- F. Falsification or omission of a material fact in the application for employment by the Board.
- G. Threats of and/or acts of violence to a person or substantial property damage.
- H. Poor professional judgment resulting in a risk of physical harm to a person.
- I. Harassment in violation of Board policy on harassment.

In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

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Professional employees of the Board shall be paid on a "salary basis" and suspension of a professional employee without pay shall not negate the professional employee's exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

~~I.C. 20-28-6 and 7~~
~~I.C. 20-28-9-21 through 23~~
~~29 C.F.R. 541.303~~
~~I.C. 20-28-6~~
~~I.C. 20-28-7.5~~
~~I.C. 20-28-9-21 and -22~~
~~29 C.F.R. 541.303~~

REVISED POLICY – VOL. 31, NO. 1

SUSPENSION OF TEACHERS WITHOUT PAY

The School Board recognizes its obligation to maintain a working and learning environment that is conducive to the education of students and understands that at times there may be members of the teaching staff who fail to meet the expectation of serving as an exemplar for those students and/or fail to meet their professional responsibilities. In situations in which those charged with supervising professional staff members determine that a suspension of a teacher ~~is needed, whether as part of a system of progressive discipline or without pay is needed, whether as part of a system of progressive discipline or~~ for the benefit of students, colleagues, and/or the community, the administration ~~will shall~~ provide due process as required by Federal law ~~and, if a suspension without pay is sought, and~~ comply with the procedure established under State law for the suspension of teachers without pay.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure that the proper standards have been applied and the proper procedures have been followed when a principal makes a decision to suspend a teacher ~~without pay~~.

In acting on a principal's preliminary determination that a teacher will be suspended without pay, the Board will be guided by the procedure set out in I.C. 20-28-9-22 ~~and will proceed only for one or more of the reasons stated in I.C. 20-28-9-21~~.

I.C. 20-28-9-22
I.C. 20-28-9-21

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REVISED POLICY – VOL. 31, NO. 1

LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Corporation shall be entitled to the same leave benefits provided in the master agreement with _____.

All requests for unpaid leaves of absence by professional staff members shall be presented to the School Board for approval.

Leave of Absence for Members of National Guard or Reserve:

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The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Leave of Absence for Active Duty Family Member:

A professional staff member who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

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The staff member must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

[] The Board shall require the staff member

or

[] The staff member may request

to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a staff member takes a leave of absence, the staff member shall be restored to:

- A. the position the staff member held before the leave, or
- B. a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

Any professional staff member selected by the State Superintendent of Public Instruction as teacher of the year and who agrees to be "ambassador for education" shall be granted a one (1) year professional leave to serve as ambassador during the ambassador's term. During the term of the leave, the Corporation shall continue to provide the professional staff member all benefits of employment with the Corporation other than salary. Following the term of the leave, the professional staff member may return to the Corporation to the same or a comparable position as the staff member held prior to the leave without loss of accrued benefits or seniority.

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

I.C. 10-16-7-1 et seq., 10-17-4, 20-20-4-1, 22-2-13
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

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REVISED POLICY – VOL. 31, NO. 1

EMPLOYMENT OF PERSONNEL FOR
EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees

- () may be members of the Corporation's
 - () classified staff
 - () support staff
- () or individuals from the community or nearby areas.

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

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.

The Board requires that:

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

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

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

- B. After June 30, 2017, prior to coaching students in grades 5 - 12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education at least once during a two (2)-year period that:
1. contains player safety content on concussion awareness;
 2. after December 31, 2018, includes content for prevention of or response to heat related medical issues that may arise from a student athlete's training;
 - 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.

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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 the 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.

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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.

[X] 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.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 4121 or Policy 8120, and has received the training required by State law and this policy.

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

PERSONAL BACKGROUND CHECKS, REFERENCES, AND
MANDATORY REPORTING OF CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE () AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's support staff.

Such an inquiry shall also be made for substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment on the Corporation's support staff which shall include the following:

- A. an Indiana expanded criminal history check as defined by I.C. 20-26-2-1.5
- (X) an expanded child protection index check in other states
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1

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- () fingerprint check
- () a detailed background history including all prior employment and volunteer positions
- () an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. ~~An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.~~

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

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- [] Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

() or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

[SELECT ONE OF THE FOLLOWING OPTIONS]

[OPTION 1]

- [] Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

[END OPTION 1]

[OPTION 2]

- [] The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.

[END OF OPTION 2]

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

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[OPTIONAL]

- ☐ In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually conducting updated expanded criminal history checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

- ☐ Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

[END OPTION 1]

[OPTION 2]

- ☐ The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

[OPTIONAL]

- ☐ The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.

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- [] In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed ____ **[maximum is 5]** years by annually obtaining updated child protection index checks for at least ____ **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.

[END OF OPTIONS]

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

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 7. Aggravated battery (I.C. 35-42-2-1.5).
 - 8. Kidnapping (I.C. 35-42-3-2).
 - 9. Criminal confinement (I.C. 35-42-3-3).

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10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

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During the course of his/her employment with the Corporation, each support staff employee shall be required to report the

- () arrest or the filing of criminal charges against the employee;
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3, 20-26-2-1.5
I.C. 20-26-5-10, -10.5, -11 and -11.5
I.C. 20-28-5-8

REVISED POLICY – VOL. 31, NO. 1

LEAVES OF ABSENCE

The School Board delegates to the Superintendent the responsibility to determine whether to grant a leave of absence of up to one (1) year's time. Any request for a leave of absence of one (1) year or more shall be submitted to the Board.

Leave of Absence for Members of National Guard or Reserve;

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The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Leave of Absence for Active Duty Family Member;

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A staff member who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods.

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

The staff member or must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

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The leave of absence allowed each year may not exceed a total of ten (10) working days.

[] The Board shall require the staff member

or

[] The staff member may request

to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a staff member takes a leave of the absence staff member shall be restored to:

- A. the position the staff member held before the leave, or
- B. a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

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

~~The Superintendent shall prepare appropriate administrative guidelines for this policy.~~

I.C. 22-2-13
I.C. 10-16-7-1 et seq.
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

REVISED POLICY – VOL. 31, NO. 1

ENTRANCE REQUIREMENTS

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

A. Kindergarten

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

B. First Grade

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG-~~5112C~~5112B) and initiate the prompt transfer of any previous school records.

The Superintendent shall establish administrative guidelines which ensure providing for compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, ~~appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and~~ certification that proper immunization is completed or in process, ~~and the prompt transfer of records.~~ Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

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[OPTIONAL] ~~[NOTE: If the Corporation does not wish to permit children who have not reached age 5 by August 1 to attend school, do not choose this option.]~~

[] — These guidelines shall include an appeal procedure for early entrance to kindergarten ~~or first grade~~ that is in accordance with any guidelines promulgated by the State Department of Education.

[END OF OPTION]

I.C. 20-33-2-7

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