



North West Hendricks

Statement of Policies

Board of School Trustees:

Connie L. Bowman

Brad Williams

Cindy Griffith

Jim Diagostino

Craig Peoples

Michael J. Springer, Superintendent

**MESSAGE FROM THE NORTH WEST HENDRICKS SCHOOL BOARD
AND
THE SUPERINTENDENT OF SCHOOLS**

This policy manual should give you a view of the professional standards expected, however, the policies and practices described are subject to change without notice. Whenever a policy affecting your job is changed, you will be provided with an update copy, and you should remove the old policy from your handbook and replace it with the new policy.

We look forward to our work together, and our continued growth as an outstanding School Corporation. We hope your work with the North West Hendricks School Corporation will be satisfying on both a personal and professional level.

**NORTH WEST HENDRICKS SUPERINTENDENT
OF SCHOOLS**

Mr. Michael J. Springer

**NORTH WEST HENDRICKS SCHOOL BOARD
MEMBERS**

Mrs. Connie Bowman, President
Mr. Brad Williams
Mrs. Cindy Griffith
Mr. Jim Diagostino
Mr. Craig Peoples

TABLE OF CONTENTS

I.	Welcome and Introduction	
	Motto: Guiding Philosophy	11
	Vision	11
	Mission	11
	Core Values	11
	General Information	11
II.	Board of School Trustees	
	Organization of the Board	12
	Election/District/Terms of Office	13
	Duties/Responsibilities	13
	Compensation	14
	Meetings	14
	Annual Meeting	16
	Board Retreat	16
	Goals	16
	Revision of Policies	16
	Exercise of Home Rule Powers	16
III.	Line and Staff Communication	
	Philosophy	17
	Delegation and Authority	17
	Rights and Responsibilities	17
IV.	Budget and Finances	
	Board of Finance Policy	19
	Investment of Corporation Funds in Transaction Accounts	19
	North West Hendricks School Corporation NSF Policy	20
	Collection and Forgiveness of Debt	21
	Internal Controls	22
	Credit Card Usage Policy	22
	Gifts and Donations	22
V.	Personnel	
	A. Certified Staff	
	1. Hiring Procedures	25
	2. Salaries	25
	3. Teacher Appreciation Grant	26
	4. Disability Insurance	26
	5. Duties and Responsibilities of Administration	26
	6. Duties and Responsibilities of Teachers	27
	7. Classroom Discipline	27

8.	Leaves of Absences	28
9.	Professional Meetings and Trips	28
10.	Student Teachers	28
11.	Substitute Teachers	28
12.	Vacancies, Transfers, Promotions	30
13.	Technology Guideline for Teachers	30
B.	Non-Certified Staff	
1.	Employment Procedures	31
2.	Orientation	31
3.	Duties and Responsibilities	31
4.	Supervision	31
5.	Salaries	31
6.	Holidays	31
7.	PERF	32
VI.	Prohibition of Harassment	
A.	Defining Harassment	32
B.	Sexual Harassment	32
C.	Reporting Harassment	33
D.	Harassment of Students	34
E.	Sexual Harassment of a Student	34
VII.	Equal Opportunity	
A.	Equal Employment Opportunity	34
B.	Equal Educational Opportunities	35
C.	Students with Disabilities	35
D.	Education Surrogate Parent Policy	35
E.	Suspension or Expulsion of Students with Disabilities	36
F.	Alternative School	36
G.	Title 1	37
H.	Advancing Children’s Education Team (ACE)	39
I.	Due Process	39
VIII.	Health	
A.	Administration of Medication	39
B.	Administration	39
C.	Prescriptions	40
D.	Student Asthma Card	40
E.	Non-Prescription Medication	40
F.	Illness or Injury at School	40
G.	Immunizations	40
H.	Communicable Diseases	41
1.	A.I.D.S. and HTLV111	41
2.	Students with A.I.D.S or HTLV111 Virus	41

3.	Employee or Prospective Employee with A.I.D.s or HTLV111	43
4.	Hepatitis B and/or Tuberculosis	44
I.	Emergency Disaster Plan	44
J.	Use of Automated External Defibrillator	45
1.	Policy	45
2.	Procedure	46
K.	CPR Training	47
L.	Policy and Procedure for Administration of Naloxone (Narcan®)	47
IX.	General Safety Policies	
A.	Criminal History Background Checks – Applicants/Contractors/Volunteers	49
B.	Criminal History Background Checks - Current Employees	50
C.	Drug and Alcohol Offenses	51
1.	Employee	51
2.	Student	52
D.	Drug and Alcohol Testing	53
1.	Employee	53
2.	Student	53
E.	Possessing Firearms or Destructive Device on School Property	58
1.	Employee	58
2.	Student	59
F.	Discipline of Students	60
G.	Search and Seizure	67
H.	Smoke Free Environment	69
I.	Restriction of Registered Sex Offenders on School Property	70
J.	Child Abuse or Neglect Report Policy	71
K.	Use of Seclusions and Restraints	72
L.	Criminal Gangs and Criminal Gang Activity in Schools	75
X.	Dismissal of School	
A.	Weather	77
B.	Hazardous Material Spill	77
C.	Dismissal	78
XI.	Vehicular Traffic	
A.	Operation of a Motor Vehicle	78
B.	Report to Bureau of Motor Vehicles	78
C.	Vehicle Idling Policy	78
XII.	Release of Students and/or Information	
A.	Leaving Building	79
B.	Release of Student	80
C.	Disclosure of Student Names and Addresses	80

	D. Education Data Support Student Success and School Improvement	81
XIII.	Instructional Programs	
	A. Student Enrollment	82
	B. Residence and Tuition	83
	C. Transfer of Credit	83
	D. Transfer from an Unaccredited School	84
	E. Attendance Districts	84
	F. Graduation	84
	G. Early Graduation and GPA Related Academic Honors	85
	H. Excellence In Education Staff Selection	86
	I. Attendance	86
	J. Homework	87
	K. Right to Inspect Instructional Material	88
	L. Textbook Adoptions	89
	M. Library Procedures	89
	N. Field Trips	90
	O. Hot Lunch Program	90
	P. Extra-Curricular Activities	90
	Q. Foreign Exchange Student	92
	R. Sponsorship of Postseason All-Star Games for Tri-West High School Athletic Department	92
	S. NWHSC Technology Responsible Use Policy	92
	T. Withdrawal from School	99
	U. Transfer Students	99
	V. NWHSC Grades, Recording, and Posting of Students Work Policy	100
	W. NWHSC Disposal of Textbooks	101
	X. Guidelines for Placement of Language Minority Students	101
	Y. Postsecondary Enrollment Program	106
	Z. Filtering Software	106
	AA. Educating of Minors on Internet Interaction	106
	BB. Homeless Students: Enrollment Rights and Services	106
	CC. Display of Flag and Pledge of Allegiance	108
	DD. Wellness Policy	109
	EE. NWHSC Parent Code of Conduct	112
XIV.	Facilities	
	A. Child Care Program	114
	B. Use of School Corporation Facilities	115
	1. Regulations for Use of School Facilities	115
	2. Eligible Organizations	119
	3. Schedule of Facility Rental and Custodial Fees	121
	4. Use of Outside School Facilities	122
	5. Facility Management Program: Non-School Use of School Facilities	123

6. Pool Rental	124
7. Non-Curriculum Related Student Meetings	125
8. Attachment A	126
9. Attachment B	127
10. Attachment C	129
C. Purchase of Supplies and Materials	130
D. Commercial Messaging, Sponsorship, and Advertising Policy	130
E. Animals in Classrooms	134
F. Chemical Management Policy	135
G. Electronic Mail (E-Mail) Policy	138
H. Book Rental Collection Policy	141
XV. Transportation	
A. School Bus Drivers	142
B. Bus and Van Routes	142
C. School Bus Discipline	143
D. School Bus Video Cameras	143
E. Transportation for School Activities	144
XVI. Inventories	144
Appendix 1: Internal Controls	
Appendix 2: Master Teacher Contract	
Appendix 3: Support Staff Handbook	

DISCRIMINATION POLICY STATEMENT

North West Hendricks School Corporation is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, disabilities, sexual orientation, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Office of the Superintendent
North West Hendricks School Corporation
P.O. Box 70
Lizton, IN 46149-0070
(317) 994-4100

NWHSC Coordinators

Title I – Mr. David Hobaugh
Title II – Mr. David Hobaugh
Title IX – Mr. Michael J. Springer
504 Compliance Officer – Mrs. Tracey Shrive

NORTH WEST HENDRICKS SCHOOL CORPORATION PRIVACY PRACTICES

In the North West Hendricks School Corporation, we believe that personal information should be kept private and we pursue due diligence in complying with federal laws such as CIPA, FERPA and COPPA. Our key student information systems and business systems, as well as other highly sensitive data, are stored on premise and in a secure environment. Access is provided to staff members and those offering service agencies with a need to know.

Additionally, we know the importance of helping our children understand digital privacy. This is why we teach good digital citizenship through our media centers and in various class settings during the school year. It is also important to have these conversations at home with your children. We are accumulating resources to help families navigate these conversations and help students better understand and protect their identity online.

ACKNOWLEDGEMENT OF RECEIPT – POLICY HANDBOOK

I acknowledge receipt of a copy of the Statement of Policy for North West Hendricks Schools. I understand that it is my responsibility to familiarize myself with its contents, and to ask questions about anything I do not understand. I also understand that receipt of this handbook does not create an employment contract, or guaranteed term of employment.

This handbook sets out general information as to the current policies and practices of the North West Hendricks School Corporation, which may be changed without notice. The School Corporation reserves full discretion to unilaterally add, modify, delete, or otherwise change any provisions of this handbook, or the policies or procedures on which they may be based, at any time without advance notice or other consideration.

Employee Signature

Date

Printed Name

Handbook returned upon termination of employment

Date

Received by:

Central Office Staff

Remove from handbook and place signed Acknowledgement of Receipt in personnel file.

I. WELCOME AND INTRODUCTION

Welcome to the North West Hendricks School Corporation. We are happy to have you join us, and hope our association will be mutually beneficial.

MOTTO: THINK BIGGER!

MISSION

Preparing today's learners to become tomorrow's leaders.

VISION

With an emphasis on personal relationships and individualized support, our PreK-12 learners will develop into the most sought after candidates for colleges/universities, the workforce, the military, or apprenticeships.

GUIDING PRINCIPLES

As we develop tomorrow's leaders, we are committed to learning environments that are . . .

1. Curious

We want our learners to ask great questions and seek answers. We want students to not only excel in subjects like math, science, and history, but to also pose and answer thoughtful questions like, mathematicians, scientists, and historians.

2. Collaborative

We want our learners to work well with others. We want them to know how to approach a problem or challenge with the support and perspectives from people with differing ideas and opinions. We want them to know how agree with an idea and how to constructively disagree with others.

3. Creative

We want our learners to have fresh ideas and innovative ways of solving problems. Furthermore, we want them to be good "problem finders" - people who are always looking to make their surroundings and the lives of others better through new and creative ideas.

GENERAL INFORMATION

The School Corporation provides a variety of courses and activities to appropriately challenge multiple levels of interests and abilities. We believe that each student is unique, and needs to be guided and encouraged to develop his potential. Preparing for the future should start as early as possible, and we are dedicated to ensuring that your students receive the tools that will prepare them for a lifetime of learning. In order to carry out our mission, many dedicated people with different types of skills are required. All are important. We are pleased that you have chosen to work for the North West Hendricks School Corporation. We will expect you to perform to the best of your ability, and we will make every effort to help you succeed. One of

the ways we attempt to help you is providing you with a formal statement of the policies of the School Corporation contained in this Statement of Policies handbook

II. BOARD OF SCHOOL TRUSTEES

A. SCHOOL BOARD

- 1. Organization of the Board.** The organizational meeting of the Board shall be held within the first 15 days after the first of January of each year. The office selected at this meeting shall be a President, Vice-President, and Secretary. Election of officers is to be determined by the Board members present and voting. The duties and powers normally associated with these functions are:

The **President** of the Board of School Trustees shall have the usual powers of a President. The President shall conduct all meetings, appoint committees, and take other such actions as are necessary to insure the transaction of all school business.

The **Vice- President** shall, in the absence of the President, exercise the powers and duties of the President. If, for any reason, the Office of the President becomes permanently vacant, the Vice-President shall become President for the remainder of that term.

The **Secretary** shall supervise the recording of Minutes, and perform such other duties as may be prescribed or directed by the President. In the absence of the President and Vice-President, the Secretary shall exercise the powers and duties of the President. To allow participation of all Board Members at all regular meetings, the Treasurer shall take Board minutes in lieu of the Board Secretary. These minutes shall be recorded and maintained, and shall be made available to the Board prior to the next regular meeting. The minutes will be approved by the Board at the next regularly scheduled meeting.

The term of office for each officer is one year. All officers shall retain their respective offices until a successor is elected at the next organizational meeting in July, and has qualified by taking his respective oath for the assumption of office. In the event of a vacancy in any officer position, the new officer shall be elected on or before the second regularly scheduled meeting following the vacancy.

The Board of School Trustees shall appoint a **Treasurer** at its organizational meeting. The treasurer shall neither be a member of the Board of School, nor the Superintendent of Schools.

At the July organizational meeting, the Board will select and employ a **school attorney** for the following fiscal year. The school attorney shall represent North West Hendricks School Corporation in all legal proceedings that the Board directs.

The vacancy of any Board seat will be filled by the Board according to law.

- 2. Election/Districts/Terms of Office.** The Board of School Trustees of the North West Hendricks School Corporation is comprised of five members. One member shall be elected from each of the three townships comprising the School Corporation: Eel River, Middle, and Union. Two members shall be elected At Large from any of the townships in the district, however not more than two (2) members of the School Board shall be from any one township. Election of the members of the Board of School Trustees is at the November General Election and no more than three (3) members of the Board shall be selected at any one Election. The term of office for members of the School Board is four (4) years. There is no limit to the amount of times a member may be re-elected.

- 3. Duties/Responsibilities.** The North West Hendricks Board of School Trustees is committed to providing well-qualified instructors and administrators who have demonstrated personal and professional competence. They believe that continually encouraging positive school and home relationships benefits both the individual students and the entire school corporation. Certain duties and responsibilities of the Board of School Trustees are provided by Indiana Code, under the "General powers and duties of educators". These duties are:
 - Provide, by the exercise of its legal powers, the funds necessary to finance the operation of schools.
 - Establish educational programs which are consistent with the goals of the school corporation.
 - Select the Superintendent of Schools
 - Select school personnel, upon recommendation of the Superintendent
 - Establish teacher salary based upon state statutes.
 - Upon the recommendations of the Superintendent, establish administrative and non-certified personnel salary schedules, and other employment considerations.
 - Adopt policies as mandated by the law and/or necessary for school operation. Such policies may be initiated by the Superintendent, professional staff, members of the Board, or by the general public. Any policy changes proposed by the Board, staff, or general public shall be submitted to the Superintendent for his consideration and recommendation prior to Board consideration and/or adoption.
 - Consider budget revisions and adopt a calendar year budget as recommended by the Superintendent.

- Assist in presenting to the public the needs and progress of the educational system.
 - Perform any specific duties imposed upon the Board by statute.
4. **Compensation.** The Board by formal resolution shall have the power to pay each of its members a reasonable amount for service for such member. This amount shall not exceed the amount established by Indiana law.
5. **Meetings.** The Board shall hold **regular meetings on the second Tuesday of each month**. All regular Board meetings convene at a time determined by the board. **Special meetings** may be called by the Board President or the Superintendent when necessary. All meetings of the Board, except executive sessions, are open to the public and press. The Board reserves the right to hold **executive sessions**; however official action on all school matters will be taken at an open meeting. Executive sessions will be held in accordance with the Open Door Law.

Agendas for Board Meetings will be developed by the Superintendent and reviewed by the Board President prior to being appropriately advertised. Any patron of the North West Hendricks School Corporation may request to appear on the Board's agenda by submitting to the Superintendent prior to the first Thursday of each month the specific subject matter to be presented. Persons desiring to appear before the Board shall be heard at any regular meeting. When delegations appear, it is urged that one or two speakers be elected to be heard to facilitate the proceedings. The presentation of each case shall, if requested by the Board, be reduced to writing, and a copy filed with the Secretary. The Board reserves the right to assure orderly implementation of its meetings. A sign in sheet will be available at all meetings, and a list of persons attending the meeting shall be a part of the official records of the meeting.

Three (3) members present and voting shall constitute a quorum for the transaction of business, provided all members have been properly notified of the meeting. Except when a larger vote is required by statute or Board policy, a majority of members present may adopt a resolution or take any action.

The Board believes it can meet as a body, and proceed best with its deliberation, in an atmosphere of free exchange of information and opinion, unhampered by formal rules of order which are usually designed for the management of large groups or organizations.

Although meetings will be conducted in an orderly manner, the Board of School Trustees shall not consider itself bound by the rules of any certain manual or parliamentary procedure. The President of the Board of School Trustees, or the

person chairing the meeting, may discuss, may move of adoption of an issue, may second a motion, and may vote on all matters coming before the Board. The order of business shall follow the general outline below, except that changes may be made whenever deemed necessary.

- a. Call to Order
- b. Comments from the Public on Agenda Items
- c. Consent of Minutes
 - Minutes of Previous Meetings
 - Acceptance of Claims
 - Personnel
- d. Curriculum Matters
 - Principal's Report
 - Other
- e. Transportation
- f. Building Matters
- g. Financial
- h. Other Business
- i. Comments from the public on non-agenda items. No formal action will be taken.
- j. Adjournment

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

Public notice shall be given by the Superintendent or Secretary of the Board in the following manner:

- a) General Public: Posting a copy of the notice at the main entrance of the Administration Building. If the meeting is to be held at a place other than the regular Board Room, then such notice will be posted at the Administration Building and the building where such meeting is to be held.
- b) Members of the Media: Depositing notice in the United States mail with postage prepaid or by delivering the notice by electronic mail or facsimile to all news media which file a written request for such notices by December 31 for the next succeeding calendar year with the School Board.

- c) Persons Not Members of the Media: Transmitting notice by electronic mail to persons other than news media who file a written request for such notices by December 31 for the next succeeding calendar year with School board and/or publishing notice on the school corporation's web site at least 48 hours before the board meeting.

LEGAL REFERENCE: I.C. 5-14-1.5-5

6. **Annual Meeting.** At the annual meeting, between the first and third Monday in January, the Board will elect a Board of Finance from the current Board Members. A President and Secretary are the designated officers of the Board of Finance.
7. **Board Retreat.** The Board shall meet annually for the purpose of self-evaluation, and to review the previous year's actions. This evaluation should include input from the Superintendent to determine Board effectiveness in assisting the Superintendent in his administrative duties. In conjunction with the Superintendent, goal priorities shall be established annually.
8. **Goals.** The Board of School Trustees of the North West Hendricks School Corporation serves the educational needs of the students in the communities of Lizton, North Salem, and Pittsboro. It is the duty of the Board to provide a diversified curriculum, subject to ongoing evaluation, which will prepare students for both extended formal education and lifelong learning. The Board will recognize and accommodate individual differences of personal, social, and intellectual development. The board will serve these differences in positive manner within the allowable resources of the School Corporation. The Board of School Trustees provides for an educational system, established general policies, which are consistent with community needs and the mandates of the State of Indiana.
9. **Revision of Policies.** Policy revisions may be proposed in either verbal or written format at a regular or special called meeting of the Board. Proposed revisions cannot be acted upon immediately, but may be voted upon at the next regular or subsequent meeting of the Board. The implementation suspended by consensus of the Board. The superintendent by law may be temporarily suspended by consensus of the Board. The Superintendent will notify all employees whenever revisions of the School Corporation policies are implemented.
10. **Exercise of Home Rule Powers.** The Indiana Home Rule statute grants to local school boards certain powers not provided by any constitutional or statutory

provision. When the Board of Trustees of the North West Hendricks School Corporation exercises such powers all aspects, consequences, and results of its action will be reviewed and considered in an open meeting. This consideration and review may include opportunity for members of the community and school personnel to provide input prior to the Board's action.

In the case of an emergency, or in an urgent situation, the Board may act upon the matter in the same open meeting, or call a special meeting to consider the action.

With respect to contracts entered into with the exclusive representative of any employee group through the collective bargaining process, these contracts shall be reviewed by the Board prior to the vote to accept, or ratify, such contracts. Provisions of such contracts, once they are accepted, or ratified, shall be deemed the policy of the Board of School Trustees.

III. LINE AND STAFF COMMUNICATION

- 1. Philosophy.** Good administrative practice adopts the line and staff form of organization and communication. Accordingly, the Board of School Trustees of the North West Hendricks School Corporation delegates authority to the Superintendent. He, in turn, delegates authority to the administrators, teachers, and non-certified personnel.
- 2. Delegation and Authority.** The use of line and staff organization and its communication by the Board of School Trustees will enable it to best spend time dealing with school policies, operation, and practices. The Board of School Trustees is not involved in the day to day operation of the schools and individual classroom supervision, however they are the final step in the line and staff organization and have final authority. Promoting student achievement is a key responsibility of the School Board.
- 3. Rights and Responsibilities.** All staff and employees of the School Corporation, and school patrons, are to make a sincere effort to use line and staff organization and communication to resolve problematic situations. To not observe line and staff organization and communication is considered unethical by any employee. However, when a problem cannot be resolved by the use of direct line and staff organization, it is privilege of the employee to appeal to the next higher echelon in the line and staff organization chart.

The North West Hendricks School Corporation recognizes the need for a cooperative relationship between students, parents, and educators. The goal shall always be to provide an environment conducive to learning. Rules and regulations shall be established to facilitate such a positive learning environment for all students. Students, teachers, administrators, and parents all have certain

specific rights and responsibilities. When problems arise, it is best to observe the line staff method of communication to attempt to resolve a problem. If necessary, appeal to the next level is an option.

The **student** has a right to develop his abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefit of all school services. Students have the right to an educational environment that is free from harassment and distracting influences. In turn the student has the responsibility to conduct himself in a safe and responsible manner, abide by the rules and regulations, be respectful of the property of others, and to attend classes prepared to learn.

The **teachers** have a responsibility to conduct an effective classroom program that facilitates learning. They have the right to expect obedience and enforce required discipline. Teachers have the right to take any action that is reasonably necessary to carry out, or prevent interference with, an educational function they supervise.

The **administration** has the responsibility of correcting situations leading to poor citizenship. They are responsible for establishing written discipline rules, which may include appropriate dress codes, for the School Corporation. In maintaining discipline for the entire school they have the right to remove a student from class.

Parents have the right to expect that their child will be provided with the resources necessary to succeed and will be treated fairly. They have the responsibility to keep in regular communication with the school concerning their child's academic progress and conduct, and foster a positive attitude toward the school. If a problem should arise, parents should utilize line and staff organization steps to resolve it.

The North West Hendricks School Corporation has the responsibility to plan a flexible curriculum and provide instruction to meet the needs of all students. The School Corporation is also responsible for maintaining an atmosphere conducive to good behavior, and encouraging students to become responsible citizens by recognizing, supporting, and promoting good behavior. The Corporation will exhibit an attitude of respect for students and develop a good working relationship among professional staff, parents, and students.

Teachers, administrators, and other staff members in the North West Hendricks School Corporation have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Students have the responsibility to cooperate in maintaining discipline. Student supervision and the enforcement of desirable

behavior is the responsibility of both the entire school corporation and the students.

In all matters relating to discipline and conduct of students, school corporation personnel represent the parents and guardians of the students in the school corporation. Therefore, the school corporation personnel have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. This authority is delegated by the Board of School Trustees of the North West Hendricks School Corporation through the use of line and staff organization.

IV. BUDGET AND FINANCES

1. **Board of Finance Policy.** The Board of School Trustees shall annually meet on the second Tuesday of January and organize by the election from their membership of a president and a secretary which shall be called the Board of Finance for the North West Hendricks School Corporation.

The Board of Finance will designate depositories for corporation funds so long as such depositories are designated as public depositories by the State Board of Depositories. The Board of Finance will annually review the investment policy and portfolio of the School Corporation. The treasurer of the School Corporation shall provide a copy of the investment policy and a written report summarizing the investments during the previous year at the annual meeting of the Board of Finance.

2. **Investment of Corporation Funds in Transaction Accounts.** *(Required if such investments are for more than 2 years but less than 5 years maturity.)* The Board of School Trustees for North West Hendricks School Corporation supports and authorizes a safe and sound investment program. Such a program is viewed as an important ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other corporation revenues for the support of the educational program of the corporation.

The investing officer for North West Hendricks School Corporation is the Assistant Superintendent. The investing officer will manage the various funds of the school corporation. This included the funds to which local and state tax dollars are received, as well as federal and community grant funds.

The objectives, in priority order, of the investment program are:

- a) the safety of principal and funds
- b) the liquidity of the portfolio sufficient to enable the corporation to meet all cash flow and other operational requirements, and
- c) the attainment of the highest rate of return through fiscal and economic cycles, within the boundaries of statutory constraints, cash flow requirements, and the primary objects of safety and liquidity.

Whenever there occurs a cash balance in any active fund which, though allocated to a specific use, is temporarily not needed, the balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

INVESTMENT GUIDELINES

The investing officer shall approve investing available school funds in the following accounts and within the following parameters. These investments must comply within the requirements of I.C. 5-13.

1. Deposit Accounts
 - a) The treasurer may deposit funds only with the financial institutions designated by the State Board of Finance as depositories and by the local board of finance.
2. Certificate of Deposits
 - a) Investments of this type will be made based on quotes obtained from depositories
 - b) Designated for the corporation's geographical area.
3. Repurchase Agreements
 - a) The treasurer is permitted to enter into repurchase agreements with designated depositories. In general, the collateral securities are restricted to interest bearing
 - b) Obligations issued or fully insured or guaranteed by the United States.
4. Maturity
 - a) Investments must have a stated maturity of at least two (2) years and not more than five (5) years.
5. Portfolio Limitation
 - a) The school corporation's portfolio investment in the above accounts may not exceed twenty-five (25%) of the total portfolio investments. Transaction accounts are to be included in the twenty-five (25%) restriction.
 - b) The Treasurer shall prepare a monthly report summarizing the financial activities that occurred during the previous month.
 - c) This policy is effective until four (4) years from the date it is adopted by the school board.

LEGAL REFERENCE: I.C. 5-13-9-5.7

3. **North West Hendricks School Corporation NSF Policy**

- a) When the school treasurer is notified by mail from the bank that an NSF check has been charged against the school's account, the school treasurer

will send a letter a copy of both sides of the check to the check originator. The letter will state North West Hendricks School Corporation policy and procedures regarding NSF checks. A money order or cash will be required to replace the NSF check.

- b) When the check originator reimburses the school with cash or a money order, the school treasurer will return the NSF check to the said person.
 - c) If there has been no contact from the check originator after 2 weeks, the treasurer will proceed by contacting the Hendricks County prosecutor's office and file the necessary claim for collection of funds. The treasurer will provide the prosecutor's office with copies of all pertinent documentation for the claim. The treasurer or a member of the administration will be available to represent North West Hendricks School Corporation should a court date be scheduled.
 - d) This policy also applies to the corporation account and treasurer as well as individual school accounts and treasurers.
4. **Collection and Forgiveness of Debt.** The School Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off the school corporation accounts.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and/his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or, if such transfer is not appropriate, to the school corporation general fund.

5. **Internal Controls.** All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity. See Appendix 1.

The North West Hendricks Schools shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly-hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

LEGAL REFERENCE: IC 5-11-1-27

6. **Credit Card Policy.** Certain school officers and employees are required from time to time to expend funds in the performance of school corporation business when a purchase order is neither practical nor possible. These expenditures may be directed toward the purchase of equipment and materials in exceptional instances or to cover expenses while traveling to complete school business for the school corporation. The North West Hendricks Board of School Trustees authorizes officers and employees of the school corporation to use school corporation credit cards for these purposes. The Board of School Trustees designates the superintendent/designee as custodian of school corporation credit cards for these purposes. The Board of School Trustees further authorizes

the administration to develop administrative regulations to govern the use of school corporation credit cards by North West Hendricks School Corporation Officers and employees for these purposes only.

Legal Reference: IC 20-26-3-5

Reviewed/Revised: July 19, 2017

Approved: August 8, 2017

7. Gifts and Donations. The Superintendent or his designee may approve the receipt of gifts and donations of money from non-school related donors or any gift of property requiring installation and/or continuing expenses on behalf of the North West Hendricks School Corporation. All gifts and donations shall be reported monthly to the School Board. Any such gift or donation shall become the property of the School Board.

A. Definitions “Capital improvement project” includes any addition or alteration to a school building, site, equipment and/or fixtures. “Crowdfunding service” means a web-based service used for the solicitation of goods, services and/or money from a large number of people via the Internet. “Fundraising” means the solicitation of any gift by a school, school organization, or HCPS employee for the benefit of Henrico County Public Schools or its students. This includes the online solicitations by HCPS employees using a crowdfunding service. “Gift” shall mean any money or property donated to a school, school organization, or HCPS employee for the use and benefit of HCPS. B. Approval and Reporting No fundraising may occur without the prior approval of the principal. Before approving any fundraiser including, but not limited to, any online solicitation by any staff member the principal shall consider multiple factors including, but not limited to:

- student/staff member safety;
- the value of any proposed fundraiser against the loss of instructional time and focus;
- how students will benefit from the fundraiser;
- how long the fundraiser will last;
- the number of fundraisers planned for the school year and the collective loss of instructional time;
- the complexity of the fundraising effort and any burden it places on instructional and office staff;
- the financial or other burdens a fundraiser may place on students or their families;
- any negative effects of having students compete for prizes based on, for example, the amount of their sales or the number of donations collected; and, the quality of any product students are expected to sell, as well as the reputation of the company or organization sponsoring the fundraiser.

When gifts or proceeds from any fundraising activity are to be used for the benefit of the school and/or students who attend the school, the principal shall determine following consultation with the sponsoring organization how the proceeds from the

fundraiser will be used so as to ensure that the funds will be of value to the school or its students.

- The principal of the school shall approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
- Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where she or he is employed.
- The employee must verify under the crowdfunding service's terms and conditions that he or she meets all requirements for such solicitation.
- Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent.
- If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.
- If a solicitation is not fully funded within the time period required by the crowdfunding service, donations will be returned to the donor or to the employee as "account credits."
- If, for any reason, a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations shall be returned to the donor or to the employee as "account credits."
- Any solicitation shall be for educational purposes only (for example, field trips, art supplies, science kits, books, etc.). The solicitation of personal items (for example, winter coats, nutritional snacks, etc.) shall benefit students directly.
- Unless otherwise approved by the School Board all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Board, and not of the individual employee who solicited the item(s) or funds.
- To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Technology Department prior to any such solicitation.

When gifts or proceeds from a fundraising activity are to be used for the benefit of a specific group of students, such as students in a club, performing group, or an athletic activity, funds raised in the name of a specific school group must be used to offset the expenses for all members of the group or organization regardless of the funds generated by each individual student. The Superintendent or designee must approve any fundraising activity (1) on behalf of a capital improvement project, or (2) involving a single gift of \$5,000 or more before fundraising begins.

C. Online Solicitations / Crowdfunding

Corporation employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes. All property and proceeds received as a result of online fundraising or solicitation via a crowdfunding service become the property of the School Board. As a result, no online fundraising may occur except as provided below.

ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

NOTE: Online fundraising campaigns have become an increasingly popular mechanism for individual educators to raise money. “Crowdfunding” can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. For examples of organizations dedicated to crowdfunding for education please visit:

- *DonorsChoose.org, an organization with a mission to empower “public school teachers from across the country to request much-needed materials and experiences for their students.”*
- *AdoptAClassroom.org, an organization with a mission to give “teachers a hand by providing needed classroom materials so that students can succeed.”*

The North West Hendricks Board of School Trustees believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the corporation. Any person or entity acting on behalf of the corporation and wishing to conduct an online fundraising campaign for the benefit of the corporation shall begin the process by seeking prior approval from the Superintendent (designee). Money or items raised by an online fundraising campaign will be the property of the corporation only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the corporation’s educational program, mission, vision, core values, and beliefs;
- Congruence with the corporation and school goals that positively impact student performance;
- The corporation’s instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the corporation.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping corporation administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant corporation policies and procedures. All items and money generated are subject to the same controls and regulations as other corporation property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Proposed Adoption August 8, 2017

V. PERSONNEL

A. CERTIFIED STAFF

- 1. Hiring Procedures.** Applications for employment for any certified position should be made through the Superintendent's office. The following information and materials must be filed with the Superintendent:

- Completed application form
- License and Official transcript of all credits
- A properly signed complete experience record
- Retirement number (if applicable)
- Criminal Background check
- Copies of driver's license and social security card

Principals make recommendation to the Superintendent for hiring of any certified staff member for their particular building. Principals may utilize a committee when necessary to screen applicants and recommend staffing.

The School Superintendent is responsible for recommending to the Board the candidate for Assistant Superintendent and Building Principal. At his discretion, the Superintendent may also elect to utilize a committee to screen candidates and assist with interviews.

Utilizing the recommendations of the Building Principal and the School Superintendent, the North West Hendricks Board of School Trustees has final approval for hiring any certified staff member.

- 2. Salaries.** Teacher salaries shall be paid in accordance with the collective bargaining agreement between the North West Hendricks Classroom Teachers' Association and the Board of School Trustees. See Appendix 2.

Changes in deductions for tax, tax shelters, credit union shall be made at the beginning of each semester; length of the change period will be for two weeks.

Salaries for administrators will be determined annually by the School Board, based upon a fiscal calendar year. No raise will be considered for any administrator until they have completed one full year with the School Corporation. In special circumstances, an administrator's salary may be adjusted after one year, and the raise given retroactively.

3. Teacher Appreciation Grant. The North West Hendricks School Corporation will distribute its Teacher Appreciation Grant monies received from the Indiana Department of Education to the teachers who meet the following criteria:

1. Employed in the classroom or directly provided education in a virtual classroom setting;
2. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and
3. Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies.

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

1. To All Effective Teachers: A stipend as determined by the superintendent
2. To All Highly Effective Teachers: A stipend in the amount of 25% more than the stipend given to Effective teachers

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

Reviewed/Revised: August 8, 2017

Proposed Adoption: August 8, 2017

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

4. Disability Insurance. Each full-time employee is covered by a long-term disability insurance program, paid for by the School Corporation. After a 90 day waiting period, this provides minimum benefits of:

- Sixty-six and two-thirds percent (66 2/3%) of salary until age sixty-five (65)
- Consumer price index yearly indicator
- Complete schedule of benefits listed in individual policy manuals.

5. Duties and Responsibilities of Administrators. Duties and responsibilities of administrators of the North West Hendricks School Corporation are included in the Administrator's Handbook.

6. Duties and Responsibilities of Teachers. Duties and responsibilities of teachers are to include, but are not necessarily limited to:

- Implementing the adopted course of study as contained in Corporation curriculum guidelines.
- Carrying out the approved building policies to maintain effective communication and instruction.
- Maintaining open, effective communication with the home in regard to classroom progress.

- Demonstrating continued personal and professional growth.

7. Classroom Discipline. It is the responsibility of the classroom teacher to maintain effective discipline in his classroom. Toward this end the teacher is given the discretion to implement reasonable classroom rules which are specific to their classroom. These classroom rules shall not be contrary to any school rules, corporation policy or Indiana statute. It is not the intent of this policy to diminish, circumvent or replace any school policy but, rather, to allow the teacher to cover situations which are not specifically addressed in the student handbook or to reinforce those which are.

The teacher shall turn in a list of classroom rules to the principal prior to their implementation. The board delegates to the principal the authority to approve a teacher's classroom rules and designated consequences.

A teacher's classroom rules may address such discipline topics as:

- **Lack of preparation**, including but not limited to, failure to bring necessary materials to class.
- **Non-participation**, including but not limited to, failure to complete written assignments
- **Classroom procedures**, including but not limited to, freedom of movement, access to school materials, talking etc. any other situation which the teacher feels would interfere with the educational process.

The teacher also is given the discretion to assign consequences to students who violate his classroom rules or school rules. The consequences which may be assigned by the classroom teacher include, but are not limited to, **warning, parents contact, parent conference, isolation, extra written work, noon detention** (provided that the student is given ample opportunity to eat lunch), **after school detention** (under that teacher's direct supervision) and **suspension from that teacher's class for up to one day.**

Implementation of these consequences should be according to the principal's procedures regarding parental contact, documentation, and supervision. Implementation of consequences should also be done in a fair and consistent manner.

Teachers are also given the discretion to refer flagrant, repeated and chronic discipline situations to the building administration. Procedures for these disciplinary referrals will be determined by the building administrator.

8. Leaves of Absence. As specified in the employment agreement between the North West Hendricks Classroom Teachers' Association and the Board of School

Trustees, forms of leaves of absence are available for teachers when circumstances make their attendance impossible. Family and Medical Leave is guaranteed State statute, and all provision of state law shall be followed by the North West Hendricks School Corporation. Other forms of leave not stipulated in the employment agreement, which are in accordance with State Law, will be considered on an individual basis by the Board of School Trustees.

If a teacher requests a leave of absence for a day, professional and/or otherwise, and school is canceled for that day, that day does not count against their records.

9. Professional Meetings and Trips. Permission for teachers to attend professional growth educational meetings, with contingencies for reimbursement, may be granted to a teacher. A formal request for permission at attend the professional growth opportunity should be submitted to the Assistant Superintendent of Schools prior to the meeting. Conference request forms are available in each building, and each request must receive the building Principal approval and signature prior to submission for the Assistant Superintendent approval.

10. Student Teachers. The Corporation may accept qualified college students as student teachers. The Building Principal will assign qualified, experienced teachers to supervise student teacher.

11. Substitute Teachers. Due to illness, business, staff development activities, curriculum development, student field trip, or other obligations, it is inevitable that one or more employees will be absent from their assigned instructional duties on any one day. Teachers who will be absent must report to their Principal as soon as possible in order that a substitute teacher may be obtained.

It is imperative that students continue to learn during the absence of their regular instructor; therefore the school district has developed a policy to facilitate the process for selection, licensing, and training of substitute teachers. The goal of this policy is to provide the students of the North West Hendricks School Corporation with quality substitute teachers.

All applicants for substitute teaching in the North West Hendricks School Corporation will be required to fill out an Application Form for Indiana Substitute Teaching, to be followed by an interview with an administrator. These forms are available in the Superintendent's office. Reference and background checks will be conducted prior to the Superintendent recommending the applicant for the Substitute teaching Certificate and/or acceptance of a certificate currently held by the applicant.

A person who holds a valid Indiana Teacher License and meets all other criteria for substitute will not need to apply for a Substitute Teacher Certificate. All other candidates for a substitute teaching position in the North West Hendricks School Corporation must have a Substitute Teaching Certificate obtained from the Division of Licensing of the Indiana Professional Standards Board. This certificate is granted to all new candidates upon the recommendation of a Superintendent of a School District. The North West Hendricks School Corporation may recognize and accept any and all valid Substitute Certificates, regardless of issuance date. However, any license recommended by the Superintendent after August 1, 1996, will be in compliance with the criteria specified by the Board.

- The minimum education required for recommendation for a Substitute teacher Certificate is a high school diploma. Prospective substitute teacher may be required to supply proof of the diploma. Education beyond high school is desirable.
- Education is all about working with children. A prospective substitute teacher must have previous experience instructing and/or supervising children. Examples of these experiences are day care work, cadet teaching, camp work, life guarding, private or public school work, church youth work, etc.
- Each prospective substitute teacher will be required to give both personal and previous employer references, especially those for previous education – related experiences. The references may be checked. The prospective candidate will provide a criminal background check. The results of this background check will be kept on file in the Superintendent’s office.
- The Board will determine substitute pay.

Each properly licensed or certified substitute teacher will be required to meet with the principal, or his designee, prior to working as a substitute teacher in that building. The principal will provide information about: lesson plans, textbooks, and other teacher materials, students lists and scaling reports, building maps, lunch procedures, safety, students handbook information on discipline, support resources, forms to be completed, etc.

The principal or his designee will visit the substitute teacher’s teaching area at least three (3) times during the first teaching assignment in that building. The principal will immediately share concerns or problems with the substitute. The principal will immediately inform the Superintendent of any substitute who should not be employed again. Periodically, the Building Administrator will review the list of substitute teachers for assessment purposes. This review will ensure that substitute teachers in the North West Hendricks School Corporation are responsible and properly licensed or certified, so they may enhance the education of the students.

The selection and assignment of substitute teachers is the responsibility of the Building Administrators

12. Vacancies, Transfers, and Promotion. As per the Master contract (see Appendix 2), involuntary transfers and changes in teaching assignments will be made only when absolutely necessary. When involuntary transfer or reassignment becomes necessary, all volunteers shall be transferred/reassigned first, after which transfer/reassignment shall be made on the basis of certification and length of service in the Corporation.

13. Technology Guideline for Teachers

- a) Teachers demonstrate a sound understanding of technology operations and concepts, demonstrating introductory knowledge, skill, and understanding of concepts related to technology, and demonstrating continual growth in their understanding of current and emerging technologies.
- b) Teachers plan and design effective learning environment and experiences supported by technology.
- c) Teachers implement curriculum plans that include methods and strategies for applying technology to maximize students learning, especially in the areas of differentiation, creativity and higher order thinking skills.
- d) Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies by
 - applying technology to assess student learning,
 - using technology to collect, analyze, and interpret data, and
 - applying multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.
- e) Teachers use technology to enhance their productivity and professional practice.
- f) Teachers understand the social, ethical, legal and human issues surrounding the use of technology in K-12 schools and apply that understanding in practice.
 - These guidelines are based on the National Educational Technology Standards (NETS) for teachers. For additional information and resources, see the NETS stands for teachers (NETS*T) at <http://cnets.iste.org/>.

B. NON-CERTIFIED STAFF

All non-certified personnel shall include, but not necessarily be limited to:

Corporation Treasurer, Deputy Treasurer, Superintendent's Secretary, Accounts Payable Clerk, Technology Director, Technology Specialist, Technology Assistant, Maintenance Director, Assistant Maintenance Director, Building Secretaries/ECA Treasurers, Instructional Assistants, Primetime Instructional Assistants, Head Cooks, Cooks, Head Custodians, School Nurse, Nurse Aide, Lay Personnel, and Extra Curricular and Special Needs Bus Drivers.

- 1. Employment Procedures.** Application for non-certified personnel shall be made through the Superintendent's Office. All applicants for employment with the North West Hendricks School Corporation, and who may have contact with children, will be required to submit a Criminal History Background Check form along with their application. All information received will be kept on file in the Superintendent's Office.

Personnel who are employed as Treasurer, Deputy Treasurer and Secretary must be bonded in an amount to be determined and paid annually by the Board of School Trustees. Personnel employed in handling money will submit a Criminal History Background Check form, and results of this background will be kept on file in the Superintendent's Office.

- 2. Orientation.** To ensure a clear understanding of their role in the School Corporation and their job obligations, all non-certified employees shall receive in-service orientation conducted by the administration office and building principals.
- 3. Duties and Responsibilities.** All non-certified personnel shall be provided job descriptions, outlining daily responsibilities in time blocks. These duties shall be performed in a manner and at a time designated by their immediate supervisor.
- 4. Supervision.** Corporation non-certified personnel are under the direct supervision of the Superintendent, or the building Principal to whom they are assigned, unless otherwise instructed. All non-certified personnel shall be evaluated on writing once a year by their immediate supervisor.
- 5. Salaries.** Salaries for non-certified employees will be determined by the Board, based upon recommendation by the Superintendent. Salaries for non-certified employees is determined on an annual basis.

6. **Holidays.** The following days for non-certified employees hired on a twelve-month basis are recognized as paid holidays:

Memorial Day	Labor Day	Veterans Day	July 4 th
Thanksgiving	Christmas	New Year's Day	Martin Luther King Day

When any of those holidays fall on a Saturday or Sunday, non-certified personnel will not work on Monday, unless school is in session. Exceptions for employees of the Superintendent's office shall be at the discretion of the Superintendent. Non – certified personnel hired on less than a twelve-month basis shall have no paid holidays.

7. **PERF.** Public Employees Retirement Fund (PERF) is in effect to cover all School Corporation secretaries, treasurers, maintenance employees, custodians, school nurses, full time technology staff, and some cafeteria personnel.
8. See Appendix 3 for Support Staff Handbook.

VI. PROHIBITION OF HARASSMENT

- A. **Defining Harassment.** The North West Hendricks School Corporation is committed to maintaining an environment free of harassment and intimidation based upon sex, race, color, religion, national origin, age, disability, veteran status, or any other category protected by law. This applies to all personnel, students, members of the Board of School Trustees, and volunteers working within the School Corporation.

Since it may be difficult to define what constitutes harassment under the law, the North West Hendricks School Corporation will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment as defined by the law. Inappropriate behavior includes, but is not limited to, verbal, physical, visual conduct, and including social media, that is directed at a person because of the person's sex, race, color, religion, national origin, age, disability, marital, or veteran status, that creates an intimidating, offensive, or hostile environment, or interferes with classroom, extracurricular, or work performance. Some examples of inappropriate behavior include racial slurs, ethnic jokes, stereotyping, posting or distributing offensive statements, or similar conduct.

- B. **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature is a form of harassment that will not be tolerated. Sexual harassment can include, but is not limited to,

unwanted physical contact, foul language, sexually oriented propositions, jokes, or remarks, obscene gestures, or the display or distribution of sexually explicit pictures or other materials that may be offensive to another. Any unwelcome conduct of a sexual harassment if the allegedly harassed employee has indicated either verbally or by their conduct that it is unwelcome. However, an employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for any such subsequent conduct to be deemed sexual harassment.

It is considered sexual harassment if:

- Submission to the conduct is made either an explicit or an implicit condition of employment
- Submission or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee
- The conduct substantially interferes with an employee's work performance or creates and intimidating, hostile, or offensive work environment

It is specifically prohibited for administrators or supervisors to use their authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when subordinate's acquiescence will result in preferential treatment.

It is sexual harassment for a non – administrative or non – supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature.

- C. Reporting Harassment.** It is the express policy of the North West Hendricks School Corporation to encourage victims of a sexual harassment to come forward with such claims. A claim of sexual harassment of any type should be reported to the appropriate administrator. If the employees' direct supervisor or administrator is the offending person, the report should be made to the next higher level of administration or supervision. The Building Principal has the responsibility of investigation and resolving complaints of sexual harassment. If the Building Principal is the offending person, the report shall be made to the Superintendent. If the Superintendent is the offending person, the report shall be made to the President of the Board of School Trustees. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as the result of the good faith reporting of charges of sexual harassment.

It is important that any incident of inappropriate behavior should be promptly reported, so that a thorough investigation of the complaint may be conducted. If, following a complaint of harassment, an investigation reveals that inappropriate behavior has occurred; the person violating this policy will be

subject to appropriate sanctions or penalties. These penalties will depend upon the circumstances, including the offender's prior record, and nature of the violation. Sanctions may include, but not be limited to, warning, suspension, or termination, subject to applicable procedural requirements.

All investigations of sexual harassment allegations shall be reported to the Board, protecting the names of the individuals involved.

- D. Harassment of Students.** It is the express policy of the North West Hendricks School Corporation to provide all students with an atmosphere conducive to learning. No students should be subjected to harassment or intimidation by the staff member, volunteer working within the School Corporation, or students. It is the duty of all faculty members to prevent the harassment of students. It is the responsibility of the Building Principal to investigate all claims of harassment and take appropriate steps to eliminate it. Harassment of a student based upon sex, race, color, religion, national origin, disability, or physical appearance will be taken seriously by the North West Hendricks School Corporation.
- E. Sexual Harassment of a Student.** Any sexual contact between an adult and a student is prohibited. Any charge of such contact, a request for sexual favors, offensive verbal or visual conduct, or other behavior shall be reported to both the Building Principal and the Superintendent of School, and an investigation conducted. If such charges are verified, disciplinary action, including the possibility of job termination, will be instituted. The School Board will be notified if any charge of sexual harassment of a student is made.

VII. EQUAL OPPORTUNITY

If you believe you have experienced discrimination in education programs or activities, or in employment opportunities, complaints alleging such discrimination should be directed to the Superintendent of Schools, North West Hendricks School Corporation.

- A. Equal Employment Opportunity.** The North West Hendricks School Corporation is committed to being an equal opportunity employer. The School Corporation policy is to offer equal opportunity to all qualified employer and applicants for employment without regard to race, color, religion, national origin including limited English proficiency, sex, age, ancestry, veteran status, or disability. This policy is applicable to recruitment, hiring, rates of pay, job assignments, promotion, training, discipline, and all other terms and conditions of employment.

All employees are expected to comply with this EEO policy. Supervisors who are responsible for recommending applicants are expected to cooperate fully in meeting our EEO objectives and standards.

The North West Hendricks School Corporation will make reasonable accommodations to the known physical and mental limitations of otherwise qualified, disabled employees unless the accommodation would impose an undue hardship on the Corporation in terms of costs, disruption of the educational programs, safety or other factors that may affect the disabled person, co-workers, students, or others. Because the need for accommodation is not often apparent, it is the responsibility of the employee to request an accommodation from his Supervisor. The employee may be asked to supply medical evidence to support the need for the requested accommodation.

- B. Equal Educational Opportunities.** No person is to be excluded from participating in, denied the benefits of, or otherwise subjected to unlawful discrimination in any educational program or student activity.

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the North West Hendricks School Corporation will attempt to foster an educational environment that provides equal education opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, color, sex, national origin, economic status, or handicap.

- C. Students with Disabilities.** Students with disabilities located in the attendance area of the North West Hendricks School Corporation shall be educated and participate in academics, non-academic, and extracurricular activities with non-disabled students to the maximum extent appropriate. Whenever possible, the student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes, or separate facilities, shall occur only when it is documented by the case conference committee that education in general education classes, even with the use of supplementary aids and services cannot be satisfactorily achieved.

The educational placement of students with disabilities shall be determined annually by a case conference committee, and shall be based upon the student's individualized education program. This method of placement of students is consistent with the theory of least restrictive environment, and shall be used unless the individualized education program requires some other arrangement. The case conference committee shall also take into account the potentially harmful effect of a suggested placement on the student, or on the quality of the services needed. If necessary, alternate educational placements shall be available to meet the individual needs of students with disabilities.

D. Education Surrogate Parent Policy. The School Corporation shall ensure that a pool of educational surrogate parents is available so that an educational surrogate parent may be appointed, when necessary, to protect the rights of students with disabilities. An educational surrogate parent shall be appointed when either:

- The student's parent(s) are unknown,
- Their whereabouts are unknown,
- After reasonable efforts a parent cannot be located,
- The student is a ward of the State of Indiana

The educational surrogate parent may represent the student in all matters relating to the identification, evaluation educational placement, and provision of a free and appropriate public education.

Any person assigned as an educational surrogate parent shall not be an employee of a public or private agency involved in the education or care of the student, or have any interest that conflict with student. The educational surrogate parent shall match the student's cultural and linguistic background to the extent possible, and shall possess the knowledge and skills necessary to adequately represent the student.

E. Suspension or Expulsion of Students with Disabilities. For students with disabilities, a temporary cessation of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, and given a written or oral statement of the charges leading to the suspension. If requested, a summary of the evidence will be provided, and the student given the opportunity to explain his actions. This informal hearing shall precede the suspension of a student, unless the nature of the misconduct requires immediate removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative days in a school year.

Before a student can be expelled from school the student and the student's parents shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a casual relationship between the student's behavior and the student's disability, the student may not be expelled. If however, the committee determines there is no casual relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not automatically cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

F. Alternative School. Students in grades 6-12 who are not successful on the regular educational setting may be given an opportunity to attend The Central Normal Campus as an alternative to the traditional classroom or an alternative to expulsion. Central Normal Campus is not an alternative to school attendance, but is designed to offer skills training and behavior modifications so that the student may re-enter the traditional classroom setting or finish up their remaining credits for graduation. Students will be referred by the administration of the North West Hendricks School Corporation for voluntary enrollment with the consent of the parent or guardian. An entrance committee comprised of the Building Principal or his designee, school guidance counselor, director of the Central Normal Campus, student and parents will meet to determine if the student is placed or accepted into the alternative school setting.

An Individual Service Plan (ISP) will be developed for each student, and the individual's academic skills will be assessed upon entering and exiting the program. The student will meet with an exit committee to determine if the student may return to his home school. Course credit will be awarded upon the successful completion of the courses the student is attempting. Successful completion may be determined by passing a proficiency exam on the course contents and meeting all attendance requirements.

A student, if assigned to the alternative school setting, will be required to furnish his own transportation.

G. Title 1. The purpose of the Title 1 program is to enable the North West Hendricks Schools to provide opportunities for all children served to acquire the knowledge and skill contained in the challenging Indiana content standards, and to meet the performance standards developed for all children in the state of Indiana. The Title 1 funds are to be used to ensure a quality education for all eligible students.

At the beginning of the school year, parents of each student elected for Title 1 services are to be notified of the reasons for their child's selection. This notification includes the Instructional objectives and methods of the Title 1 program, and a copy of the parent Involvement Policy. The process for notification used will ensure the full participation of parents who lack literary skills, or whose native language is not English. Following the selection of students, and the notification of their parents, the Title 1 staff will convene an annual meeting. The parents of all participating children are invited to this meeting, which may be either District-wide, or by individual building. At this meeting, the staff will confirm that all parents have a copy of the Parent Involvement Policy. Also at this meeting there will also be an explanation of the Title 1 goals and objectives, and explanation of how students qualify for this program.

The goals of the Title 1 Program address the needs of academic at-risk children, and are accomplished by:

- Aligning the efforts of the state, district, and school to help children served under Title 1 to reach high standards set for all children by the State of Indiana
- Providing an enriched and accelerated educational program, including, when appropriate, additional services that increase the amount and quality of instructional time
- Ensuring access of children, from the earliest age, to effective instructional strategies and challenging academic content
- Significantly upgrading the quality of instruction by providing staff with substantial opportunities for professional development
- Coordinating services under Title 1 with other instructional programs, other educational services and when feasible, with health and social service programs funded with other sources
- Affording parents meaningful opportunities to participate in the education of their children at home and at school
- Distributing resources, in amounts sufficient to make a difference, where needs are greatest
- Improving accountability, by using state assessment systems designed to measure how well children are served under Title 1 and achieving state student performance standards
- Providing school-based planning and flexibility to schools and teachers in exchange for greater responsibility for students performance

The North West Hendricks School Corporation is committed to building a strong parent-school partnership. The Corporation recognizes that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for success of the child. Parents will be consulted about the type and design of the training and services needed.

When the Title 1 staff contacts the parents of children in the program they will encourage them to become involved in helping their child achieve the goals of the program. The staff will let the parents know of the progress of the child, see if the parents have concerns, and give parents techniques to work with at home.

To increase the parents' effectiveness in working with their children at home at attain the objectives of the Title 1 program requirements, and participate in building a partnership between the home and school, support will be given through ongoing communication, training, and services.

The Title 1 staff will coordinate parent involvement activities with the Adult Education Act where possible each year.

At the end of each school year, Title 1 staff meets with Title 1 parents to assess the effectiveness of parent involvement program and to discuss how next year's program will be, designed, operated, and evaluated.

Appropriate training is provided to all Title 1 staff in increase their effectiveness in working with parents of participating students, and in building a partnership between home and school. This training will be a combination of workshops, in-service, and/or regional meetings.

- H. Advancing Children's Education Team (ACE).** The primary goal of the North West Hendricks School Corporation is to educate all students in the best way possible. The Advancing Children's Education (ACE) Team will utilize a team approach to facilitate a positive learning experience. The ACE Team will provide early recognition and intervention for students whose behaviors interfere with their own education. It is designed to provide assistance to students troubled by educational, emotional, social, and familial problems.

Using a team approach to respond to a student's problem and help that student utilize all their resources to achieve positive self-esteem is a goal of ACE. ACE will enlist the support and involvement of administrators, staff members, and parents/guardians to work and achieve a successful program for the "total" child.

- I. Due Process.** Indiana Code IC 20-8, 1-5.1, enacted by the Indiana General Assembly, guarantees due process for pupils suspended or expelled from classes for more than ten (10) days. In cases of expulsion for more than 10 days, the Superintendent of Schools will appoint a hearing examiner. This hearing officer will notify the student and his parents of the terms of "due process."

VIII. HEALTH

- A. Administration of Medication.** When it is necessary for a student to take medication during the school day, Indiana State Code 34-4-16.5-3.5 must be followed. Both prescription and non-prescription medication must be brought to the school clinic and kept there, unless the medication is an emergency medication for an acute or chronic condition and it has been determined by the physician that it is in the best interest of the student that he/she needs to have the medication on person during the school day. Then a note from the parent giving the child consent to have the medication as well as a note from a physician stating the condition is acute or chronic and that the child may self-administer the medication will need to be on file in the clinic. This note from the parent and the physician statement will need to be updated annually. All medicine must be in the original pharmacy container bearing the date, name of the student, name of medication and strength, directions for administering (frequency, amount, and route.)

- B. Administration.** Medication may be given or dispensed only by a school administrator, school nurse, or other school employee designated by the school administrator. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for administering injectable insulin or a blood glucose test by finger prick, shall receive proper training from the school nurse and such training shall be documented in writing by the school nurse and kept on file.
- C. Prescription.** The school must have written permission from the doctor and parent or legal guardian to administer prescription medication. This consent will be kept on file. The pharmacy label can serve as doctor's permission. The consent of the parent will be valid only for the period specified on the consent form, and in no case longer than the current school year. If the medicine is to be terminated prior to the date on the prescription, the written consent of the parent is required.

In no instance may the physician ordered medication dosage or frequency of administration for prescription medication be altered.

- D. Student Asthma Card.** No students may carry an inhaler without a Student Asthma Action Card being on file in the clinic. This card will be signed by the parent or guardian and the physician, and gives permission for the student to carry an inhaler on person.
- E. Non-prescription Medication.** All non-prescription medication must be in the original container that includes the name of the medication and recommended dosage and directions for use. Non-prescription medication is not to be taken without written permission from the parent who includes the student's name, name of the medication, amount and frequency of administration, and date of discontinuance. Non-prescription medication is to be kept in the school clinic and not carried on the student or kept in a locker.
- F. Illness or Injury at School.** When a student becomes ill at school his is to report to a teacher and only then sent to the school nurse. The school nurse, or an employee designated by the school administrator, will make the determination to send a student home because of illness or injury. When this determination is made, a member of the administrative staff will call the student's parent or guardian who is responsible for transporting the student home or for making arrangements for transportation. If the student is to be release to someone other than the parent or guardian, the school must be informed or the permission to release must be on file in the office.

If the student's condition appears to be or become such that immediate medical attention is required, emergency medical services will be requested and their recommendations will be followed.

The North West Hendricks School Corporation does not assume financial responsibility for emergency medical services, emergency transportation or medical services rendered.

- G. Immunizations.** As per Indiana Law, parents enrolling a student for the first time must provide a written statement or history of the student's health. No child will be permitted to attend school beyond the first day of school without furnishing this written statement on immunization records, as required by law, unless:
- The school grants the parents of the child a waiver for a period not to exceed twenty (20) days
 - The local health department, or physician, determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunization will not be completed before the first day of school. In this case, the parent of the child shall furnish this written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.
 - The school receives a written statement that the student has not received the immunizations due to religious beliefs.

H. Communicable Diseases: A.I.D.S., HTLV111 Virus, Hepatitis B, Tuberculosis

1. **AIDS** is a serious condition characterized by the presence of the HTLV111 virus and the existence of an opportunistic infection or malignancy; however, the HTLV111 virus may be present in other persons who either have less severe symptoms, known as ARC (Aids Related Complex), or who have no symptoms at all. All three groups may be carriers of the virus. To the individual who is a carrier of the HTLV111 virus, the risk of acquiring a deficiency in the body's immune-defense system and subsequent exposure to infectious disease or malignancy is of a major concern. To the students and other persons with whom a person diagnosed as having the HTLV111 virus might come into contact the concern is that such virus is not transmitted to them.
2. **Students with A.I.D.S. or HTLV111 Virus.** Research to date has shown that the HTLV111 virus has been found in the body fluids, i.e. blood, semen, spinal fluid, saliva, tears. No transmission of AIDS has been documented to date through either saliva or tears, however, published guidelines issued by both the Center for Disease Control and the Indiana State Board of Health advise that caution be taken by school personnel in providing proper hygiene in dealing with children who are prone to bite or mouth objects and dealing with the cleanup of vomit, feces, or blood.

Although Indiana law provides that a student with a dangerous communicable disease, which is transmissible through normal school contacts, may be excluded from school where such student poses a substantial threat to the health and safety of the school community, recent rulings by the Office of Civil Rights under Section 504 of Rehabilitation Act of 1973 in cases involving other communicable diseases which are not known to be transmissible through casual contact, make it clear that any determination to provide education to a student suffering from a disease such as AIDS or ARC in an environment other than the normal classroom setting must be made on a case by case basis by a multidisciplinary team composed of medical and education professionals. Guidelines issued by the Center for Disease Control support this approach. Factors which should be considered in assessing whether a child suffering from AIDS or ARC should be educated in the normal classroom setting should include:

- a) The age of the child
- b) The child's social maturity
- c) The current state of health in light of the child's disease
- d) The presence of measles or chickenpox or other childhood infectious disease among the general student population
- e) The ability of the child to perform basic hygiene procedures
- f) The privacy rights of the student

The child's right of privacy should be respected by limiting the number of school officials having actual knowledge of the student's illness to those persons who are directly involved in working with the child, i.e. principal, child's teacher(s) and nurse. These persons who work directly with the child need to know about the individual needs of the child in order to adequately provide for the student's educational needs and to assure that appropriate procedures are followed to avoid contact with body fluids.

The educational placement decision of the multidisciplinary team should be reviewed at least monthly by that multidisciplinary team to consider any charges which might be appropriate in light of all of the circumstances. In order to fulfill its duty to provide a public education to the students of the North West Hendricks School Corporation, while also providing for their safety and well-being, and, bearing in mind the current medical knowledge regarding the nature and transmission of the HTLV111 virus and the serious consequences of AIDS, the Board of School Trustees of the North West Hendricks School Corporation adopts the following policy regarding AIDS:

A committee composed of both school and medical personnel shall be convened at the direction of the Superintendent or the

Superintendent's designee, to evaluate any child known to be infected with HTLV111 to determine whether or not such child may be safely educated within the normal school environment and to determine what, if any, special procedures must be followed with respect to such child if the child remains in school.

The committee will consist of:

- Superintendent
- County Health Officer
- Physician (Appointed by the Board)
- Corporation Nurse
- Building Principal
- Student's Physician
- Student and/or Student's Representative

The committee should look to any guidelines issued by the Center for Disease Control, the Indiana State Board of Health, and currently published material in making its determination.

Homebound instruction should be provided for any child diagnosed with having the HTLV111 virus that the committee has found regular school attendance unsafe.

The Superintendent shall ensure that only those school officials and teachers with a need to know are informed of the identity of any student who is reported to be infected with the HTLV111 virus. The Student's right to privacy, as established under the Family Education Rights and Privacy Act (20 U.S.C. 1232 g) and accompanying regulations regarding the confidentiality of student records, must be stringently enforced with respect to such student.

In-service education for all school employees, which will provide them an understanding of AIDS and precautions to be observed in dealing with infected students, will be implemented. It shall be the policy of the North West Hendricks School Corporation to provide simple and effective precautions against transmission of disease in the school environment, and comply with blood or body fluids in the scope of his employment will receive training and access to the necessary equipment to prevent transmission of communicable diseases.

Routine procedures should be established by Building Principals and directors of ancillary personnel in the proper cleanup and disposal of surface and materials contaminated by body fluids and excrement. Building personnel should be trained in such procedures by those directly responsible for their supervision. Before an employee is given an assignment where contact with blood or body

fluids is likely, it is the responsibility of the supervisor to determine the employee has been provided the necessary training, including training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable diseases. An attendance record of an employee's participation in the training shall be maintained. IF an employee fails to use the universal precautions, or fails to attend the training sessions, the employee will be subject to sanctions, including discipline and dismissal, if warranted and deemed appropriate by the Board.

3. **Employee or Prospective Employee with A.I.D.S. or HTLV111.** Any employee or prospective employee who is found to have the HTLV111 virus or related disease shall be evaluated by a committee of both school and medical personnel to determine whether a reasonable accommodation can be made in the employment responsibilities and duties to continue such employee in employment or to hire such a prospective employee.

The committee will consist of:

- Superintendent
- County Health Officer
- Physician (Appointed by the Board)
- Corporation Nurse
- Building Principal
- Employee and/or his Representative

The Superintendent shall ensure that only those with a need to know are informed of the identity of any employee, or prospective employee, who is reported to be infected with the HTLV111 virus.

4. **Hepatitis B and/or Tuberculosis.** The school and medical personnel team approach as set forth in this policy shall also be utilized in determining whether any student or employee who has been tested to be a positive reactor to Hepatitis B or Tuberculosis can be safely educated in a normal classroom environment or reasonably accommodated for employment purpose as required by the Rehabilitation Act of 1973 (29 U.S.C.A. SS 701 et seq., 794), and the Americans with Disabilities Act.

I. Emergency Disaster Plan. In order to provide for the optimal safety, security, and well-being of students, staff, and visitors, the North West Hendricks School Corporation has established an Emergency Disaster Plan to identify certain emergency situations such as:

- Emergency Medical Services

- Fire Departments
- Local, County, and State Law Enforcement Agencies
- County Emergency Management (Civil Defense)
- Fire
- Tornado
- Hazardous Material Spill
- Bomb Threat
- Severe Winter Weather/Winter Storm
- Serious Accident, Injury, or Illness
- Other non-specified emergency situations such as Earthquake, Flood, Etc.

This Emergency Disaster Plan (EDP) is to establish a line of accountability and communication between students, staff, and authorized services agency personnel, including, but no necessarily limited to,

- Emergency Medical Services
- Fire Departments
- Local County, and State Law Enforcement Agencies
- County Emergency Management (Civil Defense)
- County and State Board of Health

The EDP will have in place of action for identified emergency/disaster situations that will facilitate the safety and security of NWHSC students, staff, and visitors. After familiarizing students and staff with procedures and actions necessary to optimize their safety, security, and well-being, it shall be a goal to become proficient in the implementation of emergency/disaster procedures. A system to evaluate the effectiveness of each emergency/disaster plan drill or valid alarm or warning will be established.

J. Use of Automated External Defibrillator.

1. Policy. The Board of Trustees of the North West Hendricks School Corporation recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The school corporation has purchased eight of these units for use by qualified personnel. The Board of Trustees approves the use of AED units subject to the following conditions:

a.) Employees of the Corporation will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and Adult CPR. Employees will be given a yearly update and review. Employees will be recertified every two years through the American Heart Association. Acceptable certification will consist of completion of an American Heart Association “Heart Saver AED” course and an Adult CPR course.

b.) The corporation will provide American Heart Association “Heart Saver AED” training for employee deemed to require such training by the school nurse. Employees who are certified will be designated as authorized users after a review of their credentials and approval by the school name.

c.)The Emergency Medical Service System will be activated immediately upon opening an AED security cabinet. The local fire department serving the school building’s area will be advised of all uses of an AED by employees of the corporation.

d.) One AED each will be issued to North Salem Elementary, Pittsboro Elementary, Pittsboro Primary, and the Central Office. Two AEDs will be issued to Tri-West Middle School and Tri-West High School.

e.) Each AED unit will be checked monthly by the school nurse or health assistant with regard to battery condition, overall readiness for use and adequate supplies including:

- The AED and the carrying case;
- Two (2) sets of pads
- Two (2) towels;
- Two (2) razors;
- Pocket mask with one-way valve;
- Three (3) sets of latex-free gloves;
- Equipment Supply Check Sheet;
- Scissors

f.) The monthly check will be documented on the “Automated External Defibrillator Supply/Equipment Checklist” and kept with the AED. A copy of all documentation will be retained as a permanent record.

g.) Following the use of an AED, the school personnel involved along with the responding EMS personnel will meet for a debriefing session.

h.) The data from the AED will be reviewed by the Physician of Record, EMS personnel and school nurse who will identify any related areas that require remediation and will recommend a plan of corrective action if needed.

2. Procedure.

a.) In order to use an Automated External Defibrillator (AED) the following three conditions must exist:

- Unresponsiveness
- No breathing
- No pulse

b.) If a person eight years of age or older is found to be unresponsive, trained school personnel will designate a person to retrieve the AED and phone 911. (When opening the security case, 911 will automatically be called.)

c.) The school personnel with the unresponsive person will begin the steps of CPR checking for the absence of breathing and cardiac activity.

d.) When the person returns with the AED, the machine should be turned on immediately. The chest should be exposed and if needed should be shaved and dried off. If the person is lying in water the body should be moved to a dry located and the chest should be dried off. If there are any medication patches on the person they should be removed and the area wiped off with a towel.

e.) After preparation of the chest is done, then the electrode pads should be placed. One should be placed on the right side of the chest just below the clavicle and above the nipple. The other should be placed on the left side of the body a few inches below the left armpit.

f.) At this time the AED will voice prompt the school personnel and will analyze the person's cardiac activity. The machine will indicate whether a shock is advised. If a shock is advised the school personnel will speak in a very loud and clear voice to "stand clear" prior to administering the shock. This will continue up to three cycles or until the person's heart rhythm indicates that a shock is not advisable, at which time the person will be reassessed for breathing and circulation. If there is still no breathing or signs of circulation then CPR will be continued. If the person resumes normal breathing and cardiac activity then the person should be turned their side in the recovery position. The AED electrode pads should not be removed and the machine should be left on.

g.) This activity will continue by the school personnel until EMS arrives.

h.) Upon the arrival on EMS, school personnel will step aside and only assist when asked to by EMS personnel.

K. **CPR Training.** CPR Training is provided to staff members as needed.

L. **Policy and Procedure for Administration of Naloxone (Narcan®)**

Purpose:

- Naloxone is an opioid antagonist that I used to reverse the effects of opioid or opioids.
- Current research has determined that naloxone administration has been found to prevent deaths from opioid overdose, as well as reduce disability and injury from opioid overdoses.
- The rapid administration of naloxone may be life-saving in patients with an overdose due to opioid use.

Drug: Naloxone (Narcan®)

Dose:

- 2mg initial dose for individuals $\geq 20\text{kg}$ or ≥ 5 years of age
- Naloxone HCl 1mg/1ml, in pre-filled 2ml Luer-Jet™ Luer-lock prefilled syringe via intranasal atomizer

Indication: School Health Assistants may administer Naloxone to a person in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor. Person is unresponsive, very low respiratory rate or not breathing, low blood pressure, and there is no response to sternal rub.

Contraindications: Diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, subdural hematoma, toxicity from other drugs or allergy to any ingredients in Naloxone.

Procedure:

1. **Activate EMS: Call 911.** Health Assistant or designee will call 911 to activate emergency medical service response. Retrieve AED and Naloxone Kit.
2. **Assessment:** ABC's (**A**irway, **B**reathing, **C**irculation)
 - a) For pulseless individuals, initiate CPR and AED per normal protocol; notify incoming EMS
 - b) If pulse is present and victim is unconscious, assess breathing status.
 - i. If breathing is adequate (> 8 breaths/minute, no cyanosis) and no signs of trauma, place in the recovery position (left side) and continue to monitor
 - ii. For apnea (no breathing) with pulse, establish airway and begin rescue breathing
 - iii. If breathing is decreased or signs of low oxygen (cyanosis) and overdose is suspected (based on history, evidence on scene, bystander reports or physical exam) then proceed with Naloxone administration
 - c) Check for: foreign body in airway, level of consciousness* or unresponsiveness, respiratory status*, gasping for air while asleep or odd snoring pattern, pale or bluish skin, slow heart rate, low blood pressure, no response to sternal rub. Pinpoint pupils and track marks may be present, although the absence of these findings does not exclude opioid overdose.
 - d) *Level of consciousness: the Health Assistant determines that the person presents with a decrease in level of consciousness as evidenced by difficulty to arouse (responds to physical stimuli but

does not communicate or follow commands, may move spontaneously or is unable to arouse (minimal or no response to noxious stimuli, does not communicate or follow commands).

- e) *Respiratory status: the Health Assistant determines that the person presents with a depression of respiratory status as evidenced by a decrease in respiratory rate, and if available, interpretation of pulse oximetry measurement.
- f) Health Assistant determines the need for Naloxone administration.

3. Administration: Intranasal administration of Naloxone.

- a) Assess person for contraindications or precautions to Naloxone per available information
- b) Exclusion criteria also includes: nasal trauma or epistaxis
 - Administer Naloxone according to standing orders
 - Continue rescue breathing or CPR as needed
 - If no response, an additional second dose/vial may be administered after 3-5 minutes
 - Naloxone duration of action is 30-90 minutes
 - Transport to nearest hospital via EMS

Possible Side Effects: Acute withdrawal symptoms, change in mood, increased sweating, nervousness, agitation, restlessness, tremor, hyperventilation, nausea, vomiting, diarrhea, abdominal cramping, muscle or bone pain, tearing of eyes, rhinorrhea, craving of opioid, rash hives, itching, swelling of face, lips or tongue, dizziness, fast heartbeat, headache, flushing, or sudden chest pain.

Documentation: Record encounter in student's health record and on incident report for student, employee or visitor as applicable. Documentation must include patient presentation, route (intranasal), and dose that was administered as well as the patient's response to the Naloxone administration.

Adopted March, 2017

IX. GENERAL SAFETY POLICIES

A. Criminal History background Checks – Applicants/Contractors/Volunteers

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

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and

must be obtained no later than thirty (30) days after the individual's employment begins.

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

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

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

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

Any volunteer who may have direct, ongoing contact with children when performing services for the school must provide to the Corporation an expanded criminal history check and an expanded child protection index check may be required prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining an expanded criminal history check and an expanded child protection index check.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation expanded criminal history checks, and expanded child protection index checks for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining expanded criminal history checks, and expanded child protection index checks. An individual who is working for such an entity may also be required to provide the individual's limited criminal history, expanded criminal history check, and an expanded child protection index check to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history, an expanded criminal history check, and an expanded child protection index check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

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

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

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

Reviewed/Revised: August, 8 2017
Adopted: August 8, 2017

B. Criminal History Background Checks – Current Employees. To help ensure a safe environment and as required by state law, the North West Hendricks School Corporation will conduct an expanded criminal history check on each employee once every five (5) years. The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of an expanded criminal history check will be the responsibility of the employee unless otherwise collectively bargained with the exclusive representative of the employee.

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

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

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

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

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

LEGAL REFERENCE: I.C. 20-26-5-10(f), (h), (i), and (j)
I.C. 20-26-5-11

Reviewed/Revised: August 8, 2017

Adopted: October 10

C. Drug and Alcohol Offenses

- 1. Employee.** No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor before, during, or after school hours at school or in any school corporation location defined as below. No employee will unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 USC §812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1033.15, before during, or after school hours at school or in any other school corporation location defined as below.

“School Corporation Location” means any building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school corporation; or during any period of time such employee is supervising student on behalf of the school corporation or otherwise engaged in school corporation business.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy, and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school corporation federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of the school corporation's drug and alcohol policy shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

Legal Reference: 41 U.S.C. Section 701 et seq.

2. Student. Possession, consumption, or use of alcohol or drugs by a student on school property or at school sponsored event is an expulsion offense. The recommended length for students pending expulsion for such offenses will be for the remainder of the current semester plus the following semester. However, first time offenders may, upon the recommendation of the Building Principal, be permitted to pursue the following course of action:

- Parents and student agree to waive a due process hearing
- Parents and student accept expulsion for the remainder of the semester
- Parents and student agree to seek drug/alcohol counseling for the student, and provide documented proof the student did attend such counseling for no less than six (6) sessions. The cost of such counseling will be the responsibility of the student and his family.
- The parents agree to provide the school with verified proof the student is drug-free upon his return to school. The cost of such verification will be the responsibility of the student and his family.
- If the student is of driving age, a report will be filed with the Bureau of Motor Vehicles notifying the agency of the student's expulsion. A student's license may be suspended by the Bureau until the end of the semester during which the person returns.
- Failure to comply with all the above will result in the student being denied the right to re-enroll the ensuing semester. In addition, the Building Principal will contact law enforcement officials and inform them of the student violation of the drug and alcohol policy. This may result in criminal prosecution.

D. Drug and Alcohol Testing

1. Employee. An applicant or employee may be requested to undergo a drug/alcohol test when there is a reason to believe that an employee is under the influence of a controlled substance, alcoholic beverage, and/or other mind-altering substance during working hours. This "reason to believe" includes, but is not limited to, the smell of alcohol, erratic and/or dangerous behavior, inability to perform work in a safe and productive manner, an arrest or conviction related to alcohol or drug use, or being in a physical or mental condition that creates a risk to the safety and well-being of any employee, student, or member of the public.

When requested by the proper administrator, the employee will report to a laboratory designated by the North West Hendricks School Corporation. Testing is to be done within 24 hours of the request. If there is any legitimate medical explanation for a positive test result, that evidence must be submitted within five (5) days to the administration for evaluation.

Employment is conditional upon drug test results. The North West Hendricks School Corporation practices a zero tolerance policy for drug use, and is committed to maintaining an environment free from the influence of drugs or mind altering substances. Refusal to submit to drug testing can result in termination.

2. Student

Statement of Need and Purpose

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold: (1) to provide for the health and safety of our students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. This program is non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

Introduction

This program does not affect current policies, practices or rights of the North West Hendricks School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The North West Hendricks School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

The North West Hendricks School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the

extracurricular activities in the North West Hendricks Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all North West Hendricks School Corporation students in grades 6-12 who wish to participate in extracurricular activities that are listed below:

- a) Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
- b) Music. (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.)
- c) Academic Teams
- d) Drama
- e) National Honor Society
- f) Student Government
- g) All clubs approved by the school corporation.

This policy also applies to any student who wishes to drive to school, from school, or during school.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation in any extracurricular activity. Failure to comply will result in non-participation and/or no issues of a student driving permit to school.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Association, or when a student moves in to the District and joins an activity, all students wishing to participate in that season's sport may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students may be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular North West Hendricks School activities or drive.

Each student shall be provided with a "consent form," which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at North West Hendricks Schools.

Non-Punitive Nature of Policy

No student subject to this policy will be penalized academically for testing positive for illegal drugs or banned substances. The result of drug testing pursuant to this policy will not be documented in any student's academic records. Information regarding results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the North West Hendricks School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the North West Hendricks School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process.

Banned Substances

For the purpose of this Policy, the following substances or their metabolites that can be test for are considered illicit or banned for North West Hendricks School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Opiates	Phencyclidine
Propoxyphene	Other specific drugs	Nicotine

Testing Procedures

- a) The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing. The principal/designee will use a system to assure that students are selected in a random fashion.
- b) If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request that his/her student's name be placed in the pool.
- c) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- d) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- e) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parent/guardian will be called and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- f) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- g) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
- h) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
- i) The specimens will then be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substance under the laws of the

state of Indiana). Also, “performance enhancing” drugs such as steroids may be tested.

- j) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO)

Chain of Custody

- a) The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.
- b) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.
- c) Before the student’s urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- d) A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only the lab testing the specimen.
- e) If the seal is tampered with or broken, after leaving the student’s possession and prior to it arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
- f) The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. Then faucets in the restroom will be shut off.
- g) After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/designee.

- h) In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead the student's random identification number will appear on the container. Also, the result sheet from the urinalysis will be mailed back to the principal/designee with no name attached; only the student's random identification number will appear on the result sheet.

Statistical Reporting and Confidentiality of Drug Test Results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the North West Hendricks School Corporation Board of School Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative results, and what substances were found in the positive urine specimens.

Financial Responsibility

- a) Under this policy, the North West Hendricks School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug tests that must be conducted will be paid for the student or his/her parent/guardian.
- b) A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- c) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
- d) A request by a parent/guardian/student to be tested outside the requirements of this policy will be the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this trust testing program, any staff, coach, or sponsor of the North West Hendricks School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

E. Possessing Firearms or Destructive Device on School Property.

1. Employee.

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

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

An employee who holds the position of School Resource Officer is authorized to carry a firearm in or on school property.

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

Others who may carry weapons on school property and not have locked in their cars are marshals, sheriffs, judicial officers, members of the Armed forces of the United State of America, or the National Guard or organized reserves, while they are on duty, or employees of the United States duly authorized to carry handguns.

Legal Reference: I.C. 35-47-9-1
 I.C. 35-47-11.1-4(6)
 I.C. 34-28-7-2

2. Student

1. No student shall possess, handle, or transmit any firearm or a destructive device or school property.
2. The following devices are considered to be a firearm under this rule: Any weapon that is capable of expelling, designed to expel, or can readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
 - a) An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov Cocktail, or a device that is substantially similar to an item described above,
 - b) A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, and
 - c) A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least a calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent or his designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

- a) No student shall possess, handle or transmit any deadly weapon on school property.
- b) The following devices are considered to be deadly weapons for purposes as defined in I.C. 35-31.5-2-86: 1) A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily harm. 2) An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime. 3) A biological disease, virus, or organism that is capable of causing serious bodily injury.
- c) The penalty for possession of a deadly weapon will be up to 10 days suspension and expulsion from school for a period of up to on calendar year.
- d) The superintendent or his designee shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule

Unlawful Activity

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

Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Legal References:	I.C. 20-33-8-1 et seq.
	I.C. 35-31.5-2-86

I.C. 35-47.5-2-4

I.C. 35-47-1-5

F. Discipline of Students. School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. Removal From Class or Activity by a Teacher:
 - a) A middle school or high school teacher may remove a student from the teacher's class or activity for a period of up to an hour within the school day if the student is assigned regular or additional work to be completed in another setting.
 - b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
 - c) If a teacher removed a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. Suspension from School – Principal: A school principal or designee may deny a student the right to attend school and/or take part in any school function for a period of up to ten (10) school days.
3. Expulsion: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Ground for Suspension and Expulsion.

Grounds for Suspension or Expulsion:

The grounds for suspension or expulsion listed in Section A below apply when a student

is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group including summer school.
2. Off school grounds at a school activity, function or event.

3. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of it use.
 - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - Setting fire to or damaging any school building or school property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in a manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property
5. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule K: A student with a chronic disease or medical condition may possess and self-administer prescribed medications for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed in how to self-administer the prescribed medication.
 - The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is presented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 13. Possessing, using, or transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered private parts of the body.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
 - a) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - Engaging in sexual behavior or school property.
 - Engaging in sexual harassment of a student or staff member.
 - Disobedience of administrative authority.
 - Willful absence or tardiness of students.
 - Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity.
 - Violation of the school corporation's acceptable use of technology policy or rules.
 - Possessing or using a laser pointer or similar device.
 - b) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunications device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school

administrators or a designated staff member to possess or use one of the devices listed in this rule.

- c) Any student conduct rule the school building principal establishes and gives notice of, to student and parents.

Student Harassment, Bullying, Intimidation and Threats

Bullying was defined in 2013 as part of House Enrollment Act 1423. Bullying now means over, unwanted, repeated acts for gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student and objectively hostile school environment that:

1. Places the targeted student in reasonable fear or harm to the targeted student's person or property.
2. Has a substantially detrimental effect on the targeted student's physical or mental health.
3. Has the effect of substantially interfering with the targeted student's academic performance.
4. 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.

At North West Hendricks, every student is given a classroom lesson over bullying. During the lesson, which last approximately 45 minutes, the students are educated on the definition of bullying and what the different types of bullying are (direct and indirect). The students are given multiple scenarios and must decide if they are considered bullying or not. In addition, the lesson discusses what to do if you see someone being bullied or if the students themselves are being bullied. They are also reminded that the bystanders are the most important people in stopping bullying. Students are reminded that all incidents of bullying in or around the school day or ECA functions should be reported to the building administration or any adult they feel comfortable relaying the information to. This lesson is delivered via video to all students, at a time to be determined by each building principal prior to October 15 of each school year.

Staff members that have direct, ongoing contact with our students, also receive training about bullying prevention and the reporting of bullying. This training includes; educated staff on what bullying is, the different types of bullying, appropriate intervention strategies, and how to report bullying among other things. This training is also provided an in-house training video. All teachers must sign off that they have watched and understand the video prior to October 15 of each year.

Procedures following incidents of bullying

Cyber Bullying: This type of bullying falls under the terms of harassment. Cyber bullying means the use of electronic communication or technology devices, which include but are not limited to, e-mails messages, instant messaging, text messaging, cellular phones, Internet blogs, social websites (e.g. Twitter, Facebook, etc.), Internet chat rooms, Internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of where such acts are committed on or off school district property and/or without the use of school district resources. For off campus conduct, the school district shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interferes with the rights of students to be safe and secure. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including suspension or expulsion.

1. Students should report bullying cases to an adult in the building. Students can report bullying to administrators, guidance counselors, or any other adult in the building they feel comfortable with and trust. Staff members are required by law to report to administrators and all situations will be investigated.
2. Staff members shall report any bullying incidents to the school administration and/or the guidance counselor within 24 hours of seeing or hearing of the bullying behavior. If necessary, the bullying incident should be reported to law enforcement.

On the Spot Interventions may include:

- a) Stop the bullying
- b) Support the victim
- c) Name the bullying behavior
- d) Refer to school rules
- e) Impose immediate consequences (when appropriate)
- f) Encourage the bystanders

Follow-Up Interventions may include:

- a) Increase adult vigilance and communication to prevent retaliation
 - b) Conduct talk with the victim (separate from the bully)
 - c) Conduct talk with the bully (separate from the victim)
 - d) Decide if bullying, conflict horseplay, etc.
 - e) If bullying report incident to administrator or guidance counselor within 24 hours
 - f) Implement supports for the child who is being bullied and the bully
 - g) Administrator or guidance counselor talks with parents of both the victim and the bully
3. Parents or legal guardians will be informed of any bullying incidents with 24 hours of the incident taking place. This includes the parents/guardians of the targeted student and the alleged bully.
 4. Teachers and administrators who fail to report a bullying will be subject to the classification of "Does Not Meet Standard" in the RISE Teacher Evaluation Rubric under Domain 4: Core Professionalism, 4.3 Policies and Procedures. All other staff members who fail to report bullying will have incidents recorded on their performance evaluation as an act of insubordination.

5. Students who falsely report bullying are subject to discipline consequences. Each act of false reporting will be recorded as an incident of insubordination. Penalties for acts of false reporting will be recorded as an incident of insubordination. Penalties for acts of insubordination are found in the student handbook.

6. There are follow-up services for both the victim and the bully, which include;

Victim

- a) Ongoing individual support from the guidance counselor and administrative team
- b) Contact parents to provide appropriate resources and information
- c) Encourage them to get involved in extra-curricular offerings at the school
- d) Provide additional resources or counseling opportunities from community partnerships as needed

Bully:

- a) Redo or retrain the student on Bullying Prevention lessons provided by the guidance counselor
- b) Provide specific and clear consequences to the bully.
- c) Provide empathy training to student (guidance counselor)
- d) Encourage them to get involved in extracurricular offerings at the school
- e) Provide additional resources or counseling opportunities from community partnerships as needed.

Suspension Procedure

When a principal or designee determines that a student should be suspended, the following procedures will be followed.

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a) A written or oral statement of the charges;
 - b) If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c) The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, a meeting will follow as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedure

When a principal or his designee recommends to the superintendent or his designee that a student be expelled from school, the following procedures will be followed:

1. The superintendent or his designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a) Legal Counsel
 - b) A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
 4. At the expulsion meeting, the principal or his designee, will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
 5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student's parent.

Right to Appeal

The student or parent has a right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

G. Search and Seizure

Personal Search

The principal or another member of the administrative staff designated by the principal and acting at the direction of the principal may search the person of a student during a school activity if the principal has reasonable suspicion for a search of that student. Search of the person of a student shall be limited to:

1. Search of the pockets of the student;
2. Any object in the possession of the student such as a purse, book bag, or cell phone, and/or
3. A "pat down" of the exterior of the student's clothing

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with this policy. Search of

the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Vehicle Search

The privilege of bringing a student-operated vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of the request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to the last paragraph of this policy.

Anything found in the course of the a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has not significant value
4. Turned over to any law enforcement officer in accordance with this policy.

Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and :

1. Returned to the parent or guardian of the student from whom it was seized.
2. Destroyed
3. Turned over to any law enforcement officer in accordance with this policy.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of all lockers may be conducted by school authorities for any reason at any time without notice and without student consent.

Other than a general inspection of all lockers whenever an individual student locker is the subject of a search based on reasonable suspicion of contraband being present, the student assigned to the locker being search should be present during the search if possible.

Legal Reference: I.C. 20-33-8-32

Student Desk Search

All desks made available for student use on the school premises are the property of the school corporation. These desks are made available for student use for storing school supplies and personal items necessary for use at school. The desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes of an educational function, or which are forbidden by state law or school rules. A student may not expect to have a privacy in a desk or its contents.

The student's use of the desk does not diminish the school corporation's ownership or control of the desk. The school corporation retains the right to inspect the desk and its content to ensure that the desk is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the desk to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

The Superintendent shall develop rules and procedures for the inspection and maintenance of school desks. The Board shall review and approve these rules and procedures prior to their implementation.

H. Smoke Free Environment

Use of Tobacco on School Property

The North West Hendricks School Corporation Board of Trustees is dedicated to providing a healthy, comfortable, and safe environment for our students, staff and community members. The Board also recognizes that the use of tobacco products presents a health hazard which can have serious effects both for the user and non user.

The School Board believes that the use of tobacco products on school property denies students, staff, and community members' access to clean air and introduces a substantial health hazard to these individuals. It is therefore, our position to create a "tobacco free" campus for all schools within the North West Hendricks School Corporation.

In accordance with this policy, "tobacco use" shall mean uses of all tobacco including a cigarette, cigar, pipe, snuff, e-cigarette or any other matter or substance, which contains tobacco.

All employees, students, and visitors shall not be permitted to use tobacco products of any kind or in any form while:

1. Inside a school building
2. On School Property, such as athletic facilities and/or other building grounds
3. Being transported to or from school events in a corporation vehicle.

Any individual found to be in violation of this policy shall be subject to the following consequences:

1. Students

Students that violate the “tobacco free” policy will be subject to discipline according to student handbook regulations (See Handbook for details).

2. Employees

Any employee found violating the “tobacco free” policy will be referred to his/her immediate supervisor.

3. Visitors

A visitor who is found to be in violation of this policy will be asked to refrain from such use. If a visitor fails to comply with a request to refrain from using tobacco products, he/she will be immediately directed to the supervisor in charge of the building at the time of the infraction. If the visitor should continue to disregard school officials, if necessary, an appropriate law enforcement agency may be contacted to assist with the enforcement of this policy.

I. Restriction of Registered Sex Offenders on School Property. Recognizing that the safety and welfare of students is of paramount importance, the North West Hendricks School Board of School Trustees hereby declares that, except in limited circumstances as defined below, North West Hendricks School Corporation (**NWHSC**) will not permit registered sex offenders to be on the property of the North West Hendricks School Corporation.

Denial of Access to School Property by a Registered Sex Offender

The Board of School Trustees declares that no registered sex offender may come on the property of the NWHSC except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, **except under limited circumstances as directed below**. A registered sex offender may not attend school functions that are held on school property. The Board of School Trustees authorizes administrators to secure the removal of any registered sex offender from the school property. Violations of the policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education, as deemed appropriate by school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is on the Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

Limited Circumstances

Limited circumstances may occur when a registered sex offender has either a right or a legitimate educational need to come upon school property. In such a case, prior to entering school property, the registered sex offender must contact the Principal of the school he/she wishes to enter in order to establish a written Individual Access and Child Protection Plan ("IACPP"). An IACPP will be established by discussion with the principal or his/her designee. The plan and approval will be in writing with signatures of the involved parties. Only after there is an approved written IACPP may the registered sex offender enter school property and may only do so within the restrictions of the IACPP. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for the event by the administrator of the school site.

Definitions:

Registered Sex Offender: as used in this policy, a registered sex offender is one whose name appears on the State or National Database for sex offenders.

School Property: all property owned or rented by the North West Hendricks School Corporation where instruction takes place or student performances or *activities* are held. Meetings held under the "open door" law are exempted from this policy. However, the offender must inform the administrator of his/her presence upon entry so as to allow for additional supervision. Extra-curricular events are considered being held on school property when the NWHSC or any school of the NWHSC has a rental agreement with the owner of such property.

School Functions: include all performances and events where students are present. This policy applies when such function is held on property owned by NWHSC or property rented by NWHSC.

Administrator: a NWHSC employee assigned to an administrative function for the School Corporation.

J. Child Abuse or Neglect Reporting Policy. The Board of Trustees of the North West Hendricks School Corporation recognizes that school employees may be able to identify abused or neglected children due to their continuous contact with school age children.

Any school employee who has reason to believe that a child is a victim of child abuse or neglect shall immediately make an oral or a written report to the Department of Child Services or to local law enforcement. After the report has been made, the school employee shall notify the school building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement. School personnel will not contact

parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.

School employees should be made aware they are required by state law to make the reports immediately. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity by statute from any civil or criminal liability.

All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person who is responsible for the welfare of the child named in a report.

"Reason to believe" as used in this policy means evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected.

Legal Reference: I.C. 31-33-5

Reviewed/Revised: August 8, 2017

Adopted: August 8, 2017

K. Use of Seclusions and Restraints. The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the eminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusions on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavior interventions and supports, prevention, de-escalation and crisis response techniques. Training

shall be done on an annual basis and given to the appropriate employees in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical constraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence or participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Seclusion

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials and objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent danger or serious physical harm to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

"Physical Restraint" means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself or others;
2. There is no medical contraindication to its use;
3. Other less restrictive interventions were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless the student demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity and if applicable, any requirements pursuant to a BIP or IEP.

If physical restraint is imposed on a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed in the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical Restraint should be applied only individuals who have received systematic training through the corporation-designed program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine where the use of restraint is warranted, including compliance with any BIP or IEP requirements.
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as developed by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

Legal Reference: IC 20-20-40

L. Criminal Gangs and Criminal Gang Activity in Schools. The Board of School Trustees of the North West Hendricks School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

- a) Criminal Gang. Means a group with at least three (3) members that specifically: (a) either promotes, sponsors, assists or participates in, or (b) requires as a condition of membership or continued membership, the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.
- b) Gang Activity. Means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

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

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's

designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

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

The principal shall provide the parents of the students who were investigated with the information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with the other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly-scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race,

ethnicity, age and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

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

X. Dismissal of School

- A. Weather.** School shall be dismissed for inclement weather when, in the opinion of the Superintendent, or his designee, such conditions exist. Inclement weather conditions can refer to, but is not necessarily limited to, snow, ice, temperature, tornado, or other severe weather.
- B. Hazardous Material Spill.** In the event of a hazardous materials emergency, the school building will be evacuated immediately. The building Principal or School Superintendent will contact the director of transportation to arrange for transport of the students to their homes. Parents will be notified of the evacuation through the news media and/or via automated call system. This notification will include the request that parents NOT drive to the school to pick up their children unless this is their usual means of transportation. Should transportation to the students' homes be inadvisable, due to the hazardous material, students will be transported to a temporary shelter and their parents notified.
- C. Dismissal.** Any dismissal required under the approved safety manual will follow the plans as laid out in the safety manual.

XI. Vehicular Traffic

Vehicle traffic that is disruptive, hazardous, harmful, or a nuisance shall be prohibited on school property. School personnel shall solicit the assistance of law enforcement agencies as needed to control vehicle traffic. The Board of School Trustees cannot remunerate any person or persons for damages resulting from violations of policy.

- A. Operation of a Motor Vehicle.** The right to drive a motor vehicle is controlled by the State of Indiana. Operating a motor vehicle on school property shall be considered a privilege. All student drivers must abide by the rules and regulations of the North West Hendricks School Corporation, as well as those of the State of Indiana. Students who lose their driving privilege must find other transportation to school which may include riding the school bus.

B. Report to Bureau of Motor Vehicles. Indiana Code prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student who is less than 18 who is:

- An habitual truant
- Under at least a second suspension from school for the school year
- Under expulsion from school, or who has withdrawn from school for a reason other than financial hardship

The Bureau of Motor Vehicles is also required by Code to invalidate a student's license or permit for the same reasons. The school will submit a report to the Bureau of Motor Vehicles giving the name of all students who fall within one of these categories.

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

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

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

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

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.
2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - a) There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - b) Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - c) There are safety or emergency situations,
 - d) There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - e) The bus is idling in traffic
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

Legal Reference: 410 I.A.C. 33-4-3

XII. Release of Students and/or Information

A. Leaving Building. The North West Hendricks School Corporation operates all of its schools as closed campuses. Students are not permitted to leave the school grounds without permission of the administration. No student regardless of age is allowed to leave without the permission of the building administrator and proper parental notification. A student who leaves the grounds without permission is considered truant, and is subject to disciplinary measures, up to and including expulsion for repeated offenses.

B. Release of Student. It is the responsibility of the School Corporation to provide for the safety of the students. No student will be released from school to an adult who is not the student's parent or legal guardian without the written permission of the parent/guardian being on file in the office.

D. Education Data Support Student Success and School Improvement. Teachers need data to understand when students are thriving and when they need more support in learning specific concepts. Parents and guardians need access to their child's educational data to help them succeed. Students need feedback on their progress so they can make good decisions about program choices and prepare for success. School Officials and community members need to understand school performance and know if scarce education resources are being allocated fairly and effectively.

How NWHSC Protects Education Data

We follow federal and state education privacy laws and adhere to privacy and security policies. When we use an online service provider to process or store data, they also must adhere to certain federal and state and privacy laws. We also expect them to use current security protocols and technology.

For example, the Family Education Rights & Privacy Act (FERPA) gives parents rights related to their children's education records and personally identifiable information. Additional information is available in our annual notice to parents of their rights under FERPA and from the U.S. Department of Education at <http://familypolicy.ed.gov/>.

Additionally, the federal Children's Online Privacy Protection Act (COPPA) prevents child-directed websites and apps from collecting certain personal information from anyone under 13 years of age without parental permission. Our school system may consent on behalf of parents in the education context when student information is collected for the school's exclusive use and benefit and for no other commercial purpose.

Under FERPA, our vendors cannot use the education records we provide in any way that is not authorized by the school district. They cannot sell this data or allow others to access it except as we permit in accordance with federal and state education privacy laws.

Our Commitment

We are working to improve your children's education by ensuring it meets their unique needs. It would be very difficult to accomplish this goal without the ability to capture important information about your child's progress. Protecting personal information in secure and responsible ways is at the heart of our efforts to provide a richer and more dynamic learning experience for all students.

Parents and guardians want assurances that personal information and data about their children are secure and protected by our school system. These questions are rising as we use the internet, mobile apps, cloud computing, online learning and new technologies to deliver exciting new education services.

At our school, we strive to be clear about what data we collect, how data support your child's education and the safeguards in place to protect that data.

What data do we collect and why?

1. Improving the Education Program. We collect results from local, state and national assessments to provide teachers, administrators and parents important information about student program and school performance and improve the education programs we offer.

2. School Operations. We collect data such as addresses and phone numbers, gender and age, as well as information to ensure student safety and accurate reporting to help run our school operations efficiently.

3. Striving to Meet the Needs of Students. We collect surveys and other feedback to improve teaching and learning and address other issues important to students and their families.

4. Measuring Progress and Participation of our Students. We collect data such as attendance, grades and participation in school-sponsored extra-curricular activities to enable students to succeed.

XIII. Instructional Programs

A. Student Enrollment. A child must be six (6) years old on or before August 1 preceding the start of the school year in order to enroll in the first grade in the North West Hendricks School Corporation.

A student residing in Indiana is not entitled to enroll in a public school kindergarten unless the student is five years of age by August 1 of the given year. The North West Hendricks School Corporation requires a child be five (5) years old by August 1 in order to enroll in Kindergarten.

This requirement may be waived in the event parents move into the North West Hendricks School Corporation after the first grading period, and provided the child has attended school regularly at the previous residence.

An appeal to admit a student into the Kindergarten program will be considered when a child's birthday falls after the State Kindergarten age requirement of August 1. The parent appeal process for early entrance of students who do not meet the State Kindergarten age requirement is to be based on multiple sources of information:

- The parent shall complete to the prescribed appeal application. Appeals are to be forwarded to the Superintendent no later than April 1 prior to the next school

year. Appeals made after April 1 will not be considered unless the parent and child moved in the school district after April 1.

- The Superintendent will appoint a review team consisting of 2 kindergarten teachers, and elementary principal, and, possibly the school counselor. The child's social, academic, and emotional levels are to be assessed by the team. Multiple sources of information shall be used including, but not limited to, appeal application information, parent interview, student interview, and student observation. The review team shall approve or deny the request based on the information.
- A conference to explain the information and the team's decision will be offered to the parent. The review team's decision may be appealed to the Superintendent for final determination.

For kindergarten and first grade pupils a birth certificate must be presented as proof of age before a child may be enrolled. A health record reflecting necessary immunization will be required by the School Corporation. Every pupil enrolled in kindergarten or first grade for the first time in the North West Hendricks School Corporation must be accompanied by a parent or guardian at the time of enrollment.

I.C. 20-28-2-7

B. Residence and Tuition. No student may enroll in the North West Hendricks School Corporation unless he is a legal resident of North West Hendricks School Corporation, except for one or more of the following reasons:

- Students who previously resided in the school district during their junior year who have successfully completed their junior year and moved out of the Corporation, can attend free of tuition during their senior year.
- Those students transferred as a result of State of Indiana, action; and/or
- Students whose parents(s) or guardian(s) have requested and been granted permission by the School Board to attend North West Hendricks Schools as a tuition transfer student. Tuition payments should be paid according to Indiana Law. (See Addendum – NWHSC Transfer Policy)

C. Transfer of Credit. The North West Hendricks School Corporation has the responsibility to insure that all students are properly placed academically. To fulfill this responsibility to students transferring into this school district the following shall apply:

- A transferring school will be considered accredited, if it is accredited by the Indiana State Board of Education, or in the case of a transferring school outside the State of Indiana, by the equivalent government agency in that jurisdiction.
- Credit earned in an accredited school will be considered as equivalent to credit earned in the North West Hendricks Schools. All course requirements of this school

district must be met. Determination of the application of courses of the transferring school to course requirements at the North West Hendricks Schools shall be made by the receiving school's principal or his designee within ten (10) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the student.

- D. Transfer from an Unaccredited School.** In grades, K-8, the appropriate academic placement shall be determined by the building principal. The principal shall use as criteria for placement the available standardized test scores, degree of course equivalency of transferring school as compared to the North West Hendricks Schools, and other data relative to the student's ability. If deemed necessary, further testing may be conducted before a decision can be reached.

In grades 9-12, credit will be accepted at Tri-West Hendricks High School from only accredited schools as defined above. The only exception to this would be if a student could pass a department written exam pertaining to any course for which credit is sought.

An appeal from any determination, concerning academic placement of a student, may be made to the Superintendent of Schools. The appeal to the Superintendent must be made in writing by the parent or guardian within ten (10) days after receiving the principal's determination of placement. The appeal must show that the facts do not support the determination of the principal or that the recommended placement is not in the best interest of the child. The Superintendent shall make a decision within ten (10) days after receiving the appeal.

- E. Attendance Districts.** The attendance districts for Pittsboro Elementary, Pittsboro Primary, and North Salem Elementary are separated by County Roads 100 East from Road 300 North to Interstate 74, West to Road 75 East, and North to the Boone County Line. All students living on the west side of the roads will attend North Salem Elementary. Students shall attend a school in the district of the parents domicile. Any exception to the designated school attendance will be made by the Superintendent.

Attendance districts may be adjusted annually to enable the best usage of our facilities. Exceptions necessary to facilitate the educational process may be made at the discretion of the Superintendent. Any denial of attendance at a particular school may be appealed to the Board, and will be considered on a case by case basis.

- F. Graduation.** Graduation exercises are provided as recognition of the completion of all high school requirements. Diplomas will be conferred to all students who have met the credit requirements as established by the North West Hendricks Board of School Trustees. The units may include course work through accredited correspondence or

class attendance in approved regional programs. Protocol should be followed to ensure that high school graduation is a meaningful experience. Graduation exercises are a privilege that a Principal may keep a student from actually attending.

North West Hendricks' philosophy of education is that high school is primarily established as a four year secondary training institution. The school authorities strongly recommend that a student plan his program around the four-year schedule. However, under certain individual situations, the school recognizes that it might be desirable for a student to fulfill the requirements for graduation in a period of three or three and one-half (3 ½) years. In order for a student to be graduated early the following requirements or stipulations must be met:

- The intent to graduate mid-year will be indicated by enrolling in Economics the 6th semester, or in both government and Economics the 7th semester. To enroll, a student must obtain from and return to the Guidance office, a signed student/parent mid-year graduation request form.
- All criteria for the regular requirements must be met by the requesting senior, with the exception that these requirements will be met in the shortened term of three and one-half (3 ½) years rather than four (4) years.
- Mid-year graduates who elect to receive their diplomas at that time or as soon as possible, forfeit the privilege of participation in all senior activities (including graduation) thereafter.
- It is further understood that the mid-year graduate who does not elect to receive a diploma, relinquishes all rights as a student, except that he/she may participate in the Jr./Sr. Prom, Senior Class trip and graduation Exercises and other senior related activities, if he/she obeys directions and instruction from the High School Principal.
- Criteria for Early Graduation at Tri-West High School shall be the following:
 - a. Complete a minimum of 43 credits of high school classes.
 - b. Complete a Core 40 diploma or better unless approved by the building principal for a special circumstance.
 - c. Pass both Algebra and English ECA or equivalent tests required for graduation.
 - d. Credits earned outside of the traditional classroom must have counselor and principal approval.
 - e. For students wishing to graduate in six or seven semesters, one or two semesters of English are required within the school setting or outside of the traditional classroom.

G. Early Graduation and GPA Related Academic Honors. All freshmen beginning with the class of 2018 will be required to declare their intention to move into the cohort one grade level above by September 1st of their first year at Tri-West High School. Any freshman who chooses to move up a cohort before this date will be counted as a member of that cohort for purposes of valedictorian and salutatorian selection,

class rank calculations, senior choice award ceremonies, and any other GPA-related honor for the rest of his/her time at Tri-West High School.

A student can still decide after September 1st of his/her freshman year, or in the years that follow, to graduate with an earlier cohort. However, if this intent was not declared before September 1st of his/her freshman year, the student will not be eligible for GPA-related awards and honors (i.e., valedictorian and salutatorian selection, class rank calculations, senior choice award ceremonies) with his/her new cohort. Similarly, if a student declares their intent to graduate with an earlier cohort by September 1st of his/her freshman year at Tri-West High School, they may reverse that decision in the years that follow and return to his/her original cohort. However, the student will not be eligible for GPA-related awards and honors (i.e., valedictorian and salutatorian selection, class rank calculations, and senior choice award ceremonies) upon returning to his/her original cohort.

If a student makes no declaration of intent to move up a cohort by September 1st of his/her freshman year at Tri-West High School, they will remain a part of his/her original cohort for the remainder of his/her time for the purposes of GPA-related awards and honors (i.e., valedictorian and salutatorian selection, class rank calculations, senior choice award ceremonies).

Any student that enrolls at Tri-West High School after September 1st of his/her first year of high school will not have the option of moving up a cohort for the purposes of GPA-related awards. Any such student will remain in his/her original cohort for the remainder of their time at Tri-West High School.

H. Excellence in Education Staff Selection. The following steps will be used to determine which staff member the top 15 seniors will honor during the Excellence In Education Night:

1. Seniors will choose a current or retired North West Hendricks School Corporation staff member to honor based on their class rank. The senior ranked first will have first choice.
2. All seniors will be required to select three potential staff members to honor in order of preference in case their staff member has already been selected. Any senior that refuses to select three staff members will not be eligible to participate.
3. Class rank will be determined based on a seven semester class rank rounded to two decimal places (example: 4.22).
4. In the case of a GPA tie in which the tied students choose the same staff member and no solution can be agreed upon between the students in question, a coin flip will determine which student gets to honor the desired staff member.

5. Active and retired North West Hendricks School Corporation staff members are eligible to be chosen. Former staff members who are currently employed in other districts are not eligible.
6. While inclusion in the ceremony is an honor for students, the emphasis of the program will be recognition of deserving staff members and their positive influence on student achievement.

I. Attendance. In order to assure necessary instructional time for appropriate student learning regular attendance is expected of all children. Every student is expected to be in every class every day. Students are expected to comply with Indiana State Law regarding attendance. According to Indiana law in the following instances students are not counted as absent:

- Page or honoree in the Indiana General Assembly
- Witness in judicial proceedings. (This includes any required court appearance for probation hearing)
- Helper to a political candidate, a political party, or to precinct election board on the date of an election.
- National Guard Duty
- Civil air patrol participation
- School sponsored field trips

School Principals have established specific attendance rules and regulations for each building. These rules and regulations are for normal school attendance as well as absenteeism due to family vacation periods and educational field trip experiences. It is the policy of the North West Hendricks School Corporation that the student must receive verification of the reason for the student's absence within 24 hours of the student's return to school.

There are specific reasons a student may be absent from class and allowed to make up their work. These excused absences are:

- Illness of the child or medical, dental, and/or clinical appointment
- Death in the family
- Court appointment
- Required church observance
- Quarantine and communicable disease
- Exhibiting project at the Indiana State Fair
- Approved vacation days not to exceed five (5) school days
- Sponsored activities determined valid by the Principal

The determination of whether the reason for an absence is valid, and therefore an excused absence where work is allowed to be made up, or not, rests with the

administration of the building. Class work missed for family travel may not be made up for credit if the absences are not pre-arranged.

Work missed due to unexcused absences cannot be made up for credit. Unexcused absences will result in disciplinary action in accordance with school policy if the absence is deemed by the school to fall under the category of truancy. Students who are absent from school without the permission of the school officials and parents for a reason other than those permitting an absence to be classified as excused will be recorded as truant. Three truancy offenses may result in expulsion.

J. Homework. The North West Hendricks School Corporation views homework as an out-of-school assignment that should contribute to the educational process of the student. It is viewed as an extension of class work and should be related to the objectives of the present curriculum studied.

Homework can be a tool to motivate students and promote learning. Homework is also viewed as one way to improve time spent in learning and to strengthen the self-discipline student needs to concentrate.

It is sincerely hoped that parents and teachers would be partners in the education of the student. Their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership. The effectiveness of a Homework policy depends largely on the concern each student's parents and teacher show for his/her welfare. As each student matures, however, their success with homework becomes progressively more dependent on their efforts. When all concerned know exactly what is expected, homework can be rewarding.

Objectives of Homework are:

- To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.
- To teach students responsibility and organization skills.
- To promote the wise and orderly use of time.
- To provide opportunities of enrichment activities.

Teacher Responsibilities are:

- To make specific homework assignments and to make sure students know what is expected of them as instructed by the administration.
- To include within the homework assignments, activities, that relate to classroom activities.
- To evaluate homework assignments and to share their results with the student.

Parent Responsibilities are:

- To encourage and to support the student's effort by being available for questions, but remembering the homework is the student's responsibility.

- To communicate with the teachers whenever the student has consistent difficulty with the homework assignments.
- To establish a regular “homework time” to help the student better organize his/her time
- To provide a quiet, well-lit place for the student to study.

Student Responsibilities are:

- To know the homework assignments purpose, when due and how it should be done
- Take home any material and information needed to complete the assignment
- To ask about and complete work missed during an absence from school
- To develop good work and study habits

511 I.A.C 6.1-5-9

K. Right to Inspect Instructional Material. The parent or guardian of a child enrolled in a school in the North West Hendricks School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- Political affiliations, religious beliefs or practices
- Sexual behavior and attitudes
- Mental or psychological conditions that may embarrass the student or his family
- Legally recognized privilege or confidential relationships, including a relationship with a lawyer, physician or minister
- Critical appraisals of other individuals with whom the student has a close family relationship
- Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.)

Any consent form used must state the contents and nature of the survey, personal analysis, or evaluation. It is recommended that a copy of the survey form be attached to the consent form to allow for parental review. A signed and dated copy of the consent form will be kept on file.

Any complaints arising under this policy may be submitted in accordance with the policy for public complaints by following the line and staff chain of communication.

I.C. 20-30-5-17

L. Textbook Adoptions. A textbook committee composed of faculty and parent representation shall strive to seek textbooks that offer a broad basic educational program that will provide a means of assessment and quality teaching. The adoption of

textbooks for the North West Hendricks School Corporation will be in accordance with the law of the State of Indiana and the Department of Education.

Recommendations for adopted textbooks will be made to the Superintendent of Schools and the School Board. The Administration Team is responsible for the direction of the selection of textbooks. The Assistant Superintendent will work with the Building Principal in developing guidelines for textbook adoption to be used by the Textbook Adoption Committee.

M. Library Procedures. The North West Hendricks Board of School Trustees endorses the functional use of the library as an integral part of classroom instruction. The primary objective of a school library is to implement, enrich and support the educational program of the school. Other objectives are concerned with the development of reading skill, literacy testing, and discrimination in choice of materials. Instruction in the use of books and libraries for lifelong learning activities will also be part of the program.

Criticism of books that are in the Library should be submitted in writing to the Superintendent. The Board of School Trustees will be informed. A Corporation Committee consisting of faculty/parents appointed by the School Board will consider allegations of inappropriate material as submitted. The committee, in accordance with the principles of relevancy and prevailing community standards, will judge the book or materials involved, and a recommendation will be submitted to the Superintendent. The person who originally made the complaint of inappropriate materials will be notified of the committee's decision. Appeals of this decision may be made through the Superintendent to the Board of School Trustees for final decision.

N. Field Trips. Field trips and excursions have educational value when used wisely and correlated closely with classroom work. The time required, the cost to the parent, and the distance from school must be considered carefully by the Principal before his/her approval is given.

Field trips are designed to add to the instruction, and do not simply represent "getting out of school." Teachers are responsible for scheduling field trips, making specific assignments, and specifying appropriate apparel for the field trip. In determining appropriate apparel, teachers will consider the nature of the field trip and what will convey the best public impression of North West Hendricks students. Students who elect not to conform to the specified apparel will remain at school and will not participate in the field trip.

Overnight field trips must first be approved by the Principal and then submitted to the Board of School Trustees at least one (1) month in advance of the trip at a regular Board of School Trustees meeting. All requests for overnight trips must include itinerary.

All trips necessitate "permission to participate" forms signed by the parent(s) or guardian(s). Male and female chaperones are necessary when there is a co-ed field trip of

any type. If it is an all-female or all-male field trip only female chaperones or male chaperones accordingly are necessary.

O. Hot Lunch Program. Each building has a hot lunch and breakfast program which is supervised by the building Principal and directed by the Head Cook, who shall be responsible for the utilization and assignment of cafeteria personnel.

The North West Hendricks School Corporation Board of School Trustees feels that each child in school should be provided a daily nutritional lunch by parents or guardians. All children are encouraged to purchase their lunch in the school cafeteria where prices are kept at a minimum, but regardless of whether the food is purchased in the cafeteria or brought from home; all students will be expected to eat in the cafeteria area.

The school will provide free or a reduced price lunch and breakfast to students from families whose income is at or below the levels established by the United States Department of Agriculture guideline. No student receiving a free or reduced price lunch and breakfast will be expected, or requested, to perform duties in the cafeteria in return for the lunch or breakfast. All children will be treated equally in any procedure or regulations in the operation of the hot lunch program. The privacy of any child receiving a free or reduced price lunch will be respected.

P. Extra-Curricular Activities. All extra-curricular activities must be subject to the approval and control of the Principal of the school in which the activity originates. It is the policy of the Board of School Trustees of the North West Hendricks School Corporation that the scheduling of regular classes or subjects will take precedence over the scheduling of athletic events, club activities, musical programs or similar activities.

Standards

Coaches, directors and sponsors are expected to schedule activities to minimize conflicts for students. Students are encouraged to participate in a variety of activities and should not be restricted or penalized because of scheduling conflicts. All activities which occur outside the regular schedule of classes are co-curricular, and none has precedence over the others. When an unavoidable conflict arises, coaches, directors and sponsors should attempt to resolve these conflicts remembering.

- Contests or performances always have priority over practices and rehearsals
- No student should be penalized for missing a contest or performance if there is a school related conflict
- The student has the right to choose to participate in the activity which he feels is in his best interest

Participation

Participation in extracurricular activities is not a right, but a privilege to be earned.

Participation is subject to compliance with reasonable rules, regulations, and the eligibility of the sponsor, group, or Indiana High School Athletic Association (IHSAA). Membership in an organization or on a team carries the responsibility to be aware of, and follow, the regulations for eligibility and participation. The IHSAA standards for scholarship are

considered minimum standards, and the student athlete must receive a passing grade in five (5) subjects each nine weeks and/or semester.

No teacher should give the impression of school sponsorship to an unauthorized activity by attending or chaperoning the event.

Retention and Red-Shirting

The North West Hendricks School Corporation does not allow the retention of any student who has successfully completed any grade, except upon the recommendation of the appropriate school personnel; under no circumstances may a student be retained for the sole purpose of improving the student's ability to participate in a school corporation athletic program.

The North West Hendricks School Corporation recognizes that participation in interscholastic athletics is a privilege and not a right. Fair competition and safety of participants are prime concerns of this school corporation. Should any student repeat any grade for reasons other than academic failure in attempted circumvention of this policy, he may lose his last year of eligibility in high school athletics. The School Board reserves the right to waive this rule for certain hardship cases. Such a waiver will be considered on a case by case basis.

Legal Reference: 511 I.A.C 6.1-5-10

- Q. Foreign Exchange Student.** The administration of the North West Hendricks School Corporation believes working with only one organization in placing exchange students allows more opportunities for the students selected. Youth for Understanding is the sole organization from whom Tri-West will accept exchange students, and the school will accept a maximum of three students per academic year. If other services may be recommended by the Superintendent on a case by case situation.
- R. Sponsorship of Postseason All-Star Games for Tri-West High School Athletic Department.** With the creation of new post-season All-Star competitions in various team sports in Indiana, this policy is to provide clarification on when the Tri-West High School Athletic Department will provide financial support for entry fees for athletes. The TWHS Athletic Department will provide financial sponsorship/support to athletes who are recognized as IHSAA-sanctioned All-Stars only. The TWHS Athletic Department recognizes the accomplishments of any other athlete who is selected for a non-sanctioned All-Star game in any sport, but will not provide financial support for any entry fees associated with these events.
- S. NWHSC Technology Responsible Use Policy.** *(Amended and Approved by the North West Hendricks School Board of School Trustees: 11-15-2016)*

North West Hendricks School Corporation [known as NWHSC] brings a wide range of technology, including Internet access and believes it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at North West Hendricks School Corporation by facilitating resource sharing, innovation, and communication. Access to computers, technology, and networks is provided with the recognition that the educational value of this access is the joint responsibility of students, parents, and employees of the school corporation. The Responsible Use policy as outlined below is not solely intended to be applied to school supplied technology equipment. This policy is to be applied to any device brought into our District's Network environment for staff/student academic use.

INTERNET

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to the Internet to have the ability to do research as well as to communicate with people all over the world. For example, information and news from educational entities such as NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions; public domain and shareware software of all types; discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to policies; access to many public, private and university libraries.

POTENTIAL RISK

With all the above access also comes the availability of material that may not be considered educational in the context of the school setting. The school corporation uses technical means to limit student access to such material. However, on a global network it is impossible to control all materials. It is possible for students to gain exposure to inappropriate materials, to put themselves at risk for physical harm, to encounter harassing, demeaning, or belligerent messages, or to act in a way that has negative legal or financial consequences. NWHSC believes the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material not consistent with our educational goals. We also believe that education in the area of digital citizenship aids in the responsible use of this valuable learning tool.

GUIDELINES

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a North West Hendricks School Corporation user violates any of these provisions, his or her account may be terminated, future access denied, and disciplinary action taken.

DEFINITIONS

This document is intended to fulfill the requirements set forth in the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (N-CIPA), the following definitions offered as provided in the legislation:

Minor- an individual who has not attained the age of 17

Obscene- term is defined in section 1460 of title 18, United States Code

Child Pornography- term is defined in section 2256 of title 18, United States Code

Harmful to Minors- any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, would be obscene and/or inappropriate;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

Students- a person enrolled in any North West Hendricks School; in addition to any other person classified as a minor

User- any person using computers, technology, and network access, including the Internet

TERMS AND CONDITIONS

Responsible Use – The purpose of computers, technology, and network access, including the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of the NWHSC. The responsible use of North West Hendricks School Corporation computers for monetary gain outside of the area of the mission of NWHSC is strictly prohibited. Use of other organizations’ networks or computing resources must comply with rules appropriate for that network. Any activity in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening material, obscene material, child pornography, or other materials harmful to minors.

Privileges – The use of computing technologies and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Any student access to the Internet requires the permission of and supervision by the school’s professional staff. Based upon the responsible use guidelines outlined in this document, the system administrators and school administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of North West Hendricks School Corporation may request the system administrator to deny, revoke, or suspend specific user accounts. The following rules apply to use of

the Internet and computing technologies at North West Hendricks School Corporation:

- All North West Hendricks School Corporation users must have a signed agreement and application form on file before access is permitted.
- No food or drinks allowed around computers at any time.
- Users may only access their own computing technologies account unless given permission by the administrative staff or designated computer technology person.
- Users may not adjust, change, alter, etc., any equipment, software, cables, or connectors of any physical workstations of computer hardware owned by NWHSC unless prior permission is granted from the designated computer technology person.
- Users are responsible for saving data in their assigned folder space on their school's server or in the cloud.
- Users may not bring in their own software and install it on NWHSC computers or network servers.
- Users may not bring their own technology equipment other than their own personal computing device for classroom use into the District's Network without prior written permission from the Building Administration and the Director of Technology.
- Students will be provided with an e-mail account by the school corporation for educational use. Outside email accounts are not permitted.
- Students are responsible for the access of corporation assigned email accounts for the purpose of viewing or sending e-mail related to school. The building Administration and Director of Technology will determine the use of outside email accounts for specific educational content located in the CLOUD under current CIPA laws.
- Students should not visit chat rooms of any kind unless the student is participating in a classroom project, supervised by a classroom teacher for educational purposes.
- Students should obtain permission from their regular classroom teacher before printing materials.
- Staff members are directly responsible for monitoring students while they are using the Internet or other computing technologies.
- Staff members may not use NWHSC technology equipment for their own monetary gain.
- Students may not use USB, flash drives, or external devices of any kind when accessing North West Hendricks district owned computing devices.

Responsible Use – You are expected to abide by the generally accepted rules of network etiquette in being a responsible digital citizen. These include (but are not limited to) the following:

- Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not access, upload, download, or distribute pornography, obscene, abusive, harassing, or any other materials deemed harmful to minors.
- Do not reveal your personal password, address or phone numbers or that of other students or colleagues.
- E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email message, live streaming when not given permission by the classroom instructor or Building Administrator).
- All communications and information accessible via network should be treated as if it were private property. Do not access another person's materials, information or files without the implied or direct permission of that person.
- Violating copyright or otherwise using another person's intellectual property without their prior approval or proper citation (plagiarism) is strictly prohibited.

Internet Safety – While North West Hendricks School Corporation employs technology protection measures (filtering) as required by CIPA, these measures only serve to protect against harmful visual depictions, but do not serve to prevent access to all such depictions. (No filter is 100% effective.) The following Internet safety rules are offered to minimize risks:

- Never give out identifying information such as name, address, telephone number, school, or a photograph – in a public message such as a chat room or bulletin board (newsgroup).
- Never allow minors to arrange a face-to-face meeting with another computer user without parental permission.
- Never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.
- Never click on links in email from someone you do not know.
- Immediately contact the appropriate authorities if you see any message or images that are obscene, lewd, filthy, or indecent with the intent to harass, abuse, annoy, or threaten, or if you become aware of the transmission, use, or viewing of child pornography while online.
- Remember that people online may not be who they seem. Because you can't see or hear the person they could misrepresent him- or herself.
- Remember everything you read online may not be true. Any offer that is "too good to be true" probably is. Be careful of offers that involve a meeting, visit or sending money or credit card information.

Students should not respond to unsolicited online contact.

Security – Contact a system administrator when security problems have been identified. Do not demonstrate the problem to other users. **Do not share your password with other users.** Unauthorized access, including so-called “hacking”, and other unlawful activities by any user, including minors, is expressly prohibited.

Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Purchases - Though it is possible for students to purchase goods and services via the Internet, these purchases could potentially result in unwanted financial obligations. This activity will be prohibited on access through the NWHSC.

News Groups – Students are not allowed to subscribe to list servers or news groups unless specific permission is provided by the parent/guardian in writing and permission of the teacher.

Updating User Information – North West Hendricks School Corporation may occasionally require new registration and account information from you to continue the service. You must notify North West Hendricks School Corporation of any changes in your account information (address, etc.).

Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to the North West Hendricks School Corporation. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Indiana, United States of America.

Warranty – North West Hendricks School Corporation makes no warranties of any kind, neither expressed or implied, for the computing technologies and Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. North West Hendricks School Corporation will not be responsible for the accuracy, nature or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. North West Hendricks School Corporation will not be responsible for personal property used to access Corporation computers or networks, or for Corporation-provided Internet access. North West Hendricks School Corporation will not be responsible for

unauthorized financial obligations resulting from Corporation-provided access to the Internet.

TECHNOLOGIES DISCIPLINE POLICY

The purpose of computers, computing devices, technology, and network access, including the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of the NWHSC. Access to computing technologies and the Internet is a privilege, not a right. Access requires user responsibility.

Users should not expect that files stored on North West Hendricks School Corporation computers will always be private. Electronic messages and files stored on NWHSC computers may be treated like school lockers. School administrators, system administrators, and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following penalties may apply to students unless more serious actions are warranted:

- **First Violation** – The student may be denied access to the Internet and/or other computing technologies for a period of six calendar weeks and/or other consequences to be determined by the building administrator. The parent/guardian will be notified.
- **Second Violation** – The student may be denied access to the Internet and/or other computing technologies for a period of one semester. The parent/guardian may be notified.
- **Third Violation** – The student may be denied access to the Internet and/or other computing technologies for the remainder of the current calendar school year. The parent/guardian may be notified.

Appropriate disciplinary action may be taken against individuals found to have engaged in prohibited use of NWHSC computing resources. Actions that are illegal or against NWHSC policy may be referred to the appropriate officials, regardless of whether or not a computer was involved in their commission. Disciplinary action may be determined at the building level in keeping with the existing procedures and practices regarding inappropriate language or behavior. NWHSC may monitor user activities and access any files or information in the course of performing normal system and network maintenance or while investigating policy violations. Anyone using NWHSC resources expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, NWHSC will provide the evidence to law

enforcement officials. Offenders may be prosecuted under applicable state and/or federal law.

Violators may be subject to any of the following:

- Loss of computer account (i.e., loss of computing and networking access)
- School corporation disciplinary actions including possible suspension and expulsion
- Civil proceedings
- Criminal prosecution

Any North West Hendricks School Corporation student or employee is eligible for a computing technologies account including Internet access. To apply you must complete the attached Technology Agreement. Completed forms should be returned to the school. You only need to sign the Responsible Use Policy one time to cover the entire time you are enrolled/employed within the North West Hendricks School Corporation as long as your enrollment/employment is continuous.

This Responsible Use Policy is available for review by any interested parent, guardian, staff member, or member of the community at any time by contacting the administration offices.

TECHNOLOGY AGREEMENT

(Amended and Approved by the North West Hendricks School Board of School Trustees: 11-15-2016)

READ THE RESPONSIBLE USE POLICY BEFORE SIGNING THIS AGREEMENT!

STUDENT'S PRINTED NAME _____ **GRADE** _____

I have read the NWHSC Technology Responsible Use Policy. I understand and will abide by the stated policies. I further understand that violation of the policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken, which may include expulsion, and/or appropriate legal action.

STUDENT/USER SIGNATURE _____ **Date** _____

PARENT/GUARDIAN PRINTED NAME _____

As the parent/guardian of this student, I have read the NWHSC Technology Responsible Use Policy. I understand that this access is designed for educational purposes and NWHSC has taken available precautions to eliminate controversial material.

However, I also recognize it is impossible for NWHSC to restrict access to all controversial materials. I will not hold them responsible for materials acquired on the network. I hereby give my permission to issue an account for my child and certify that the information on this form is correct.

PARENT/GUARDIAN SIGNATURE _____

Date _____ **Phone** _____ **Cell** _____

For students with permission not given, the school will provide alternative research tools.

STAFF'S PRINTED NAME _____ **ASSIGNED SCHOOL** _____

I have read the NWHSC Responsible Use Policy. I understand and will abide by the stated policies. I further understand that violation of the policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken, which may include appropriate disciplinary and/or legal action.

STAFF/USER SIGNATURE _____ **Date** _____

- T. **Withdrawal from School.** Under Indiana law, any student who is at least sixteen (16) years of age, but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian is conducted by the Building Principal, and consent to withdraw is signed by the principal, the student and the parent in accordance with Indiana law. While it is permissible for the principal to conduct the exit interview without the presence of another appropriate designated school employee, the assistant principal and/or guidance counselor may also be present.

Students sixteen (16) years old or older who withdraw from a school in the district may not enroll in the district that semester if more than one week of classes has lapsed since the date of withdrawal, unless the student has been enrolled in a school outside the district in the interim.

At the High school level, whenever it is necessary for a student to withdraw from school for any reason the student must report to the guidance office, prior to his last day of attendance, to have a withdrawal form filled out. The form is then taken to each class on the last day of attendance.

- U. **Transfer Students. Transfer Students.** The Board of School Trustees recognizes that a parent, guardian, or custodian of a child must be a legal resident of the North West Hendricks School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the North West Hendricks School Corporation.

School District Employee Requests. Requests for student transfer made by a school employee for his or her own child(ren) will be accepted at any time during the school year provided:

1. the student's parent is a current employee of the corporation;
2. the student's parent resides in Indiana; and
3. the school corporation has the capacity to accept the student.

Non-School District Employee Requests. Requests by parents, guardians, or custodians of Indiana students who do not reside in the North West Hendricks School Corporation, but who wish to enroll their child in the school corporation, will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete an online form that is submitted electronically. Transfer requests may be submitted annually within an established window that will be posted on the school corporation's website. If there is a enrollment capacity limit for specific grade levels, transfer request may only be approved at the

board meeting following the end of the established window. If no enrollment limits exist, applications may be approved at any board meeting throughout the established window. Student transfer requests, including those for district employees, must be submitted annually, even for returning transfer students.

2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school. If available, transfer students may be assigned to a specific bus route. All such bus routes shall have bus stops located within the NWHSC boundaries.
3. The enrollment capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student transfer request will be approved or a random drawing will be necessary to determine students who will be accepted. Prior to the transfer request window, the school corporation will post on its website the grade levels for which enrollment space exists. ~~A-~~If the number of transfer requests exceed the enrollment capacity for each grade level the Board of Trustees may only approve student transfer request through a random drawing at a public board meeting.
4. The Superintendent shall deny the consideration of any student transfer request (including employee requests) based on one or more of the following criteria:
 - The Student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
 - The Student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
 - The Student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
 - The Student was suspended or expelled for violating a drug or alcohol rule.
 - Under no circumstances will a transfer student be accepted for athletic reasons.
5. Students transferring to this Corporation from others schools or school corporations shall be placed in those classes or to those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing or investigation.
6. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Legal Reference: IC 20-26-11-2
 IC 20-26-11-6
 IC 20-26-11-32

V. NWHSC Grades, Recording, and Posting of Students Work Policy.

1. Students will not exchange papers for the purpose of assigning grades. Students will be allowed to grade their own papers for the purpose of assigning grades.
2. Students are not allowed to call out grades (either their own or others') for the teacher to record in the grade book. Teachers may not call out student's grades in the classroom.
3. Student work may be displayed on the classroom bulletin board or school hallways with grades and evaluations present. If parents do not want their child's work displayed then they must indicate in writing their decision. Forms are available in the school office. This request must be made at the beginning of each school year.
4. Student grades may not be posted. Grades may not be posted even if disguising practices are used. Honor Roll postings will be allowed.
5. Student Assistants may not grade papers or enter grades into the grade book.
6. Instructional Assistants may not record grades into the teacher's grade book.

W. NWHSC Corporation Disposal of Textbooks. The North West Hendricks School Corporation Board of School Trustees, upon determination that a certain textbook will no longer be used in the school corporation, may attempt to sell, exchange, transfer, donate, or otherwise suitably dispose of the textbooks. Prior to destroying the textbooks, the following provisions must be followed:

1. Any parent of a child who is enrolled in the school corporation and who wishes to receive a copy of the textbook will receive one (1) copy of the textbook at no cost to the parent, subject to the availability of the textbook; if any textbooks are available after distribution to all parents requesting such textbooks, any resident of the school corporation who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the resident.
2. The textbooks are to be stored for at least three (3) months. Storage area shall be provided by each elementary and secondary school in the corporation.
3. A list of all textbooks in storage shall be created and maintained. The list will contain the title of the textbook, the publisher of the textbook, the number of volumes being stored, and the location where they are being stored. This list will be mailed to the Indiana State Department of Education.

4. The textbook shall be maintained and stored in accordance with the state and local health regulations.

The Superintendent, or his/her designee, will have the responsibility of overseeing that the provisions of this policy have been met.

LEGAL REFERENCE: IC 20-26-12-3
IC 20-26-12-4
IC 20-26-12-5

X. Guidelines for Placement of Language Minority Students. The North West Hendricks Schools will follow these Guidelines for Placement of Language Minority Students provided by the Language Minority and Migrant Programs. The Guidelines satisfy the state and federal requirement of policies and procedures.

- Students enrolling in the school will complete the home language survey. The form will be given to the designated secretary who will pass the form to the principal if English is not the native language of the student.
- The ESL student will be assessed by the school counselor or teacher by using the World-Class Instructional Design and Assessment (WIDA) to determine the level of English proficiency. Testing will be completed within 30 days of enrollment. The results of the test will be forwarded to the principal or his/her designee.
- Once the student's level of English proficiency has been determined, the principal or designee will call a meeting which will include the principal, counselor and appropriate teachers to determine the instructional program and placement.
- The teacher involved in the student's education program shall meet with the principal and the school counselor to discuss the needs of the student in instructional programs, placement, accommodations, modifications, supports, assistive technology, classroom procedures, grading alternatives and testing adaptations. An Individual Learning Plan (ILP) will be developed based upon language proficiency level. Appropriate instructional adaptations, realistic goals and expectations will be identified. A student portfolio will include student work samples.
- The committee will meet at the end of each grading period to monitor and discuss the progress of the student. The ILP will be reviewed based upon instructional adaptations.
- Students will be tested annually, as prescribed by law, to assess their progress. The results will be forwarded to the principal.

- The principal will be responsible for annual reporting of language minority data, which will be submitted to the division of Language Minority and Migrant Program.
- The Administrative Team will monitor the corporation needs concerning training programs offered by the Division of Language Minority and Migrant Programs including in-services and technical assistance.
- The counselor will house the data folder, which includes all of the required forms. The counselor and principal will monitor the phases of procedures provided for the ESL student.

When a New Language Minority Student Comes to Your School

1. Enrollment

- All students have the right to enroll in school.
- The Home Language Survey must be administered to all students

2. Placement

- Students must be placed appropriately according to Age and Grade

3. English Proficiency Assessment (ongoing)

- Schools must use one of the three State-approved language proficiency tests:
 - Woodcock-Munoz Language Survey
 - WIDA
 - Idea Proficiency Test (IPT)

4. Equal Educational Opportunity

- According to the Office for Civil Rights, language minority students who placed at Levels 1-4 in a language assessment and are considered Limited English Proficient (LEP) must receive equal educational opportunities with appropriate levels of daily English language development (a minimum of one (1) hour daily is recommended by the State).
- Schools are responsible for implementing the following:
 - Establish program commitment
 - Develop specific program goals
 - Provide for meaningful participation of language minority students in district's educational program
 - Evaluate program and student needs on an ongoing basis
 - Maintain records and progress reports. A copy of the Individual Learning Plan (ILP) for limited English proficient (LEP) students should be distributed to all staff responsible for instruction, both in the content areas and in English language development, and one copy should be placed in each individual student file.

School Year _____

INDIANA DEPARTMENT OF EDUCATION
LANGUAGE MINORITY AND MIGRANT PROGRAMS
Individual Learning Plan (ILP)
For Limited English Proficient Students

NAME (last, first) _____ LEP Level 1-5 _____

Enrollment Date _____ Birthdate _____ Grade level _____

IDENTIFICATION:

Home language survey administration date _____ Primary Language _____

Assessment Test used to Determine Level _____

Administered by _____

SCORES: Oral _____ Reading _____ Writing _____

PROGRAM STATUS:

INSTRUCTION	
<input type="checkbox"/>	Self-contained ESL
<input type="checkbox"/>	Pull-out ESL
<input type="checkbox"/>	ENL at high school
<input type="checkbox"/>	Sheltered Content instruction
<input type="checkbox"/>	Native language support
<input type="checkbox"/>	Tutorial
<input type="checkbox"/>	Other:

PERSONNEL	
<input type="checkbox"/>	Classroom Teacher
<input type="checkbox"/>	Bilingual Teacher
<input type="checkbox"/>	ESL Teacher
<input type="checkbox"/>	Bilingual Aide
<input type="checkbox"/>	Instructional Aide
<input type="checkbox"/>	Title I support
<input type="checkbox"/>	Other:

INSTRUCTIONAL ACCOMMODATIONS: (* designates those approved on ISTEP+)

- | | | | |
|--------------------------|------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Small group instruction * | <input type="checkbox"/> | Reading level adjusted |
| <input type="checkbox"/> | Additional time given * | <input type="checkbox"/> | Writing adjustments |
| <input type="checkbox"/> | Modified lesson delivery | <input type="checkbox"/> | Homework modified |
| <input type="checkbox"/> | Bilingual resources utilized | <input type="checkbox"/> | Alternate quizzes, tests |
| <input type="checkbox"/> | Use of primary language | <input type="checkbox"/> | Other: _____ |

Please attach copy of student's schedule

Levels of English Proficiency & Corresponding Student Actions

LIMITED ENGLISH PROFICIENT (LEP)				FEP
Beginner Level 1	Early Intermediate Level 2	Intermediate Level 3	Advanced Level 4	Fluent English Proficient Level 5
<p>Students performing at this level of English language proficiency begin to demonstrate receptive or productive English skills. They are able to respond to some simple communication tasks.</p> <p>Student Actions:</p> <ul style="list-style-type: none"> Classifies pictures without verbalizing logic behind them Makes picture collages Builds picture dictionary based on content Points to an appropriate response Creates a pictorial graph/chart Uses body language 	<p>Students performing at this level of English language proficiency respond with increasing ease to more varied communication tasks.</p> <p>Student Actions:</p> <p>All of the above, and:</p> <ul style="list-style-type: none"> Labels pictorial charts with key vocabulary or concepts Labels pictures with single words or phrases Sequences events (time/order) Uses invented spelling Utilizes graphic organizers Accept 'yes' or 'no' and either/or 	<p>Students performing at this level of English language proficiency tailor the English language skills they have been taught to meet their immediate communication and learning needs. They are able to understand and be understood in many basic social situations (while exhibiting many errors of convention) and need support in academic language.</p> <p>Student Actions:</p> <p>All of the above, and:</p> <ul style="list-style-type: none"> Classifies and gives reasons in simple sentences Gives simple explanations Describes event/topic Outlines topics using time sequence, as well as main idea and supporting details Formulates questions Compares/contrasts Information Conducts simple interviews 	<p>Students performing at this level of English language proficiency combine the elements of the English language in complex, cognitively demanding situations and are able to use English as a means for learning in other academic areas, although some minor errors of conventions are still evident.</p> <p>Student Actions:</p> <p>All of the above, and:</p> <ul style="list-style-type: none"> Reasoning expressed more fluently Expresses opinions Criticizes and justifies Uses persuasion Answers how and why questions Predicts the outcome of events Drafts/edits assignments 	<p>Students performing at this level of English language proficiency communicate effectively with various audiences on a wide range of familiar and new topics to meet social and academic demands. Students speak, understand, read, write and comprehend in English without difficulty and display academic achievement comparable to native English-speaking peers. In order to attain the English proficiency level of their native English-speaking peers, further linguistic enhancement and refinement are necessary.</p> <p>Student Actions:</p> <ul style="list-style-type: none"> On par with native English-speaking peers

- Y. Postsecondary Enrollment Program.** The district believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so. Information about post-secondary enrollment programs will be made available to students and their parents/guardians.

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

Legal Reference: I.C. 21-43-4
511 IAC 6-10-4

- Z. Filtering Software.** Any district computer used by students shall have Internet filtering software in place either on the computer itself, or on the server through which the computer accesses the Internet.

District staff shall not allow students to use any computer in the District with Internet capability that does not have Internet filtering software. This includes any computer, laptop or desktop, in the District's Libraries or media centers, classrooms, laboratories, or offices where students are, for any reason, allowed to use a computer, or any other such device, with Internet access.

Staff members violating these rules are subject to disciplinary action up to and including discharge.

- AA. Educating of Minors on Internet Interaction.** The Schools shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference: 47 U.S.C. Section 254(h)(5)(b)
I.C. 20-30-5.5

- BB. Homeless Students: Enrollment Rights and Services.** To the extent practical and as required by law, the corporation will work with homeless students and their families to

provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are identified as lacking a fixed, regular and adequate nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Are abandoned in hospitals;
- Awaiting foster care placement;
- Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
- Are migratory children living in conditions described in the previous examples

The Superintendent shall designate an appropriate staff person to be the corporation's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living. Attendance rights by living in attendance areas, other student assignment policies, or intradistrict choice options are available to homeless families on the same terms as families resident in the school corporation.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the corporation's decision and their appeal rights in writing. The corporation's liaison will carry out the dispute resolution as provided by state rule.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be permitted under a personal exception.

Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the corporation liaison is directed to access in this process. Records from the student's previous school shall be requested from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Homeless students are entitled to transportation to their school of origin or the school they are to be enrolled in. If the school of origin is in a different school corporation, or a homeless student is living in another school corporation but will attend his or her school of origin in this corporation, the two school corporations will coordinate the transportation services necessary for the student, or will divide the costs.

The corporation's liaison for homeless students and their families shall coordinate with social services agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The corporation's liaison will also review and recommend amendments to corporation policies that may act as barriers to the enrollment of homeless students.

Legal Reference 42 U.S.C Section 11431

CC. Display of Flag and Pledge of Allegiance. The United States flag shall be displayed in each classroom of every school in the school corporation.

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

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

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

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

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

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

The school principals may establish procedures to implement this policy.

Legal Reference: I.C. 20-30-5-0.5

DD. Wellness Policy. The North West Hendricks School Corporation Wellness Policies on Physical Activity and Nutrition.

Preamble

- ❖ Whereas, children need access to healthful foods and opportunities to be physically active in order to grow learn and thrive;
- ❖ Whereas, good health fosters student attendance and education;
- ❖ Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;
- ❖ Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;
- ❖ Whereas, 33% of high school students (based on a national average) do not participate in sufficient vigorous physical activity and 72% of high school students (based on a national average) do not attend daily physical education classes;
- ❖ Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid (based on a national average);
- ❖ Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies and snack cakes;
- ❖ Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and
- ❖ Whereas, community participation is essential to the development and implementation of successful school wellness policies;
- ❖ Thus, the North West Hendricks School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the North West Hendricks School District that:
 - The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community

members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program and National School Lunch Program).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Food Environment

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutritional requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables; and
- Serve liquid milk in a variety of fat-contents and flavors

1. **Breakfast.** To insure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means

2. **Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools will utilize electronic identification and payment systems and promote the availability of school meals to all students.

3. Meal Times and Scheduling. Schools:

- Should schedule meal periods at appropriate times
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks

4. Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

5. Sharing of Foods and Beverages. Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Education Environment

1. Nutrition Education and Promotion. North West Hendricks School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- Is offered as part of a sequential, comprehensive, standards-based corporate health curriculum designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices; and
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).

2. Integrating Physical Activity into the School Day. For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; and

- Opportunities for physical activity may be incorporated into other subject lessons.

3. Communications with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will provide nutrient analyses of school menus.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter or other take-home materials, special events, or physical education homework.

4. Physical Education (P.E.) K-9. All students in grades K-9, including students with disabilities, and special health-care needs, will receive physical education for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g. interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

5. Daily Recess. All elementary schools will schedule at least 15 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Wellness Policy Monitoring/Reporting

Monitoring. The wellness committee or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review

findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The wellness committee or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

EE. NWHSC Parent Code of Conduct. North West Hendricks Schools are blessed to have a very supportive and involved parent body. Our parents recognize that in order for our children to succeed, each school, teacher, student, and parent need to work together to equip our students with the necessary skills to be successful as an adult. We appreciate our parents involvement and encourage you to continue to participate fully and interact daily with your child's education.

The goal of this policy is to serve as a reminder of our expected code of conduct from our parents and visitors when interacting with or conversing about educators within North West Hendricks Schools.

Parents of North West Hendricks students are expected to:

1. Recognize that the education of each student is the joint responsibility of the parent, student, and school community.
2. Respect all members of the school community and be a good example with their own speech and behavior. Set a good example for children at all times.
3. Refrain from using abusive language or behavior towards any staff member.
4. Become familiar with district and school policies to help their children better understand them.
5. Build good relationships with teachers and communicate appropriately with them to better the education of their child.
6. Keep an open line of communication with the school on events that may affect student conduct or performance.
7. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to the issue.
8. Help students find a productive place to study and ensure that homework is completed in a timely manner.
9. Contact the educator directly that you may have questions for or issues with.
10. Set an appointment time to meet with the staff member either before or after school or when the teacher is on prep. Please don't just show up to school expecting or demanding to see school personnel. Chain of Command should be as follows:

- a) Take your concern to the person closest to the situation.
 - b) Present your concern to the next level (i.e., Building Principal, Athletic Director)
 - c) Talk with the superintendent of schools
 - d) Contact your local school board members
11. Make arrangements to ensure students arrive at school on time and are picked up after
School in a reasonable amount of time.

Parents of North West Hendricks Schools Should **NOT**:

1. Use loud, abusive, or profane language towards students or staff.
2. Display disruptive behavior at school events that interfere with the overall operations of the school or event.
3. Threaten staff members or other students.
4. Damage or destroy school property.
5. Use Facebook or any other Social Network to make rude/offensive comments towards individual staff members or the school in general.
6. Use Facebook or any other Social Network to campaign against or fuel outrage against individual staff members, the school, or policies implemented by the school or district.
7. Approach a staff member or another child in an intimidating or abusive way.
8. Refuse to comply with any reasonable order of an identifiable school district official attempting to perform his/her duties.
9. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Should any parent not follow the expected Code of Conduct, they may be asked to leave the school premises. If necessary, school officials may ask the appropriate authorities to remove a parent or even ban the adult from entering school grounds in the future.

Note: Students and staff are also expected to follow their respective Codes of Conduct. Each student receives a student handbook that lays out expected student behaviors and guidelines. Staff members Code of Conduct can be found in the North West Hendricks Staff Policy Handbook.

XIV. FACILITIES

A. Child Care Program. The use of school buildings, grounds, equipment, and facilities for school purposes shall have the precedence over all other uses. The school may contract with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age child care program (latch key program) which utilize school

corporation buildings. The limitations of such use shall be determined by the Board, upon the recommendation of the Superintendent.

Any organization which contracts with the School Corporation for a child care program must meet or exceed established standards, including but not limited to:

- Provide child care for children enrolled in kindergarten through sixth (6) grade
- Maintain liability insurance to cover participants with \$300,000 per person and \$5,000,000 (five(5) million dollar) per occurrence
- Maintain a maximum child to staff ratio of 15 to 1. Staff, for purposes of determining the staff to child ratio, is defined as any person who is responsible for, and directly engaged in, supervising children.
- Be licensed as a day nursery in accordance with standards of the Indiana Department of Public Welfare

No fee will be assessed for the use of the school building under this policy. However, a fee to reimburse the School Corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the building for the program may be assessed.

Legal Reference: I.C. 20-26-5-2
 I.C. 20-26-5-3
 I.C. 5-22-9

B. Use of School Corporation Facilities. Facility Use Application/Agreement must be on file in each building prior to use. Each user must sign-off on acknowledgement of the rules and regulations governing the use of school facilities. Proof of Liability Insurance must be provided at the time of application.

Each building Principal or designee will approve the use of school facilities and scheduling of groups based on the priority level. Scheduling based upon season & group priority as outlined in the Facilities Policy.

Groups I, II, and III may use the school facilities with no rental or custodial fees, in most cases, with a NWHSC staff member's supervision. NWHSC staff members may not be pressured or obligated to supervise.

Groups IV, V, VI, and VII will be charged a rental/supervision and custodial fees, in most cases.

Outside facilities may be used by scheduling with each building Principal or designee, and completing the Application/Agreement.

Building administrators will NOT be required to supervise facility use, unless it is an activity directly related to their school.

1. Regulations for Use of School Facilities

All persons desiring to use school facilities need to be aware that there is no longer any designated smoking area in any school building. No smoking is permitted at any time inside any facility owned by North West Hendricks School Corporation. No alcoholic beverage will be either in possession or consumed on school grounds.

Community groups are permitted and encouraged to use school property for worthwhile purposes when such uses do not interfere with school programs and school activities. The following guidelines must be observed for community use of school property.

- a) Approved Uses: Facilities may be used for educational, civic, recreational, and entertainment purposes when sponsored by a responsible citizen or group of citizens. "Responsible Citizen" is intended to mean a person at least twenty-one (21) years of age and/or otherwise financially responsible. Facilities, with the exception of the high school pool, will not be rented to individuals for private parties or gatherings such as wedding receptions, family reunions, church social functions, or private dances.

Restrictions: School property shall not be used for the teaching, promoting, disseminating, or furtherance of any theory or doctrine of subversive nature, intended or threatening to undermine or overthrow the constitutional form of government of the United States of America or the State of Indiana.

- b) The use of the building shall be strictly limited to the areas outlined in the request. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations governing the use of school facilities, and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the school facility. It is the applicant's responsibility to acquaint themselves with these rules and regulations and must sign receivership of such rules and regulations upon registration of facility usage.
- c) It is incumbent on an organization to provide adequate supervision. Organization sponsors must insure that parents, students, visitors, etc., only use approved areas. Situations of non compliance will result in suspension of facility use – subject to School Board action. The school administrator or agent will document occurrences of noncompliance with a copy forwarded to the appropriate organizational leaders.
- d) No signs, displays or materials may be attached, nailed or otherwise affixed to floors, walls, window glass, woodwork, draperies, stage curtains, grounds, drives, etc., without consent of the building principal. No open flames are to be displayed or used in the building. Possession or use of alcohol or other controlled substances is not permitted on school grounds at any time. School

officials must report in writing to a law enforcement officer any use of a controlled substance if the substance is found on school grounds or within 1,000 feet of school property. Use of tobacco is prohibited on school grounds at all times.

- e) The use of special equipment such as kitchen equipment, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal or his designee.
- f) The kitchen equipment is to be used only with proper training or personnel from our food service present at the designed event. Scheduling of kitchen staff must be made through the building principal or food service director (head cook) at each building.
- g) In case of more than one request for the same facility at the same time, organization groups will give preference to those organizations in the North West Hendricks School District as outlined in Attachment A.
- h) An organization's use of an athletic facility (i.e., football field, baseball diamond, soccer field, etc.) will be suspended when the school officials determine the facility's condition diminishes or is compromised by the organization's use. The decision will be made by the appropriate building principal and/or high school athletic director and conveyed to the leader of the using organization.
- i) No furniture or equipment (including pianos, stage equipment, audio-visual equipment, tables, or chairs) shall be used or moved without expressed approval on the agreement form or by consent of the building principal/designee. The building principal/designee may require an equipment operator be present.
- j) The School Corporation and its employees shall not be responsible for damage to or loss of personal property sustained by an applicant, patron, or participant in any program held on school property.
- k) Parking on grassy areas, along the road, or on the tarmac IS NOT PERMITTED.
- l) In cases of large groups, the building principal may require an organization to provide police, fire, first aid and/or parking lot attendants.
- m) Concession rights are reserved for the school unless stated otherwise in the agreement.
- n) When a group is using a portion or all of a building, a custodian or other approved school employee must be present. (The Administration Center may be an exception to this requirement.)

- o) The facilities and equipment used by the applicant will be carefully examined after use. The applicant agrees to promptly reimburse the school for any loss or damage to the facility or equipment which occurred during applicant's use.
- p) No building, facilities, or grounds are available for use on Sunday morning. Exceptions include:
 - i. Church service usage when an emergency exists or a temporary arrangement has been granted for a period not to exceed three months. This temporary arrangement may only be granted if a building custodian is available for custodial/supervision responsibilities.
 - ii. School-related events or activities might occur upon approval by building principal/designee. Designated Sunday hours are 12:00pm to 6:00pm.
- q) The Renter shall show evidence of liability insurance for the date(s) of the event by attaching the policy to the application.
- r) Use of school property by out-of-school district groups is discouraged, with the exception of countywide organizations that involve local organizations or members. In special cases where the School Board or administration deems it appropriate to provide facilities to out-of-district groups, rental fees will be charged at a rate of 50% higher than the scheduled rates for in-district groups. In-district groups are defined as those whose "home base" is located within the geographic boundaries of the school district within the school district.
- s) Applications for use of school property are required to be made with the building principal/designee at least four weeks in advance of the anticipated date of use.
- t) A written agreement will be completed in advance of the usage period where rental fees are collected. The form will be completed in quadruplicate with one copy each to the user, custodial supervisor, and building principal/designee. The Superintendent will also receive a copy, along with the rental fees collected.
- u) Payment of rental fees, including custodial fee, will be submitted within 15 days of billing. Checks are to be made payable to North West Hendricks School Corporation. The school corporation will be responsible for paying the custodian or employees involved.
- v) The building principal/designee is responsible for making all arrangements related to the use of school property. He/she will be certain that applicants are informed of all policies, procedures and regulations. He/she may approve all applications that are clearly covered by an existing policy.

Unusual applications or a request not clearly covered by policy may be presented to the superintendent/designee or school administrative team for determination. The user organization may appeal a decision to the Board of School Trustees. The appeal must be in writing with supporting rationale and reasoning for reconsideration of the class status.

- w) All applications approved by the School Board or school administration are subject to cancellation with or without due notice.

- x) The building principal/designee will work out all details, including fees to be charged if any, in regard to the use of playing fields and parking lots. Major responsibility for implementation or procedures may be delegated to other employees or responsible community citizens.
 - i. The outside recreational facilities of the North West Hendricks School Corporation shall be limited in use to residents of the North West Hendricks School District. All school-scheduled activities on the fields shall have preference over any other activity in the area.
 - ii. The high school football field and track shall not be used by any outside group or individual unless scheduled by the high school principal or the high school athletic director, and supervised by school personnel.
 - iii. The softball and baseball diamonds shall be available to youth community leagues scheduled through the appropriate building principal and/or athletic director. Any school activity for these fields shall have precedence over any program or schedule at any time. (Field care plan info outlined in section 4)
 - iv. The soccer fields shall be scheduled through the appropriate building principal and/or athletic director.
 - v. Anyone using facilities that any responsible person notes as vandalizing or using facilities improperly will be dealt with individually.
 - vi. The organization using outside facilities is responsible for cleanup and trash removal from the area on the day of the activity.

- y) Cafeteria/Auditorium Guidelines – The following guidelines will be followed:
 - i. All lighting equipment is to be used only with the permission of the building principal/designee. All stage lighting is to be operated by a qualified faculty member, trained student, and under the supervision of the visual arts department.
 - ii. The counter-weight system at the middle school is to be operated only by or under the supervision of a qualified faculty members.
 - iii. Food/drink only in backstage shop area. Food is NOT permitted in the audience seating area of the auditorium.
 - iv. Any individuals, class or group using these areas must take full responsibility for cleaning up. The stage area and dressing rooms are to be orderly with all items put back in their designated places. The total facility is to be free and clear of clutter. The piano is to be secured for protection from unauthorized uses.

- v. All dressing rooms, costume storage, prop areas, tool cabinets, etc. are to be kept locked. These areas are to be unlocked only with authorization of the building principal/designee.
 - vi. Only qualified personnel are authorized in curtain operation and only authorized personnel have access to catwalk and control rooms.
- z) Curfew. School facilities shall not be used past 9:00pm for elementary, 9:00pm for middle-aged children and 11:00pm for high school-aged students. Adult activities should conclude no later than 11:00pm. Any times desired beyond those stated hours must be approved by the building principal.
- aa) Cleaning of Facilities. General cleaning of facilities is expected by user groups upon completion of usage.

2. Eligible Organizations

- a) Local groups or organizations are defined as those having the majority of participants in any event living in the North West Hendricks School District unless otherwise approved by the Board of School Trustees. Application must be made in writing.
- b) Rental of facilities will be made to responsible citizens representing a group or organization. A responsible citizen is defined as a person, at least 21 years of age, who is a resident in North West Hendricks School District and/or who is financially responsible. Use of facility applications are to be completed by the applicant with copies for the user individual or organization, the building administrator/designee and the administration center. Applications must carry the approval of the building administrator/designee. An administrator's signature indicates that the facility being requested is not scheduled for a school or school related event and that the building administrator/designee has no objection to the individual or organization using the requested facility.
- c) Payment to the North West Hendricks School Corporation Administration Center, of the expected rental fee and the custodial fee, is due at the time of application. If charges exceed the anticipated fee, then additional charges will be billed at a later date. Any organization or person who owes prior rental or custodial charges may make no rentals.
- d) In case of more than one request for the same facility at the same time, organization groups will give preference to those organizations in the North West Hendricks School district as outlined in Attachment A.
- e) Rental fees will not be charged to groups that meet the following criteria:
 - i. Any Group I, II, or III organization.

- ii. All Group III competitions, tournaments, or invitational events may be assessed a facility usage fee plus custodial fees.
- iii. Any group that meets the following criteria and who is not renting the high school pool.
 - 1. Not-for-profit agencies or community organizations that use proceeds to benefit Middle, Union, and Eel River Township residents or North West Hendricks Schools' students.
 - 2. Groups that have a majority of participants in the event that are residents of North West Hendricks School District.
 - 3. Groups that ask for a waiver of rental fees at least 30 days in advance of their events and are granted such a waiver by the Superintendent.

- f) Organizations must still pay the custodial fee specified in Attachment D, regardless of whether they must pay a rental fee. This includes Group I, II, or III organizations unless a custodian is scheduled or other arrangements have been established.

- g) Political Parties, which polled less than 10% of the entire vote cast in the State of Indiana in the last general election, are not permitted to use the facilities.

- h) Churches desiring extended use of facilities will be limited by the following:
 - i. The initial building rental period will be for up to a one-year period of time. The initial period may be extended to bring the renewal period in cycle for annual review.

 - ii. Renewal requests will be considered at the regular School Board meeting in May. Requests for extension will be considered on a case-by-case basis with consideration given to, but not limited to various factors, such as:
 - 1. Construction plans
 - 2. Land acquisition
 - 3. Long-range plans
 - 4. Membership growth

 - iii. All special event activities must receive prior approval and permission is dependent upon availability of personnel as well as the impact upon the facility. At no time will keys to the building be given out to church members.

 - iv. The School Board reserves the right to revoke facilities use permission at any time.

- i) Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g. sports camps), the finances will be monitored so that

use of schools does not give any one sponsor the ability to monopolize a program or service.

- j) Any and all contracts are subject to cancellation by the School Board.
- k) Upon necessity, a Group I organization may bump a lower priority group.

3. Schedule of Facility Rental and Custodial Fees. Rental fees will not be charged to groups that meet the following criteria:

- a) Any group I organization or any other group that meets the following criteria and who is not renting the high school pool.
 - i. Not for profit agencies or community organizations that use proceeds to benefit the North West Hendricks Schools or students.
 - ii. Groups that have a majority of participants in the event that are residents of North West Hendricks School District.
 - iii. Groups that ask for a waiver of rental fees at least 30 days in advance of their event(s) and are granted such a waiver by the Superintendent of Schools.
- b) Organizations must still pay the custodial fee specified in this section, regardless of whether they must pay a rental fee, excluding Group I, II, and III organizations with certified staff supervision.

c) Rental fees shall be as follows:

<u>BUILDING</u>	<u>FEE</u>
North Salem/Pittsboro Elem. (s)	
- Gym	\$35.00
- Cafeteria	\$35.00
- Cafeteria Kitchen	\$25.00+Cook
- Classroom	
- Outdoor Field	
Tri-West Middle School	
- Gym	\$50.00
- Auditoria	\$35.00
- Cafeteria Kitchen	\$25.00+Cook
- Classroom	
Tri-West High School	
- Gym	\$50.00
- Auditorium	\$50.00
- Cafeteria	\$35.00
- Cafeteria with Kitchen	\$25.00+Cook

- Pool	\$45.00 for 1 st hour \$35.00 each
additional	
- *Pool Lifeguard	\$25.00 for 1 st hour \$20.00 each
additional	
- Classroom	
- Outdoor Field	
- Custodial Fees (All Buildings)	\$25.00 per hour/\$100 a day
- Auditorium Management Fee	\$25.00 per hour

*No pool rental may occur unless the group renting the facility demonstrates it will have the required number of lifeguards and supplies. No rental will be approved without the North West Hendricks School Corporation pool Manager on duty.

4. Use of Outside School Facilities (Baseball, Softball, Soccer and Football Fields) Fields Care Plan

(The following equipment/tools are available: Two big racks, tamper, tires, and PVC weights in dugout, stakes in dugout, broom, and practice bases).

- a) Fill in, rake, tamp and tarp the pitcher's mound. Place the small tarp on the pitcher's mound. Do not cover the grass. Use the metal stakes for every other hold on the tarp. Place a tire on the center of the tarp. Place the PVC pipe weights on the edge of the tarp between the stakes. **DO NOT WALK ON THE TARPS WITH CLEATS.**
- b) Fill in, rake, tamp, and wet down the home plate area. Place a tire on home plate (under the tarp). Place the large tarp on the home plate area. Do not cover the grass on the base paths or in front of home plate. Pull the tarp to those edges. Use the metal stakes for every other hole on the tarp. Place the PVC pipe weights on the edge of the tarps between the stacks. **DO NOT WALK ON THE TARPS WITH CLEATS.**
- c) Rake out and drag the infield dirt area. Do not rake toward grass areas. Shake out drag before you get to the grass the final time.
- d) Wet down the first and third baselines with the garden hose.
- e) Sweep out and pick up trash in both dugouts.
- f) Carry all screens onto field area.

- g) Carry green pitching platforms into visitor dugout.
- h) Leave practice bases on the field.
- i) Pick –up trash in bleachers and around the fields.
- j) Close and lock gates.
- k) Turn off lights and lock panel.

5. Facility Management Program: Non-School Use of School Facilities

School facilities may be made available for use by non-school groups when the use does not interfere with regular school use, is good public policy and supports the goals and purpose of the school corporation.

Insofar as practicable, priority shall be given to groups and individuals whose particular use is deemed to be of significant community interest and general educational value. The Superintendent or his designee will review each request and reserves the right to refuse rental.

Applicants and his/her organization wishing to use school facilities shall meet requirements as outlined in Eligible Organizations (Attachment A). These requirements have been developed by the Superintendent and the School Board of School Trustees with revisions made at appropriate times.

Applicants and his/her organization wishing to use school facilities shall complete the Facility Use Application/Agreement (Attachment B) and submit it to the Building Principal for approval. Separate approval is needed from the Superintendent and the Board of School Trustees for Sunday use.

Applicants and his/her organization shall comply with Rules and Regulations Governing the Use of School Facilities (Attachment C) as developed by the Superintendent and the Board and revised at appropriate times.

A Schedule of Facility Rental and Custodial Fees Setup are incorporated into the Schedule of Facility and Rental and Custodial Fees (Attachment D).

Unless special arrangements are made, a custodian must be present. The Custodial Special Events Checklist (Attachment E) must be used to document that the custodian and user have inspected the areas to be used prior to the activity and upon conclusion of the activity or program. Failure to have a representative present for facility check will result in the user waiving the individual's or organization's right to challenge damage claims. If a kitchen is used at least one food service employee must be present. Police, fire, and medical protection must be arranged when the Superintendent deems such support is necessary. Applicants and his/her organization shall pay the cost of the personnel mentioned in this section.

Applicants and his/her organization are liable for any damage, repair, or replacement necessary as a result of their use of the facilities.

All permits are subject to cancellation by the Board of School Trustees.

6. Pool Rental. The Tri-West swimming pool is available for rental by civic organizations, school organizations, and other recognized community organizations. It is

also available for rental by families residing within the boundaries of the North West Hendricks School Corporation.

- Rental of the pool must be approved by the Pool Director and the Summer Director during the summer months (while school is not in session), or by the Pool Director and the Building Principal during school months.
- The pool must be supervised by the Tri-West Pool Director, or his designee as approved by the Building Principal. The Director will employ qualified lifeguards to be on duty when the pool is in use.
- The rental fee shall be determined annually by the Board of School Trustees and said fee shall be paid at the Superintendent's Office.
- All pool and Corporation rules and policies must be followed.

7. Non-Curriculum Related Student Meetings. A student, or a group of students, who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which meeting is to be held.

The application shall include the following information:

- a) The name and address of the student or students wishing to conduct the meeting, and an affirmation by the person preparing the application that the student(s) has voluntarily initiated the meeting.
- b) The name of the school sponsor of the meeting, if any.
- c) A description of the type of meeting, a statement of purpose for the meeting, and an estimate of the expected attendance will be submitted. A copy of any materials used to advertise the meeting will also accompany the application.
- d) If a person other than a student is to be in attendance, his or her name and address must be furnished, and the organization to which he or she is affiliated will be listed.
- e) If the meeting is a religious one, the non-student shall furnish an affirmation that he or she is not directing, conducting, controlling or regularly attending the activity.
- f) The name of the faculty or staff monitor, if so required by the Principal, and if the meeting is for religious purposes, affirmation by the person that he or she is not participating in the meeting.

The Superintendent shall approve the meeting if the application is properly prepared and submitted and if the Principal determines that the above requirements are met.

ATTACHMENT A
Eligible Organizations
And Priority of Use

Seasonal Priority:

Fall Season (August 1-October 15): Cheer, Cross Country, Football, Girls' Golf, Soccer, Volleyball
Winter Season (October 15-March 15): Basketball, Cheer, Swimming & Diving, Wrestling
Spring Season (March 15-May 31): Baseball, Boys' Golf, Softball, Track & Field

Group Priority:

- Group I: Direct School-Related Activities – e.g. classes, school clubs, and extracurricular activities. (NWHSC Staff Supervision required)

- Group II: Jointly School Sponsored – e.g. Booster Groups, PTO, Post Prom, Alumni Groups, School Latch Key Programs (AYS). (NWHSC Staff Supervision required)

- Group III: Local Groups Dealing Directly with Community Youth as their first and foremost purpose – e.g. Scouts, Campfire Girls, Tri-West Youth Athletic Leagues. *Recreation leagues that are inclusive of all students will be given priority over other groups that may be exclusive (“cut” teams) in participation. (NWHSC Staff or Approved Organization Director Supervision required)
NWHSC Staff may NOT be pressured or obligated to supervise!

- Group IV: Sponsored by local tax-supported Governmental Agencies – e.g. police, firemen, town, and township organizations. Taxpayer supported agencies shall not be charged rental fees, but shall be charged with the necessary employee fees as determined by the school district.

- Group V: Local Civic, Service, Cultural, Political, Non-Profit Organizations – e.g. Kiwanis, Jaycees, Optimists, Lions, Democrats, Republicans, Churches, and other Community Groups.

- Group VI: School Business Partners

- Group VII: Private Businesses and Citizens of the Community, e.g. youth travel athletic teams (consisting of any non-NWHSC students), adult athletic teams and other acceptable events determined by the Superintendent and Building Principal.

For Office Use Only

Date Filed: _____

Insurance on File

**Attachment B
North West Hendricks School Corporation
Facility Use Application/Agreement**

Name of Organization: _____ **Phone Number:** _____

Address: _____
Street City, State Zip Code

Name of Individuals to be responsible and on site: _____
(If organization has sub-groups, teams, troops, etc., a list official coaches/leaders must be attached.)

Purpose of Facility Use: _____

School Desired: _____

Specified Day(s) & Date(s) Desired: (Attach a calendar if requested days extended beyond one week.)

<input type="checkbox"/> Monday, Date: _____	<input type="checkbox"/> Tuesday, Date: _____	<input type="checkbox"/> Wednesday, Date: _____
<input type="checkbox"/> Thursday, Date: _____	<input type="checkbox"/> Friday, Date: _____	<input type="checkbox"/> Saturday, Date: _____
<input type="checkbox"/> Sunday, Date: _____		

Time Desired: _____ a.m./p.m. to _____ a.m./p.m.

Is there an admission charge for your function? Yes No If yes, what amount? _____

Are donations made to your organization? Yes No

How are proceeds used? _____

Space Requested:

<input type="checkbox"/> Gym(s) _____	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Media Center
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Classrooms
<input type="checkbox"/> Baseball Diamond	<input type="checkbox"/> Pool	<input type="checkbox"/> Concession Area
<input type="checkbox"/> Misc. Grassy Area _____	<input type="checkbox"/> Softball Diamond	<input type="checkbox"/> Other: _____

Equipment Requested:

<input type="checkbox"/> Microphone	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> Table & Chairs	<input type="checkbox"/> VCR/DVD Player	<input type="checkbox"/> Podium
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Screen	<input type="checkbox"/> Lighting/Sound System
<input type="checkbox"/> Kitchen Equipment <small>(Requires presence of Food Service employee)</small>	<input type="checkbox"/> Pool <small>(Requires presence of Pool Manager)</small>	<input type="checkbox"/> Other: _____

All School Grounds are smoke and tobacco free. It is the responsibility of the group using the facility to enforce this.

Keys are not distributed. Weekend access will be gained by employing a building custodian.

Make Rental checks payable to North West Hendricks School Corporation.

I hereby certify that the above organization shall be responsible for any damages sustained to school property. Said organization shall be responsible for any injury to a person using the facility. A certificate of insurance with a minimum amount of \$300,000 on property loss & injury. Groups I and II are exempt.

_____ I have read and understand the rules and regulations governing the use of school facilities.

Signature indicates agreement of the Organization Representative _____

(Failure to comply with the above regulations governing facility use may result in denial of future use.)

Procedures

:

The above organization (person) must meet eligibility requirements as outlined in Eligible Organizations (Attachment A). The above organization has received and fully understands the Rules and regulations Governing the Use of School Facilities and agrees to

abide by it. The approved organization will be responsible for any damage to school property due to such occupancy. **A signed application must be on file to confirm registration.**

1. A Use of Facilities Application (Attachment B) form must be completed and approved by the Superintendent's Office.
2. Application for Sunday use or fee privileges is forwarded to the Administration Center for the Superintendent's and Board of School Trustees approval.
3. Confirming copies of approved application are forwarded to organization seeking usage (Renter), appropriate school building administration, and the custodial supervisor.
4. A Custodial Special Events Checklist (Attachment D) must be completed by an organization representative and a custodial employee for each event. Failure to have a representative present for the pre and post check will result in waiving the individual and/or organization's right to challenge possible damage claims.

I have read and received Rules and Regulations Governing the Use of School Facilities (Attachment C).

Signature _____ Organization _____ Date _____

Office Use Only

Building Principal: _____ Date: _____

Group: _____ Group Type: I II III IV V VI VII
(circle one)

Custodial Assistance: Yes No Anticipated Fee: \$ _____
(circle one)

Building Use: \$ _____ Plus Custodial Fees: (if applicable) \$ _____

Kitchen Use: \$ _____ Plus Custodial Fees: (if applicable) \$ _____

Superintendent's Approval: _____ Date: _____

ATTACHMENT C
Regulations for Use of School Facilities
GYM GUIDELINES

The Administration is willing to make the facilities available for teams from within OUR district; however, it is important to follow the guidelines. There is an increasing request to use the facility and we will do our best to accommodate those requests.

- a) All activities will not be allowed to start until school related events conclude, and all activities will need to end by 9:00 PM. Activities for elementary-age students must end by 8:00 PM.
- b) NWHSC School sponsored teams and activities involving other school sponsored groups will have priority.
- c) Activities scheduled for weekends will require a person to staff the building. This will result in a facility use fee established by the NWHSC. The fee could be waived provided a district employee is supervising the activity.
- d) Supervisors of groups will adhere to the schedule usage time. Please be respectful to other groups using the facility before and after your scheduled time. Coaches and athletes will be expected to wait outside the gymnasium in the hall until the activity ahead of you has concluded.
- e) If school sponsored activities need to be rescheduled, gym time and practice times may be affected. It will be your responsibility to contact your players about cancellation of your practice.
- f) If school is not in session or is closed early due to inclement weather, all scheduled activities will be canceled for that evening. Activities and the use of facilities on Sunday is strongly discouraged.
- g) Proper care should be exercised when using the gym floor. Tennis shoes will be required. No softball/baseball practices will be allowed, except for the Auxiliary Gym at Tri-West High School.
- h) All building doors should be secured during practices and checked for security when leaving the gymnasium. Propping of doors may result in loss of facility privileges.
- i) All spectators and children are expected to stay in the athletic area, if gates are not down. Coaches and organizations are responsible for the supervision of spectators and children.

C. Purchase of Supplies and Materials. The Superintendent will serve as the purchasing agent for the school corporation.

Purchases of supplies and/or materials under \$25,000 may be made on the open market for the best value and price, without soliciting bids, proposals, or quote.

When purchasing supplies and/or materials of not more than \$75,000, quotes from at least three (3) suppliers, known to deal in the supplies to be purchased, must be invited at least seven (7) days before the fixed date for receiving quotes. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If there are no responsive and/or responsible quotes obtained, purchases may be on the open market.

Legal Reference: I.C. 5-22-8-2
 I.C. 5-23-8-3

D. Commercial Messaging, Sponsorship, and Advertising Policy. North West Hendricks Schools recognizes that in certain instances and with certain limitations, it may be in the best interest of the district to enter into relationships with other entities for the provisions of goods and/or services for a fixed period of time. It is also recognized that, since school personnel, property and time are publicly funded, selling or providing access to advertising on school property outside the classroom involves ethical issues that must be addressed.

The goal of this procedure is to encourage appropriate public-private sponsorships in order to financially enrich North West Hendricks School Corporation while not interfering with the educational process. To meet this goal, the Superintendent/designee will review all proposed contracts to ensure compliance with this policy.

Definitions

Advertising – Advertising is the oral, written or graphic statement made by the seller for the purpose of the solicitation of business. This does not include the donation or sale at cost of items containing a corporate logo where the items are deemed educationally and/or nutritionally sound, and does not include items purchased in the usual course of business for use in school programs.

Sponsorship – Sponsorship is an agreement between a school entity (the district, an individual school, or a site-based or parent-based group) with an individual group, company or organization in which the sponsor provides financial and/or resource support in exchange for recognition.

Partnership – A partnership is an agreement between a school or school district and a private entity, wherein the basis and the terms of the relationship are set by the school district, and agreed upon by the private entity, or reached mutually.

Exclusivity – An exclusive arrangement to sell or vend an item in schools is one where a school or a school district signs a contract to make one product available to students and such contract specifically forbids the sale of a competitor's product in the same school or school district.

Sponsored Materials – Sponsored Materials are educational materials and programs developed and /or funded by commercial enterprises, trade organizations, or non-profit organizations with significant corporate backing. These materials are intended for use or distribution at school, and can be intended for use as either primary or supplemental curriculum.

Electronic Media – Electronic Media is any type of instruction that happens during school time, or any program shown during school time that requires the use of electronic equipment, such as televisions, video equipment, computers, etc.

1. Recognizing that each proposal or contract presented to North West Hendricks School Corporation to consider will be unique, the following represents guiding principles to use to determine if the corporation should enter into the contract:

- a) Corporate advertising is forbidden in academic classrooms. The Board reserves the right to reject proposed advertising in other areas.
- b) Selling or providing access to a captive audience in the classroom for commercial purposes is not permitted.
- c) Corporate involvement must not conflict with the goals and objectives of the schools.
- d) Programs and services of corporate involvement must be structured so as not to conflict with identified educational needs.
- e) Schools and educators should hold sponsored and donated materials to the same standards used for the selection and purchase of curriculum materials. Where the sponsorship or partnership involves signage, the organization that erects the sign bears full responsibility for all costs and expenses associated with the procurement, erection and maintenance of the sign(s).
- f) Corporate involvement programs should not limit the discretion of schools and teachers in the use of sponsored materials.

2. General Points Regarding School Function and Commercialism

- a) All public-private sector partnerships entered into by this school district will be in the best interest of the students; in the judgment of the Superintendent and/or designee. Advertisement for products which cannot, by law, be purchased by students (such as alcohol, tobacco, or lottery products) will not be permitted. Political signs may be used outside a polling place on school property only while the polling place is open.
- b) If the economic benefit from any partnership to the school or school district is less than \$500, it will not require the scrutiny of the Board. Principals will report all economic benefits from any partnership to the Superintendent/designee. Any economic benefit from any partnership that relates to the curriculum must be approved by the Superintendent/designee. If the economic benefit is between \$500 and \$5,000 it will require a written agreement and approval by the Superintendent/designee. If the economic benefit from any partnership to the school or school district exceeds \$5,000, the agreement must be set forth in a written agreement approved by the Board of School Trustees at a public meeting, where the community is given adequate notice and has the opportunity to provide input and feedback. The administration will provide a summary to the Board of all economic benefits received.
- c) All public-private sector partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable federal and state laws, rules and regulations.
- d) If a public-private sector partnership requires a contract, said contract will not require a length longer than five years, or provide for automatic renewals or extensions, nor will it subject the school corporation to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.

- e) No public-private sector partnership will provide direct financial gain to school corporation employees, students, parents or School Board members.
- f) Any booster club or school-support group that may use students in a fundraising activity must comply with I.C.-4-32-9-34, namely, that no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fundraising festivals, activities related to pull tabs, punch boards, tip boards, raffle tickets, and the like.
- g) Accepted limited advertising on extracurricular activity schedules and programs are at the discretion of the principal of the school involved.
- h) Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.
- i) Permit other exceptions when, in the judgment of the Superintendent, students of the District will benefit. The Superintendent may refer specific cases to the School Board for decision.

3. Logo Advertising on School Grounds

- a) All Company logos appearing in academic classrooms, including non-cash donations provided by sponsors, will be for identification purposes only.
- b) Logos will not be permitted on the outside of school buses.
- c) Public signs indicating the school corporation's appreciation of an enterprise's support for education shall be permitted, if approved by the Superintendent/designee.
- d) No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the Superintendent.

4. Advertising in Electronic Media

The school corporation will not enter into any contract for electronic media services where personal information will be collected from the students by the providers of the services in question. Personal information includes, but is not limited to, the student's name, social security number, telephone number and home address.

5. Exclusive Vending Agreements

No students will be used as agents for any district wide vendors in an exclusive arrangement to sell products or services to the community at large.

6. Prizes/Scholarships

The School Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in the school corporation. In accepting the offer of such scholarships or prizes, the School Board directs no information either academic or

personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the School Board's policy on student records

7. Sponsored Educational Materials and Advertising in Curriculum

Sponsored Educational Materials, whether purchased by the school corporation or provided free of charge by the sponsor, will not be used by teachers unless the Superintendent/designee has reviewed them and found them to meet the following standards:

- Accuracy: Statements are consistent with established fact or with prevailing expert opinion.
- Objectivity: Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.
- Completeness: The materials contain all relevant information and do not deceive or mislead by omission.
- Language: Materials are both interesting and readable.
- Non-Discrimination: The text and illustrations are free of any content that could be considered derogatory toward a particular ethnic group, race, or sex.
- Diverse Representation: The materials reflect the gender diversity and racial diversity of the students that will be using them.
- Non-commercial: The name and logo of the sponsor are used only to identify the source of the materials.

8. Student Marketing Surveys and Protection of Student Privacy

a. Students will not be required under any circumstances to fill out surveys to provide marketing information about their interest and preferences for particular vendors, businesses, and products.

b. A list of students' names and/or addresses and telephone numbers will not be released by the school corporation for the purpose of advertising brand name products to students. Similarly, participation in any venture that provides any vendor with the information necessary to generate a list is prohibited.

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

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

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be

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

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

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

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

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

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

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

LEGAL REFERENCE: 410 I.A.C. 33-4-7

F. Chemical Management Policy. This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a) All chemical are purchased by those designated to purchase such items which are then approved by the assistant superintendent.
 - b) Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased. [*The chemicals that are not to be purchased may be listed here or in administrative guidelines.*]

Material Safety Data Sheets (MSDS) will be available at each custodial office, the Maintenance Garage and at the Central Office. The MSDS books are to be updated annually and as new chemicals are purchased.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.

4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Notify school administration immediately. School administration will notify staff and outside authorities.
2. Call 911
3. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8

G. Electronic Mail (E-Mail) Policy. Electronic mail is a technology that allows for the written exchange of information in machine-readable format. E-mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. E-mail messages are considered public record material and are subject to the same rules and regulations as those that govern the management of paper records. E-mail is managed by its content, not its format.

Permissible Uses of Electronic Mail

1. Authorized Users

Only faculty, staff, and students of North West Hendricks School Corporation (NWHSC) and other persons who have received permission under the appropriate authority are authorized users of the school corporation's electronic mail systems and resources.

2. Purpose of Use

The use of any school resources for electronic mail must be related to school business, including academic pursuits. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the school. Any such incidental and occasional use of NWHSC electronic mail resources for personal purposes is subject to the provisions of this policy.

Prohibited Uses of Electronic Mail

1. Prohibited Purposes

- Personal use that creates a direct cost for NWHSC is prohibited.
- NWHSC electronic mail resources shall not be used for personal monetary gain or for commercial purposes that are not directly related to NWHSC business.

2. Other Prohibited Uses

Other prohibited uses of electronic mail include, but are not limited to:

- Sending copies of documents in violation of copyright laws
- Inclusion of the work of others into electronic mail communications in violation of copyright laws
- Capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems
- Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct school business
- Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations
- "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else
- "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial NWHSC business purpose
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization
- Using NWHSC resources for partisan political purposes, such as using email to circulate advertising for political candidates
- Sending email to someone who has requested that you not do so
- Creating, sending, or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information)
- Flooding another system, network, or user account with email

E-Mail Etiquette and Hazards

It is important to remember the following points about email:

- Email is meant for informal correspondence as well as scholarly communications. You should not use email for official record purposes where a memo would be required (e.g., personnel actions, organization changes, contracts, and policy statements).
- Email should not be considered private. Confidential information should not be sent by email.
- When giving urgent status to email, be sure that the email is indeed urgent. Urgent email sent unnecessarily can become a nuisance.
- Email is a new technology that is undergoing rapid growth and change. While every effort is made to deliver email reliably and quickly, the volume and the routing patterns sometimes cause delays or even lost mail. North West Hendricks Schools is continuing to work on minimizing the interruptions that are within our control, but for the time being, if you are not sure your message got through, it is a good idea to check.
- Because email is informal correspondence, you should regularly delete your old email files. This will help save resources and it will help you to keep your mailbox organized.
- If you receive a message that seems out of character for the sender, double-check before taking it seriously. If you repeatedly receive unwanted email, there are a few things you can do about it.
- Email does not show subtleties of voice or body language. If you ever receive a message that makes you angry, do not under any circumstances respond immediately! Wait a while to cool off, and if possible, meet and talk face to face.
- Email can be misdirected, even when you are careful. Do not put something in an email message that you would not want read by everybody. If you get someone else's message, let the sender know.
- Email is easily forwarded to someone else. Although this is convenient, it is not always appropriate. If you are unsure, ask the sender before forwarding the message.
- Email replies may go to more people than you realize. When replying to a message, be sure to look at the list of recipients.
- Email can be junk mail. Each recipient gets to decide if a message is "junk," so avoid unnecessary proliferation of messages.

E-Mail Access and Disclosure

1. General Provisions

- a) To the extent permitted by law, NWHSC reserves the right to access and disclose the contents of faculty, staff, students', and other users' electronic mail without the consent of the user. The School Corporation will do so when it believes it has a legitimate business need including, but not limited to, those listed in paragraph 3 (below), and only after explicit authorization is obtained from the appropriate school authority.

- b) Faculty, staff, and other non-student users are advised that NWHSC electronic mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received for school business or with the use of school resources may be made available for review by any authorized school official for purposes related to school business.
- c) Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). NWHSC may access, inspect, and disclose such records under conditions that are set forth in the statute.

2. Monitoring of Communications

NWHSC will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the school corporation deems necessary for purposes of maintaining the integrity and effective operation of the school's electronic mail systems.

3. Inspection and Disclosure of Communications

NWHSC reserves the right to inspect and disclose the contents of electronic mail:

- a) in the course of an investigation triggered by indications of misconduct or misuse
- b) as needed to protect health and safety
- c) as needed to prevent interference with the academic mission
- d) as needed to locate substantive information required for NWHSC business that is not more readily available by some other means.

NWHSC will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and to fulfill the corporation's obligations to third parties.

4. Limitations on Disclosure and Use of Information Obtained by Means of Access or Monitoring

The contents of electronic mail communications, properly obtained for NWHSC purposes, may be disclosed without permission of the user. The School Corporation will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.

5. Special Procedures to Approve Access to, Disclosure of, or Use of Electronic Mail Communications

Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate NWHSC authority.

Consequences of Illegal or Unethical Actions

Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of NWHSC electronic mail resources. Actions that are illegal or against NWHSC policy will be referred to the appropriate officials regardless of whether or not a computer was involved in their commission. NWHSC may monitor user activities and access any files or information in the course of performing normal system and network maintenance or while investigating policy violations. Anyone using NWHSC resources expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, NWHSC will provide the evidence to law enforcement officials. Offenders may be prosecuted under applicable state and/or federal law.

Violators may be subject to any of the following:

- Loss of computer account (i.e., loss of computing and networking access)
- School corporation disciplinary actions
- Civil proceedings
- Criminal prosecution

H. Book Rental Collection Policy. In accord with Indiana law, the Board of School Trustees delegates to the Superintendent the duty to maximize the collection of book rental and associated fees each school year. It shall be the policy of North West Hendricks School Corporation that families who register their children as students in the schools of North West Hendricks School Corporation shall be made aware of the opportunity to enroll in the Free and Reduced Lunch Program or to participate on a payment plan.

Collection of Delinquent Textbook Rental Fees

1. The schools will proceed through their normal procedure of collecting fees during registration.
2. Any family failing to pay or in arrears on a payment plan will receive a letter from the school by August 30th notifying them that they must be paid by the end of September or their name will be turned over to the Central Office for small claims court. This letter will also include information for payment plans and a reminder about free and reduced eligibility.
3. The Central Office will send a letter out after Labor Day notifying them that they would have to be paid up by September 30 or their name will go to the North West Hendricks Schools Attorney for processing in small claims court. (All payments must be in the school building of the student's attendance.) The buildings will give us notice of payments received or still in arrears.
4. All payments in arrears will be sent to the NWHSC attorney on Sept 30. We will only process those in excess of \$50 on total and those of people with known addresses.
5. The attorney's office will first send out a warning letter. He will process the claims in late October or early November.

6. Bills accrued during the year will be rolled into the following fall's claims. These could be damaged or missing textbooks, damage to school property and so forth.
7. All seniors are held accountable in the spring for any miscellaneous bills due. They can receive their diploma but cannot participate in the graduation ceremony with bills outstanding.
8. Any ongoing costs will be passed through in the fall from grade to grade and building to building.

XV. TRANSPORTATION

A. School Bus Drivers. No individual shall be permitted to drive a school bus for transportation of school children unless the individual possesses qualifications necessary per Indiana Law.

B. Bus and Van Routes. Transportation contracted bus routes shall be advertised and bid upon as prescribed by state statute. The Corporation may alter any school bus route at any time. Employment contracted bus route may be altered as determined by the Superintendent. Such altered routes will not necessitate additional compensation for the employment contracted driver.

The School Corporation will accommodate students going to child care providers, birthday parties, clubs or organizations and athletic practices, if the drop-off does not extend a normal route or overload a bus.

C. School Bus Discipline. Riding a school bus is a privilege, and must be guarded as such by each student. Rules of school bus conduct have been established for the protection of all students. The administration of the North West Hendricks School Corporation believe that proper bus discipline is essential to the safety and welfare of our students. We encourage the effective communication with bus drivers, parents, and transported students in helping to enforce proper discipline guidelines.

Students may be discipline on the school bus according to school bus discipline policies as stated in the School Handbook. The administration reserves the right to enforce the discipline policy at any level if the severity of the incident justifies it. A child's immediate removal from the bus at any point in the transportation route is warranted in emergency cases when it is necessary to prevent injuries to persons or property. Suspension of the privilege to ride a school bus includes any corporation transportation.

D. School Bus Video Camera. Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Video surveillance may occur on any school bus and video recordings may be used in student disciplinary proceedings. The Board believes that such monitoring will deter misconduct and help ensure the safety of students and staff. Students found to be in violation of the Corporation's bus conduct rules shall be subject to discipline in accordance with Corporation's bus conduct rules shall be subject to discipline in accordance with Corporation Policy and Regulations.

Guidelines for production, viewing and storing bus video tapes are:

- A prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system
- The Superintendent, a School Administrator, or a driver may request videotaping on any bus at any time to monitor student behavior and driver performance.
- Video camera and tapes will be installed and removed by the Superintendent or his designee. Drivers will not be authorized to install or remove cameras or tapes.
- Video tapes will be considered a school enforcement record and will be views only in presence of an Administrator.
- If disciplinary action is taken as a result of the videotape, the parent/guardian may request, in writing, within five (5) days, to view the tape with the Principal or his designee, bus driver and fleet owner.

E. Transportation for School Activities. When school buses are used to transport pupils for a school activity, it is recommended that an adult employee/volunteer of the North West Hendricks School Corporation, in addition to the driver, be present on each bus. At their discretion, the Building Principal or Superintendent may require an additional adult chaperone be present. Drivers shall be instructed to not start on a trip until such adult chaperone is present. All adult chaperones shall be approved by the building administrator.

XVI. INVENTORIES

It is the policy of the Board of School Trustees to maintain an accurate inventory of fixed assets. A fixed asset schedule shall be used to assist with the preparation of year-end financial statements and to ensure that adequate insurance coverage is maintained.

Fixed assets are defined as those tangible assets of the North West Hendricks School Corporation with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000.00.

The fixed assets to be monitored shall be classified as follows:

1. Land
2. Buildings
3. Improvements other than building (i.e., parking lots)
4. Machinery and equipment (including vehicles)
5. Construction in progress
6. Furniture and fixtures

Fixed assets that are leased/purchased and assets that are jointly owned shall be identified and Recorded in the fixed asset system.

Each building principal shall prepare an inventory of all fixed assets with a value of less than \$5,000.00. Building principals and their personnel shall be responsible for their building inventory. Each building shall maintain the inventory on computer disk with a copy on floppy disk provided to the administrative office by July 1 annually. The assistant superintendent in the Administration office shall store inventory disks from all buildings.

The assistant superintendent of schools shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of fixed assets as defined in this policy.