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INTRODUCTION

The formulation of written policies for the Carroll Schools was undertaken to provide for more efficient school administration. The policies set forth in this manual have been adopted in order to provide a framework within which board members, administrators, and staff can operate to provide the best possible education with the least amount of problem.

This policy manual contains guidelines of operation. The policies are so formulated as to provide flexibility as well as direction. All policies will be constantly appraised and re-appraised. Sound written policies are meant to provide an understanding and communication of purposes for staff members and patrons alike. Written board policies serve as a basis for establishing responsibilities and are the foundation upon which an outstanding school system is built.

Adherence to rules and regulations make for efficiency and order in our school system. More important than mere compliance, is the spirit, which stimulates the desire to achieve unity in order and efficiency.

Policies and rules are meant to give order and direction to the total educational process. Order and direction gives a better guarantee that a full measure of quality education for the children of this community will be provided. It is with these thoughts in mind that these policies are established.

From time to time these rules and policies will necessarily be amended, modified, and extended. Education is a dynamic and changing process, and, therefore, the guidelines governing this process must also be changing.
OFFICIAL DESCRIPTION

Name

The governing body of this school corporation shall be known officially as the Board of School Trustees of Carroll Consolidated School Corporation.

Purpose

The School Board shall act as the general agent of the State in carrying out the will of the people of the Corporation in the matter of public education. The School Board should fearlessly support those educational philosophies and procedures needed to promote adequate educational experiences for the children of the School Corporation.

Boundaries

The Carroll Consolidated School Corporation is comprised of Monroe, Democrat, Washington, Carrollton, and Burlington townships. An official description is on file in the school corporation office.

Address

The official address of the School Corporation shall be 2 South Third Street, Flora, Indiana 46929-1397.
CARROLL CONSOLIDATED SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES

BYLAWS
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AUTHORITY, POWERS, AND PHILOSOPHY

Board Authority

The supervision of this Corporation shall be conducted by the School Board, hereinafter sometimes referred to as the “Board”, which is constituted and is governed by the laws of the State of Indiana.

Board Powers

The School Board shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

The Board shall retain the power to act, through written policies, neither in situations in which there is no action required by state nor by statutory prohibition to act.

The School Board shall have the management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises.

I.C. 20-23-4-26; 20-26-3-2 et seq.; 20-26-5-4

Philosophy

The formulation of educational policy is one of the significant functions of the Board. It is the wish of the Board that these policies will help to give direction to the total educational program.

The Board policies are statements in general terms. These policies should provide a foundation for the organization of the school system, and a framework within which the Superintendent and staff can carry out their assigned duties.

Policy must be distinguished from administrative procedures, which are the various ways the Superintendent and staff carry out Board policy.
Our schools must be dedicated to improving the culture of our society as well as preserving it. Also, our schools must provide for each member of our society so that they become productive and positive members of it. We must remember that all students have different interest and abilities and do our best to provide the education for ALL of them.

Operating within a sound fiscal program, we must strive to make available and implement the best possible educational programs so that we will be able to provide a dynamic education to help our students meet the problems they face now and in the future. We recognize the value of extra curricular activities, but our primary commitment must remain with basic education.
FUNCTIONS

Bylaws and Policies

The School Board shall adopt bylaws and policies for the organization and operation of this Board and the Corporation.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board.

Bylaws shall be adopted, amended, repealed, or suspended by a majority vote of the full Board. Policies shall be adopted, amended, or repealed by a majority vote of the full Board.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Board may adopt, amend, or repeal administrative rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The Board will continuously review and appraise adopted policies and will conduct a biannual review of these policies. If there is a question about policy, the Board will clarify existing policy or adopt new policy to cover any situation in question.

I.C. 20-26-5-4

Selection of Superintendent

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of the Board.

Administrative Guidelines

The Superintendent shall prepare guidelines for the administration of the School Corporation, which are not inconsistent with statutes, regulations of the State Board, or the policies of the Board.

Such administrative guidelines shall be binding on the employees and the students of this Corporation when issued.
The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy provided that such action shall be taken after prior approval of the Board President.

I.C. 20-26-5-4(7)

Judicial

The School Board shall assume jurisdiction over any dispute or controversy arising within this Corporation and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.
MEMBERSHIP

Number

The School Board shall consist of five (5) members.

Election/Appointment

The School Board is organized under the School Corporation Reorganization Act of 1959 passed by the Indiana General Assembly. Board members shall be elected in the November General election. The Board will consist of members who reside in each of the five civil townships and districts (Burlington-1, Carrollton-2, Democrat-3, Monroe-4, and Washington-5) at the time of their election and during their term in office. All members are elected as members-at-large. (I.C.20-23-4-1 et seq.)

Term

The term of each Board member shall be four (4) years starting January 1.

Oath

Each newly elected Board member shall take an oath of office as well as other oaths, which may be required for transactions connected with or related to the educational program of the Corporation. (I.C.20-26-4-2)

Vacancies

The membership of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

A. the death of the incumbent, or the incumbent’s being found mentally incompetent by proper court

B. the incumbent’s resignation

C. the incumbent’s election or appointment being declared void by a competent tribunal

D. the incumbent’s failure to take the oath of office

E. the incumbent’s ceasing to possess the legal qualifications for holding office

F. the incumbent moving his/her residence out of the Corporation

A vacancy shall be filled by the remaining members of the Board within a reasonable time according to state statute by appointing a person from within the boundaries of the school corporation with the residence and other qualifications provided for a regularly elected board member filling such membership, to serve for the term or the balance of the term. In the event of a tie vote, it shall be the duty of the judge of the Circuit Court of Carroll County to make such an appointment.
Compensation

As compensation for their services, Board members shall receive each year a maximum of $2,000 as allowed by current state statute.

Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouched.

I.C.20-26-4-7

Board Member Ethics

A. A School Board member should honor the high responsibility which his/her membership demands:

1. by thinking always in terms of “children first”;
2. by understanding that the basic function of the School Board member is “policy-making” and not “administrative,” and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions;
3. by accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;
4. by refusing to “play politics” in either the tradition partisan, or in any petty sense;
5. by representing at all times the entire school community;
6. by accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools;
7. by recognizing responsibility as a State official to seek the improvement of education throughout the State.

B. A School Board member should respect his/her relationship with other members of the Board:

1. by recognizing that authority rest only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings;
2. by recognizing the integrity of his/her predecessors and associates and the merit of their work;
3. by refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the Board as a whole;
4. by making decision only after all facts bearing on question have been presented and discussed;
5. by respecting the opinion of others and by graciously conforming to the principal of “majority rule”;

6. by refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all members do not have the opportunity to attend.

C. A School Board member should maintain desirable relations with the Superintendent of schools and his/her staff:

1. by striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;

2. by giving the Superintendent full administrative authority for properly discharging his/her professional duties and also by holding him/her responsible for acceptable results;

3. by acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

4. by having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration;

5. by referring all complaints to proper administrative office and by discussing them only at a regular meeting after failure of administrative solution;

6. by striving to provide adequate safeguards around the Superintendent and other staff members to end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis;

7. by presenting personal criticisms of any employee directly to the Superintendent.

D. A School Board member should meet his/her responsibilities to his/her community:

1. by attempting to appraise fairly both the present and future educational needs of the community;

2. by regarding it as a major responsibility of the Board to interpret the aims and methods of the schools to the community;

3. by insisting that all school business transactions be on an open, ethical, and above-board basis;

4. by vigorously seeking adequate financial support for the schools;

5. by refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;

6. by refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in his/her office;
by winning the community’s confidences that all is being done in the best interests of school children. Indiana School Board Association

Conflict of Interest

Board members shall perform their official duties in a manner free from any possible criticism or prejudice or self-interest. To this end:

A. every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which he/she had either a direct or an indirect financial interest of a substantial nature;

B. each member of the Board shall resist every temptation and outside pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School Corporation;

C. when a member of the Board determines that the possibility of a personal interest conflict exists, he/she should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon; (I.C.35-44-1-3)

D. no member of the Board may obtain, for at least one (1) year after termination of service on the Board, a pecuniary interest in any Corporation contracts or purchase, which was approved during his/her tenure. (I.C.35-44-1-7)

All matters in which there is a disclosed conflict of interest shall require approval by a vote of the full membership without the vote of the member making the disclosure.

Indemnification

The Board may bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board member in his/her defense of a civil action, or in a criminal action that results in final disposition in his/her favor, brought against him/her for any act or omission arising out of and in the performance of duties as a Board member.

I.C.20-26-5-4(14);5-14-1.5-5;34-3-16.6-18
Amended July 24, 2012
ORGANIZATION

Organizational Meeting

The School Board shall organize annually on the first scheduled meeting day in January held in accordance with the law. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of a President.

Officers

The Board shall so appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any office within a reasonable time of the occurrence of the vacancy.

Motions

The Board shall, at the organizational meeting:

a. designate a day, place, and time for regular meetings. Board meetings are normally held twice each month.

b. authorize the President of the Board to appoint individual Board members to any necessary committees or as representatives to various organizations.

c. may appoint a legal counsel.

d. disclose conflicts of interest.

Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Ad hoc committees may be created and charged at any time by the President. Members of committees shall serve until the committee is discharged.

A local board of finance has supervision of the designation and revocation of public depositories pursuant to I.C. 5-13-7. A president of the board of finance shall be elected from the board's membership. The school corporation treasurer shall serve as secretary of the board of finance.

Adopted 4/16/02
Revised July 24, 2012
MEETINGS

Parliamentary Authority

In general, the Board shall use parliamentary procedure in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of the Board.

Quorum

Three (3) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her stead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Regular Meetings

The Board shall hold meetings as determined annually by a resolution of the Board. All meetings shall be scheduled and conducted in compliance with the Indiana Open Door law and other related state statutes.

Special Meetings

Special meetings may be held at any time on the call of the President of the Board, or the Superintendent, or by at least two (2) Board members. All meetings shall be scheduled and conducted in compliance with the Indiana Open Door law and other related state statutes. Reasonable notice must be given for a special meeting and notice of the meeting may be given by telephone, mail, or personal contact.

Executive Session

Executive meetings shall be held only for the purpose set forth in the Indiana Open Door law. In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.
Agenda

An agenda for each meeting will be prepared by the Superintendent in consultation with the Board President. A copy of the agenda will be mailed or delivered to Board members. Anyone desiring to address the Board, or to bring matters before it, other than Board members, should arrange in advance with the Superintendent of Schools to have the matter placed on the agenda.

Voting

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members of the board and a proper record made of the vote. Meetings of the Board shall be public.
(I.C.5-14-1.5)

Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

In case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

The president may vote on all motions.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

Minutes

Records of all Board actions shall be set forth in the official minutes of the Board meeting. The minutes shall be kept on file as the permanent school records of school legislation of the corporation. The Superintendent shall act as custodian of the minutes and shall make them available to any citizens wanting to examine them during usual office hours. Minutes must be approved by the Board and endorsed by individual Board members.
Public Participation and Board Meetings

Meeting of the Board shall be open to the public. Citizens who wish to present any matter of concern to the Board shall make a written request to the Superintendent’s office five days prior to the Board meeting. However, the Board may give citizens who have not presented a written request the opportunity to present concerns to the Board. The President shall recognize and allot the citizen appropriate time to present his/her concern.
DUTIES

President

The President of the Board shall:

A. preside at meetings of the Board;

B. perform other duties appropriate to the office of the President in the management of schools and as designated by State Statute.

Vice President

The Vice President of the Board shall:

A. preside at meetings of the Board when the President is not able to attend;

B. perform other duties appropriate to the office of Vice President in the management of the Corporation as the Board determines;

C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

Secretary

The Secretary of the Board shall:

A. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;

B. perform other duties required by law or by the School Board.

Treasurer

The Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as Treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.
The Treasurer may also transact Corporation financial business with a financial institution through the use of electronic funds transfer.

The Treasurer shall meet all bonding requirements.

**Legal Counsel**

The Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

**Reports**

The Board shall publish a financial report and an annual report as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the Corporation.

I.C.5-11-1-4

**Association Memberships**

The School Board may maintain membership in the National and State Boards Associations and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations, which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used and to the best advantage of the Board and staff.

**School Board Conference, Conventions, and Workshops**

The Board recognizes the value of membership and attendance at conference and meeting at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.
Travel and personal expenses of spouse, children, other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended, as a group will be borne by the Corporation within budgetary limits.

Board members are encouraged to provide an oral or written report of knowledge gained from conference attendance.
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SUPERINTENDENT AUTHORITY

The Superintendent shall be the chief executive officer of the School Corporation. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and administrative guidelines.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the Corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

It is the Board’s intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the Corporation in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School Corporation and the specific conditions of the stated contract or agreement.
CONFLICT OF INTEREST

A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School Corporation.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment.

1. No employee shall engage in or have a financial interest in, directly or in-directly, any activity that conflicts or raises a reasonable question of conflict with his/her Corporation responsibilities.

2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School Corporation.

3. Employees shall not make use of materials, equipment, or facilities of the School Corporation for personal business use. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for personal business use.

B. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School Corporation, all such exceptions will be made known to the employee’s supervisor and will be disclosed to the Superintendent before entering into any private relationship.

C. It will be the responsibility of each administrator and supervisor to make this policy known to his/her subordinates, to enforce this policy, and to promptly report any apparent violations to the Superintendent.

I.C. 35-44.1-1-4

Cross Reference:
Professional Staff Policy 3231
Support Staff Policy 4231
BOARD-SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. The Superintendent is responsible for the development, supervision, and operation of the school program and facilities. The Superintendent’s methods should be made known to the staff through the administrative guidelines of the Corporation.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the Superintendent is the appointed representative of the School Board and a member of the negotiation teams for the purpose of determining negotiation strategies for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual written evaluations of the Superintendent’s performance prior to December 1 of each year. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.
EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools shall be vacant, the Board shall appoint a Superintendent as chief executive officer and fix his/her salary and term to office, which shall be no less than three (3) years.

The Board shall actively seek the best-qualified and most capable candidate for the position of Superintendent.

Recruitment procedures shall be established by the Board in advance of the search for a Superintendent.

No person may be employed as superintendent of this Corporation unless he/she has signed an employment contract with the Board.

Such contract shall be in the basic form of the regular teacher’s contract and shall include:

  a. the term for which employment is contracted, including beginning and ending dates;
  b. tenure in position shall not be granted;
  c. the salary which the Superintendent shall be paid and the intervals at which he/she shall be paid;
  d. the benefits to which he/she is entitled;
  e. a provision for the termination of the contract;
  f. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed shall devote himself/herself to the duties of his/her office unless otherwise approved by the Board.

Any candidate’s intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.
RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation.

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

A. Serve as the executive officer for the Board. Attend all meetings, except when his/her salary and/or contract are being discussed, prepare the agenda for all meetings, and participate in all deliberations of the Board except when such deliberation involves his/her employment.

B. Ensure that all aspects of Corporation operation comply with State laws and rules/regulations as well as Board contracts and policies.

C. Inform the Board of matters of the educational objective and program.

D. Strive to increase the efficient use of Corporation resources in the daily operations of the schools.

E. Enforce the school attendance laws.

F. Assign staff to achieve the maximum benefit toward the attainment of educational goals.

G. Evaluate the progress of the professional and support staff toward the attainment of educational goals.

H. Analyze the results of instructional program development as it applies to the Board’s educational goals.

I. Supervise the curricular and educational program and submit to the Board recommendations for changes as the need arises.

J. Make nominations to fill all vacancies of the professional staff. All administrative applicants and varsity-coaching applicants in football and basketball will be screened by the Superintendent and Principals and interviewed by the School Board before they are contracted.
K. Develop personal capabilities in personnel strategies and facility management.

L. Supervise the maintenance and operation of the school plants and transportation employing such personnel, and purchasing such materials and supplies as required within the limits of the budget.

M. Prepare and present a budget for each fiscal year and supervise the execution of the budget as finally adopted and approved.

N. Conduct a program of public relations that will keep the community fully informed of the conditions and needs of the school.

O. Review all requests, questions, and complaints prior to formal presentation to the Board.

P. Work cooperatively with parents and community groups concerned with programs in the schools

Q. Work cooperatively with the Board and administrative staff.

R. Strive toward the highest standards of personal conduct.
DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The School Board delegates to the Superintendent the function of specifying guidelines and required actions and for designing the detailed arrangements under which the schools will be operated. These guidelines, rules, and other detailed arrangements will constitute the Administrative Guidelines governing the Corporation. They must be, in every respect, consistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines only when required by law, or when the Superintendent recommends Board adoption in light of strong community attitudes or probable reaction.

The Superintendent may also issue such administrative handbooks as he/she may consider necessary for the effective administration of the schools and distribute them to employees and others as necessary.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policy or with Federal/State law, they will be considered to be a part of the policy manual and binding upon all employees and students.

A copy of the Corporation’s administrative guidelines manual and copy of each handbook shall be made a part of the Board’s reference materials maintained in the Corporation office.
EVALUATION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the Superintendent’s performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership.

The Board shall provide a formal written evaluation at least annually of the performance of the Superintendent prior to December 1 of each year. Such evaluation shall include an assessment of:

A. the progress toward the education goals of the Corporation;
B. the working relationship between the Board and the Superintendent;
C. the Superintendent’s relationship to staff and community;
D. the climate of confidence and sense of purpose evidenced at every level in the Corporation;
E. how well the Superintendent is articulating and implementing his/her educational philosophy;
F. consideration of objective data regarding the following criteria;
   1. student welfare
   2. curriculum development
   3. business management
   4. property maintenance
   5. employee relations

Such assessments will be based on defined quality expectations developed by the Board for each criterion being assessed.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted.
As an outcome of the evaluation of the Superintendent’s performance, the Board should be prepared to judge the advisability of retention of the Superintendent and:

A. be helped in the determination of the Superintendent’s salary;

B. identify strengths and weaknesses in the operation of the Corporation and determine means by which weaknesses can be reduced and strengths maintained;

C. establish specific objectives, the achievement of which will advance the Corporation toward its goals;

D. be better able to improve its own performance as the public body ultimately charged with the educational responsibility of this Corporation.
NON-REEMPLOYMENT OF THE SUPERINTENDENT

The School Board has an obligation to employ professional leadership best trained and equipped to meet the educational needs of the children. It shall meet that obligation by retaining only a highly qualified person as superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, he/she shall be notified in writing by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board. Notification of its intent not to renew or extend his/her services shall be given by January 1 according to State statute.

The contract of the Superintendent may be terminated during its term in accordance with statutory procedures.

I.C.20-28-8-7
INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent’s incapacity is removed or until the expiration of the Superintendent’s contract whichever is sooner. He/She shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated:

A. at the request of the Superintendent if the Superintendent is absent by reason of lengthy personal illness or injury or exposure to communicable disease which could be communicated to others;

B. upon certification of a licensed physician.

It the Board determines that the Superintendent is unable to perform his/her duties, he/she may be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.
JOB DESCRIPTIONS

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar job.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job description shall be defined as administrative guidelines of the Superintendent.
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The mission of Carroll Consolidated School Corporation is to challenge all students to achieve their highest potential, to approach life with confidence and to acquire the skills and knowledge to succeed in a changing, global society.

**CORPORATION BELIEFS**

- The quality of the future depends on the education of all individuals.
- Learning is a life-long process that enriches our quality of life.
- Understanding different cultures is essential to living in a global society.
- Education is a shared responsibility between the school, parents, and the community.
- A safe, caring, positive environment promotes learning.
- A positive self-esteem enhances personal growth.
- Change in an opportunity to strive toward excellence.
- All individuals have unlimited potential.
- All students can learn in their own unique way.
- High expectations have a positive impact on individual achievement.
- All individuals, regardless of their needs and differences, have equal and intrinsic worth.
MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student’s individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student’s individual choice.

This “moment of silence” is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

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

The building principals may establish procedures to implement this policy.

References:

LEGAL REFERENCE: I.C. 20-30-5-4.5

DATE ADOPTED: 8/16/05
DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

Display of the United States Flag

The United States flag shall be displayed in each classroom of every school in the school corporation.

Pledge of Allegiance

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 participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:
  a. the student chooses not to participate; or
  b. 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 building principals may establish procedures to implement this policy.

References:

LEGAL REFERENCE: I.C. 20-30-5-0.5.

DATE ADOPTED: 8/16/05
EDUCATIONAL OUTCOME GOALS

The School Board believes that the mission of the Corporation is being accomplished when there is valid evidence that its educational programs are making it possible for students to achieve one (1) or more of the following educational outcomes, commensurate with their ability and potential:

A. use of the knowledge, skills, and understandings necessary to function as a responsible producer and consumer

B. entry-level job skills and the skills and attitudes to obtain further education

C. the understanding of and the ability to form responsible, personal relations with others, including but not limited to those with social and cultural characteristics different from his/her own

D. use of the knowledge, attitudes, and skills to contribute effectively to the decision-making processes of the political and other institutions of the community, state, country, and world

E. use of the knowledge, habits, and attitudes that assure good personal and public health, both physical and mental

F. the willingness and ability to apply ethical principles and values to his/her own life

G. an understanding of his/her own worth, abilities, potentialities, and limitations

H. enjoyment of the process of learning and commitment to continuous learning throughout one’s lifetime

I. and understanding of and the ability to cope with change

J. the educational goals specified in individual education program plans (IEPs)

I.C.20-33-8-4,20-5-2-1.1
5111AC6-1-2(B)
EDUCATIONAL PROCESS GOALS

In order to achieve educational outcome goals, the School Board will establish policies, which will authorize and encourage:

A. instruction which bears a meaningful relationship to the present and future needs and/or interests of students;

B. specialized and individualized kinds of educational experiences to meet the needs of each student;

C. opportunities for professional staff members and students to make recommendations concerning the content and operation of Corporation programs;

D. an environment in which any interaction among individual students and groups of students helps them learn how and when competition and cooperation are appropriate and productive in accomplishing goals;

E. efficient and effective use of educational resources;

F. continued professional growth of the staff members;

G. constructive cooperation with parents and community groups.

I.C.20-5-2-1.1,20-33-8-4
511 IAC6-1-2 et seq.
CURRICULUM DEVELOPMENT

The School Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy, curriculum shall be defined as all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group.

The Board directs that the curriculum of this Corporation:

A. provide instruction in courses required by statute and the State Department of Education regulations necessary for performance-based accreditation;

B. be consistent with the Corporation’s philosophy and goals and results in their achievement;

C. allow for the development of individual talents and interests as well as recognize that learning styles of students may differ;

D. provide for continuous and cumulative learning through effective articulation at all school and grade levels;

E. utilize a variety of learning resources to accomplish the educational goals;

F. encourage students to utilize guidance and counseling in their academic and career planning.

As educational leader of Corporation, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and preparation of courses of study. He/She shall establish administrative guidelines for curriculum, which ensure proper development, implementation, and evaluation.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program.
The Superintendent shall report to the Board each innovative program along with its objectives, evalative criteria, and costs before each such program is initiated.

Each such program must be approved by the Board before it may be instituted.

I.C.20-10.1-1 et seq.
511 IAC6-2-1 et seq.
COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this Corporation. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this Corporation unless it has been adopted by the Board and approved by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom he/she is responsible. Any deviation from its content must be approved in accordance with the Superintendent’s administrative guidelines.

The Superintendent shall maintain a current list of all courses of study offered by this Corporation and shall provide each member of the Board with a current list of all courses of study.

I.C.20-30-5-1 et seq.
511 IAC Article 6
MANDATORY CURRICULUM

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

A. the constitutions of the United States and Indiana

B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections

C. American History

D. safety education

E. the principals of hygiene and sanitary science

F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food

G. the nature of alcoholic beverages, tobacco, prescription drugs, narcotics, and their effects on the human system and society at large

H. Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other dangerous communicable diseases

I. instruction on human sexuality or sexually transmitted diseases

J. Technical preparation program

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

When required by law, the Board shall approve the course of instruction prior to its use in the classroom.

I.C.20-30-5-1 et seq., 20-30-5-13
511 IAC Article 6
CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of the policy, a controversial issue is a topic likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view;

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the Superintendent.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the Superintendent who shall report periodically such approval to the Board for their review.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful review of the program lessons and/or materials, a parent files a complaint in accordance with Board policy 9130 regarding either content or activities that conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.
The Superintendent shall develop administrative guidelines for dealing with controversial issues.

Adopted July 26, 2011
The School Board wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement.

Each innovative program shall be consistent with the Corporation’s objectives and long-range plans. Programs designed for special education students must comply with Federal and State guidelines.
EQUAL EDUCATIONAL OPPORTUNITY

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, gender, ancestry, national origin, limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curricula Content – review current and proposed curriculum guides and textbooks to detect any bias based upon race, gender, religion, national origin, ancestry, or cultures; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training – develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial, gender, religious, national, or cultural or other bias in all aspects of the program;

C. Student Access – review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, limited English proficiency, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. Corporation Support – ensure that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
E. **Student Evaluation** – ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent will be the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C. 20-33-1-1 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681

20 U.S.C. Section 1702 et seq.

29 U.S.C. Section 794

42 U.S.C. Section 2000 et seq.

42 U.S.C. Section 12101 et seq.

42 U.S.C. Section 110

Vocational Education Program Guidelines for Eliminating Discrimination, and Denial of Services, Department of Education, Office of Civil Rights 1979

Titles III of the No Child Left Behind Act of 2001

Revised 4/19/2005
SCHOOL-AGE CHILD-CARE PROGRAM

In accordance with I.C.20-26-5-2, as from time to time amended, the Carroll Consolidated School Corporation will conduct and after-school child-care program that is available to all children in Kindergarten through sixth grade. The program(s) will be conducted in Carroll Consolidated School Corporation buildings, but may be operated by independent, not-for-profit or for-profit organizations other than the Carroll Consolidated Schools. Any contracted entity providing services for operation of the program shall be required to obtain liability insurance in minimal amounts acceptable to the Carroll Consolidated School Corporation. Maximum adult-to-child ratios for the program shall be adhered to for the overall supervision and enrichment opportunities of the children being served. No rental fees will assessed for use of facilities, however, parents may be charged reasonable fees to reimburse Carroll Consolidated School Corporation for personnel, utilities, maintenance, or other added costs directly attributable to the operation of the child-care program.

If the Carroll Consolidated School Corporation experiences undue hardship due to a low number of eligible children utilizing the school child-care program, then pursuant to I.C.20-26-5-2(c), as amended from time to time, the school corporation may receive a waiver from the Indiana State Board of Education for conducting the school child-care program.

I.C.20-26-5-2
RELIGION IN THE CURRICULUM

The Board believes that an understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the Corporation schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the Corporation. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the Corporation's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

The Superintendent shall prepare administrative guidelines regarding observances and activities, which have religious overtones. Such guidelines are to be in compliance with State laws and First Amendment rights.

U.S. Constitution, Amendment 1

Adopted 4/16/02
COLLEGE AND UNIVERSITY PROGRAM

The School Board recognizes the value to students and to the Corporation for students to participate in programs offered by accredited colleges and universities in Indiana.

The Board will allow students who meet the criteria; to enroll in approved post-secondary programs while in attendance in the Corporation. Students will be eligible to receive secondary credit for completing any of these programs providing they meet the established requirements.

No students may participate, however, without the written consent of the high school principal or if such participation would delay his/her graduation from high school.

The Superintendent shall establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students and the institutions offering such programs to students of this Corporation. The Superintendent may also establish guidelines and procedures for the awarding of credit and the proper entry on a student’s transcript and other records of his/her participation in a post-secondary program. All costs of post-secondary programs shall be borne by the student.

I.C.20-30-11-8, 20-30-11-18
511 IAC Article 6-10-4
CLASS ENROLLMENT

The School Board requires that class enrollments be determined with reference to instructional quality and economy of operation.

The Superintendent shall inform the Board of classes that have excess enrollment or insufficient numbers.

511 IAC 6-2-1 (b) (2)
511 IAC 1-8-1 et seq.

Revised July 1998
HOMEWORK

General

The School Board affirms the educational value of appropriate homework assignments. Such assignments provide learning activities that complement classroom instruction and promote the growth of effective, life-long study habits. The Board believes that inappropriate homework for which students are inadequately prepared is counterproductive.

Realizing that a rigid corporation-wide homework policy cannot service that needs of students of various ages and abilities, the Board requires each school develop homework guidelines suited to its own student population. Each school’s written guidelines reflect the corporation-wide policy and shall include specific procedures for development, implementation, and review/revision of appropriate homework assignments. The homework guidelines shall become a part of the student handbook.

Defined

Appropriate homework is an assignment that contributes to the educational progress of the student. It is an extension of class work and, as such, is related to the objectives of the curriculum. Appropriate homework may include practice exercises, reading assignment, in-depth extensions of classroom activities, or independent projects related to the subject being studied.

Homework is a method for developing a student’s study habits and time management abilities.

Appropriate homework suits the age, cognitive style, physical needs and interests of the student.

Appropriate homework provides parents with the opportunity to cooperate in the student’s learning process, but successful completion of homework assignments does not require parental assistance.

Appropriate homework is not a substitute for classroom instruction, nor should homework be used as a form of punishment or busywork.
Appropriate homework should be reasonable in quantity and assignments should be coordinated between staff and subject areas so as students may complete assignments in a timely manner.

Appropriate homework is an extension of the classroom learning experience. It should be used in such a manner that students will be able to pursue cultural interests, and participates in extra-curricular or co-curricular activities.

Summary

The homework policy should reflect the cooperative nature of effective homework. Teacher, parent, and student working together can implement a realistic, flexible, and effective homework program that enhances school-based educational experiences and promotes student growth.

511 IAC 6-2-1(c) (9)
FIELD AND OTHER CORPORATION-SPONSORED TRIPS

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

B. arouse new interests among students;

C. help students relate school experiences to the reality of the world outside of school;

D. bring the resources of the community-natural, artistic, industrial commercial, governmental, educational-within the student’s learning experience;

E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey for one (1) or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student travel activity, which is approved as part of the Corporation’s total educational program.

The School Board shall approve those field trips and other Corporation-sponsored trips which are greater than 75 miles from the school system, are overnight, or require the services of a substitute teacher.

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for driver costs on field trips but no student shall be denied participation for financial inability, nor shall non-participation be penalized academically.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation’s administrative guidelines.
CARROLL CONSOLIDATED SCHOOL CORPORATION
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The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation’s Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines of the operation of both field and other Corporation-sponsored trips, including athletic trips, which shall ensure that:

 A. the safety and well-being of students is protected at all times;
 B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
 C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
 D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
 E. each trip is properly monitored;
 F. student behavior while on all field trips complies with the Student Handbook and an approved code of conduct for the trip;
 G. each staff member shall file a written report of the field trip with the Board.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or were changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

I.C.20-27-9-3
511 IAC 6-2-1.1(e)
HOME-BOUNDED INSTRUCTION PROGRAM

The School Board may provide, pursuant to rules of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of accident or illness.

Documentation of the enabling condition shall be done by a physician licensed to practice in this State who shall:

A. certify the nature of the medical disability;

B. state the probable duration of the confinement;

C. certify the student’s ability to participate in an educational program.

Applications must be approved by the Superintendent.

The program of home-bound instruction given each student shall be in accordance with rules of the State Board of Education with such exceptions as may be recommended by the school medical inspector or Case Conference. Teachers shall hold an Indiana teaching certificate appropriate for the level of instruction for which the assignment is made.

Instruction may be withheld when:

A. the instructor’s presence in the place of a student’s confinement presents a hazard to the health of the teacher;

B. a parent or other adult in authority is not at home with the student during the hours of instruction;

C. the condition of the student is such as to precluded his/her benefit from such instruction.

511 IAC 7-1-8
511 IAC 4-1-1 (c); 4-1-7

Adopted 12/5/00
GUIDANCE AND COUNSELING

The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the Corporation. Such a program should:

A. assist students in achieving educational goals:
B. enable students to draw benefits from the offerings of the instructional program of the schools:
C. aid students in identifying options and making choices in vocational and academic course areas:
D. assist students in career awareness and planning:
E. help integrate all the student's experience so that she/he can better relate school activity to life outside the school:
F. help students learn to make their own decisions and solve problems independently.

A program guidance and/or counseling shall be offered to all students and shall include the services of professional guidance personnel and other designated persons who provide employment counseling and placement services to students.

The Superintendent is directed to implement the counseling and guidance program which carries out these purposes and:

A. involves appropriate staff members at every level:
B. honors the individuality of each student:
C. integrates with the total educational program:
D. coordinates with available resources of the community:
E. cooperates with parents and recognizes their concern and ideas for the development of their children:
F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student:
G. provides that an appropriate amount of time and effort shall be given to guidance and counseling services to those students who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education:
H. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referral.

511 IAC 4-1-5
Revised July 1998
HEALTH SERVICES

In compliance with law, the Board may require students to submit to periodic health examinations to:

A. protect the school community from the spread of communicable disease;
B. determine that each student's participation in health, safety, and physical education courses meet his/her individual needs;
C. determine that the learning potential of each child is not lessened by a remediable physical disability;
D. determine if participation in physical education classes would be harmful to the individual.

The Corporation shall specify the need for services, which may include, but not be limited to:

A. student physical examinations;
B. athlete physical examination;
C. dental examination;
D. vision screening;
E. audiometric screening;
F. head lice screening;
G. scoliosis screening.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

I.C. 20-34-3et seq.
REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Corporation believes that provision should be made for the teaching of reproductive health, family planning, and the recognition, prevention, and treatment of sexually transmitted diseases, as essential ingredients in a comprehensive school health education curriculum. It is the position of the board that abstinence is the safest and preferred method of preventing sexually transmitted diseases.

The Superintendent shall prepare administrative guidelines to implement those curriculum components.
VOCATIONAL EDUCATION PROGRAM

The School Board recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers.

For purposes of this policy, “vocational education” shall be defined as program designed to provide educational experiences and guidance for students to plan and prepare for a future:

A. in the labor market as employable individuals immediately after graduation with productive, saleable skills;

B. in education beyond high school with the opportunity to gain a marketable job skill (s) that will assist them in achieving career goals;

C. in the world of work while continuing their education in order to help offset higher education expenses.

In addition to vocational classes required by law, the Board shall provide in cooperation with Indian Trails Vocational Cooperative a vocational education program which may include:

A. Agricultural Education;

B. Family and Consumer Sciences.

The vocational education program may also include a work-study program involving the employment of qualified students.

Revised July 1998
CORPORATION-SPONSORED CLUBS AND ACTIVITIES

The School Board believes that the goals and objectives of this Corporation are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curriculum-related activities shall be to enable students to explore a wider range of individual interests than may be available in the Corporation’s courses of study but are directly related to accomplishing the educational outcomes for students as adopted by the Board.

For purposes of this policy, curriculum-related activities are defined as those activities in which:

A. the subject matter is actually taught or will be taught in a regularly offered course; or

B. the subject matter concerns the Corporation’s composite courses of study; or

C. participation is required for a particular course; or

D. participation results in academic credit.

No curriculum-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, as well as extra-curricular or activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board, directed by a staff advisor.

A. The Board shall allow non-corporation-sponsored, student clubs and activities during non-instructional time, in accordance with the provisions of the Policy on Equal Access for Non-Corporation-Sponsored Student Clubs and Activities.

B. Non-curricular activities for students that are initiated by parents or other members of the community may be allowed under the provisions of the Policy on Use of Corporation Facilities. The Board, however:

1. will not assume any responsibility for the planning, conduct, or evaluation of such activities;
2. will not provide any funds or other resources;

3. will not allow any member of the Corporation’s staff to assist in the planning, conduct, or evaluation of such an activity during the hours he/she is functioning as a member of the staff;

4. will not allow the use of the School Corporation name or any other name, which would associate an activity with the Corporation.

Students shall be fully informed of the curriculum-related and extra-curriculum activities available to them and of the eligibility standards established for participation in these activities. Corporation-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of curriculum-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are assessed properly and procedures are established for continuing evaluation of each club and activity.

Board of Education, Westside Community Schools vs. Mergens, 495 US; 110 LED 2\textsuperscript{nd}, 191
The Board recognizes the value to the Corporation and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the Corporation alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship, ethics, and integrity.

The Board subscribes to the administrative guidelines of the Indiana High School Athletic Association but maintains responsibility for enforcement of all rules. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the Corporation.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a properly certified physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

B. Any student who is found to have a life-threatening health condition such as a heart defect, respiratory dysfunctions, and the like, shall be denied participation in all athletic activity unless authorized in writing by both the student's physician and parents.
C. Any student who incurs an injury requiring a physician's care is to have a physician's written release prior to the student's return to participation.

D. The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include criteria for judging these important qualities as well as procedures by which these values will be communicated to students, parents, and supporters and the behavior of each of these groups will be monitored to ensure their behavior reflects high standards.


Revised July 1998
SUMMER SCHOOL

The School Board may conduct a summer program of academic instruction, remediation, and enrichment activities at the K-12 levels for resident students of this Corporation and such other students as the Board may admit.

The summer school programs shall be designed to meet all State mandate requirements.

Summer school instruction shall be designed to provide opportunities for students to:

A. improve a poor grade; B.
   improve learning skills; C.
   make up a failed course;

D. enrich a scholastic program;

E. explore new academic areas.

The Board shall annually approve a summer school program. In order to support a program of summer instruction, the Board will:

A. employ teaching and administrative staff;

B. purchase such book, materials, supplies, and equipment as may be necessary;

C. make available school facilities as required;

D. provide necessary custodial services.

Instructional fees may be charged to all students, when necessary.

The Superintendent shall be responsible for developing administrative guidelines including transportation for the operation of the summer program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the Corporation.

I.C.20-30-7-1, 20-30-7-2 and 13, 20-30-9-11

Revised July 1998
ALTERNATIVE SCHOOL PROGRAM

The Board recognizes that the regular school program may not be appropriate for all students. There are those who need an education but are unable or unwilling to participate properly in the Corporation's established program.

The Board may provide an alternative school education program for students who, in the opinion of the Superintendent, will benefit from this special program.

Students, grades 6 through 12 and not currently enrolled in the Corporation, may attend upon meeting enrollment conditions prescribed by the Superintendent.
SPECIAL EDUCATION

The School Board shall provide for a comprehensive, free and appropriate public education to all eligible educationally disabled (unless they have completed the twelfth grade and been issued a diploma or a certificate of completion).

The Board also shall provide such supplemental aids and related services as may be necessary for a disabled child to receive such an education in the regular classroom environment, if appropriate.

The Board directs the Superintendent to plan, implement, and coordinate a special education program in accordance with Federal and State law.

The School Board may enter into an agreement with the Logansport Area Joint Services for Special Education to provide any or all of the special education program.

The Superintendent may prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

20 U.S.C.A. 1401 et seq.
I.C.20-6-6-1
511 IAC 7
EXTENDED SCHOOL YEAR SERVICES FOR DISABLED STUDENTS

The Board, in cooperation with a provider of special education such as the Logansport Area Joint Special Education Cooperative, shall provide extended school year services to a disabled student when his/her Case Conference has determined that the student is likely to suffer severe regression, due to interruption of services, and will be unlikely to recoup to such an extent that s/he will be unable to maintain critical IEP objectives, and may, therefore, ultimately be less self-sufficient as an adult.

The Superintendent shall implement administrative guidelines which are in compliance with Federal and State requirements.

511 IAC 7-3
SUSPENSION, EXPULSION, AND EXCLUSION OF DISABLED STUDENTS

In matters relating to the disciplining of disabled students, the Board shall abide by Federal and State laws regarding suspension and expulsion.

When a disabled student's behavior is such to justify temporary removal from his/her current educational placement, the principal may suspend the student for a period of not more than five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year. The Superintendent shall ensure that appropriate due-process procedures are followed.

When a suspension beyond five (5) consecutive instructional days, or ten (10) cumulative instructional days, or expulsion may be indicated, the Superintendent shall develop administrative guidelines to ensure that a Case Conference is convened and the review process occurs promptly and efficiently to determine that:

A. the Individual Education Program (I.E.P.) is current, complete, and appropriate:

B. the student has been appropriately placed and is receiving the services indicated by the I.E.P.:

C. the disruptive behavior is not causally-related to the disabling condition.

If the suspension period is completed before the Case Conference can meet to determine the existence of a causal relationship, the student shall be maintained in his/her current placement until such action has been taken or the school obtains parental permission. If the parents do not consent, a court order must be obtained.

A recent evaluation, as specified in Article 7, shall be used to aid in the deliberations of the Case Conference.

If the behavior calling for expulsion is not related to the disabbling condition, as determined by the Case Conference, the student may be disciplined in accordance with policy 5610-Suspension, Expulsion, and Exclusion.

If the wrongful behavior is disability-related, the student may not be suspended for more than five (5) consecutive instructional days, ten (10) cumulative instructional days, or expelled. The Case Conference shall recommend either a change in the educational placement of the student or a request for judicial relief, if the student’s behavior poses an immediate danger to the safety of others.
Exclusion of a disabled student under Section 504 or Article 7 for lack of legal settlement shall be accomplished according to the procedure prescribed in I.C. 20-8.1-5-5/8. A causal relationship conference shall not be convened under these circumstances. Exclusion for any other reason shall be accomplished through the procedure described above for expulsion.

For any disabled student, as determined by Section 504, the Logansport Area Joint Special Education Cooperative Director shall ensure that a recent evaluation (not more than six (6) months old) is available for use by a group of people knowledgeable about the child to help them determine causal relationship. If no recent evaluation is available, then one is to be completed prior to the conference.

For students with disabilities determined eligible according to Section 504 of the Rehabilitation Act of 1973:

A. a Section 504 meeting must be convened:

B. the Section 504 committee must determine that the student's disability would not cause the student to violate school rules:

C. if this standard is met through decisions of the Section 504 committee, the disabled student may be suspended for more than ten (10) days or expelled using the same procedure the Board would follow for a nondisabled student:

D. if this standard is not met through decisions of the Section 504 committee, the student may not be suspended for more than ten (10) days or expelled.

The Board acknowledges that it may have a continuing responsibility for providing alternative educational service to students with disabilities who have been long-term suspended or expelled.

Emergency removal of a student with disabilities from his/her current placement may take place through parental agreement for an interim placement or through injunctive relief from a court when the current placement presents a substantial likelihood of resulting in injury to the student or others.

The Superintendent shall develop administrative guidelines to implement this policy.

20 USC 1401 et seq. 34 CFR 104
U.S. Supreme Court, Honig v Doe, 44 US 305 Rule 15, Section 2
Revised July 1998
LEAST RESTRICTIVE ENVIRONMENT

Students with disabilities, including those in public or private residential institutions and other care facilities located in the attendance area of the school corporation, shall be educated and participate in academic, nonacademic, and extracurricular activities with nondisabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student’s individualized education program. The case conference committee shall also take into consideration any potentially harmful effect of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a 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, with the use of supplementary aids and services cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

Legal Reference: 20 U.S.C. 1412(5) (B) IC 20-19-2-8
34 CFR 300.227 IC 20-35-2-1
34 CFR 300.305-300.307 511 IAC 7-12-2
34 CFR 300.550-300.556

Revised July 1998
EDUCATIONAL SURROGATE PARENT

The School Board 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 the student’s parent(s) are unknown; when the whereabouts of the parent(s) is unknown; when, after reasonable efforts, the student’s parent(s) cannot be located; or when 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 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 conflicts with the 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.

Legal Reference: 20 U.S.C. 1415(b)(1)(B) IC 20-1-1-6
34 CFR 300.514 IC 20-35-2-1
511 IAC 7-9-1
PROGRAMS FOR HIGHLY ABLE STUDENTS

In accordance with the philosophy of the Board to develop the special abilities of each student, the Board shall provide appropriate instructional programs to meet the needs of highly able students K-12 as defined by State code. (IC 20-36-1-3).

Students will be identified using multifaceted assessments and will be offered appropriately differentiated curriculum and instruction in core content areas. The programs will be designed in accordance with State codes. (IC-20-36-2-2).

The Superintendent shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning goals.

511 IAC 6-9.1   IC 20 10.1 5.1   IC 20-35-1-3   IC 20-36-2-2

Revised July 1998
Revised August 2, 2011
ADOPTION OF TEXTBOOKS

The School Board shall approve all textbooks used as part of the educational program of this Corporation. “Textbook,” for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may presented, that is available or distributed to every student enrolled in the course.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decision based on recommendations related to:

A. suitability for the maturity level and educational accomplishment of the students who will be using the book;

B. freedom from bias;

C. relationship to the curriculum adopted by the Board;

D. relationship to a continuous multigrade program;

E. impact on community standards;

F. manner of selection;

G. cost;

H. appearance and durability.

The Superintendent shall develop administrative guidelines for the selection of textbooks that includes effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels.

The Board shall make textbooks available to all students on a rental basis. Since the rental program is self-supporting, students may not be officially enrolled until one of the following conditions are met:

A. book rental is paid in full;

B. an initial down payment is made and a payment schedule is arranged;

C. student qualifies for textbook assistance.
Anually parents shall be notified of the standards governing eligibility requirements and application procedures for textbook assistance. The building principal shall be responsible for complying with all statutes and regulations regarding the textbook assistance program.

511 IAC 9
TEXTBOOK RENTAL COLLECTION

Carroll Consolidated School Corporation Board of Trustees notes that parents who do not timely pay their students' textbook rental and other costs and fees place a burden on the Corporation, the other students and the taxpayers, all of whom bear the cost of the unpaid accounts. In order to reduce the school resources diverted from the education of students to collection of unpaid accounts and to recover the costs incurred in managing, carrying, and collecting unpaid textbook rental fees, the Carroll School Board of Trustee will implement procedures for reducing and recovering unpaid textbook rental fees, including recovering the cost of collecting delinquent textbook rental accounts.

Parents will be notified during the enrollment process of the School procedures and service charges for processing, carrying and collection of delinquent textbook rental and other costs and fees on the student’s accounts.

Adopted 8/2/2011
INSTRUCTIONAL SUPPLIES

The School Board shall provide materials, equipment, and other instructional resources, within budgetary constraints, to implement the Corporation’s educational program and to help students accomplish objectives and goals. The primary objective of such instructional resources shall be to enrich support and supplement basic text materials.

The Board may require that students pay reasonable fees to provide needed supplement instructional materials or to participate in an extra-curricular activity, but no student shall be denied the opportunity to participate in any program because of financial inability to pay such fees.

The Superintendent shall develop administrative guidelines, which provide the criteria and procedure for the selection and utilization of all types of instructional resources. The guidelines shall also ensure the proper maintenance of all equipment and materials.

I.C.34-4-31-1
SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The School Board shall provide instructional materials and equipment, within budgetary constraints, to implement the Corporation’s educational goals and objectives and to meet students’ needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional equipment.

A student or his/her parents shall be held responsible for the cost of replacing any materials or properties, which are lost or damaged through their negligence.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Criteria for Equipment

The evaluation and selection criteria for instructional equipment may include:

A. relevance to the school curriculum;
B. needs of individual students;
C. high technical quality;
D. high reliability
E. use of a professionally prepared selection of tools and reviewing media.

Criteria for Materials

The criteria for the selection of educational materials may include, but not be limited to one (1) or more of the following:

A. materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served;
B. wherever possible, materials shall provide major opposing views on controversial issues so those students may develop, under guidance, the practice of critical thinking;
C. wherever possible, materials shall represent the many religious, ethnic, and cultural groups and their contribution to American heritage;

D. materials shall be factually accurate and of genuine literary or artistic value;

E. materials shall be of a quality and durability appropriate to their intended use and longevity;

F. materials shall relate to, support, and enrich the courses of study adopted by the Board.

I.C.34-4-31-1
RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the Carroll Consolidated 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 which is not a direct part of the academic instruction. Instructional materials include teachers’ manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for public complaints and concerns.

LEGAL REFERENCE: I.C. 20-30-5-17

(Adopted 7/11/95)
STUDENT NETWORK ACCEPTABLE USE POLICY (NAUP)

Carroll Consolidated School Corporation’s electronic communications system shall be referred to as the CCSC “Network.” The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web (“Internet”) through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

The primary purpose of providing Carroll Consolidated School Corporation’s Internet connection is to allow its students, faculty, and administration the privilege of accessing a unique educational resource. Due to the expansive nature of the Internet, many kinds of information are available, including the controversial and even the inappropriate. Nevertheless, the unquestionable value of this educational opportunity far outweighs the possibility that a user might be able to access materials not necessarily consistent with the intended purposes. Consequently, use of the Internet through the corporation’s Network requires that users read and adhere to this policy.

In making decisions regarding student access to the Internet, the Carroll Consolidated School Corporation considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources. The school corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students may be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing corporation-provided Internet access must first have the permission of and must be supervised by the Carroll Consolidated School Corporation’s professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.
The purpose of corporation provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the Carroll Consolidated School Corporation. Access is a privilege, not a right. Access entails responsibility.

Students using the Network and Internet will follow the Student Network Acceptable Use Policy (NAUP). Failure to do so will result in restricted usage or complete denial of Network privileges. Students as well as parents/guardians must sign and return the NAUP form before students are allowed to use the Network. Parents are required to sign the NAUP form each year. Parents may request at any time that the form be withdrawn.

Users should not expect that files stored on the Network will be private. Electronic content stored on the Network will be treated like school lockers. Administrators, the Technology Director, and faculty will periodically review electronic content to maintain system integrity and ensure that users are acting responsibly.

Students are expected to follow the guidelines below when using the CCSC Network. The following uses of Network and Internet resources are not permitted:

A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material

B. to transmit obscene, abusive, harassing, or sexually explicit language

C. to violate any local, state, or federal statute

D. to vandalize, damage, or any attempt to disable CCSC Network resources or the property of another individual or organization including creation of a virus or impedance of other users or systems through mass consumption of system resources

E. to log in as another individual or access another individual’s materials, information, or files without permission; any attempt to secure a higher level of privilege on the Network is prohibited

F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission – including but not limited to downloading copyrighted music, software, photographs, or images.

G. to use anonymous proxy servers in an attempt to bypass the school’s Internet content filtering software
H. to commit any act(s) or misconduct that may not be listed but is considered inappropriate use of school resources

I. to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

** Violation(s) of items a-i may result in suspension/expulsion and may be reported to legal authorities.

** Students are not to change any settings (without prior teacher or administrative approval) on the Network.

** Use of personal e-mail by students is prohibited. Students may ask the teachers, Media Specialist, or Guidance Office personnel to use e-mail to request educational materials, including transcripts.

Any violation of Board policy and rules may result in loss of corporation-provided access to the Network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Carroll Consolidated School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school 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. The 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. The school corporation will not be responsible for personal property used to access corporation-owned computers or networks or for corporation-provided Internet access. The school corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to Internet.

Parents of students in the Carroll Consolidated School Corporation shall be provided with the following information:

The Carroll Consolidated School Corporation is pleased to offer access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

While the school corporation’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the corporation institutes technical methods or systems to regulate students’ Internet access, those methods cannot guarantee compliance with the corporation’s beliefs that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Carroll Consolidated School Corporation makes the corporation’s complete Internet policy and procedures available upon request. For parents/guardians who do not wish for their students to have Internet access, Carroll Consolidated School Corporation will arrange for their minor children alternative activities not requiring Internet use. Those students who use Internet must have written permission from their parents or guardians before access is granted by the school corporation.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statues.

Board adopted 2/6/96

Revised 7/22/08
SCHOOL INTERNET WEB SITE POLICY

1. Purpose of CCSC Web Site:

The Carroll Consolidated School Corporation (CCSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporate operations. CCSC also recognizes that safeguards must be in place to protect the privacy of the students, and has adopted this School Internet Web Site Policy to ensure that students and staff are making appropriate and ethical use of technology.

CCSC considers communication with parents and other community members vital to an effective school. CCSC considers the development of school web pages an effective communication method. All CCSC schools are encouraged to develop their own web pages within stated guidelines. CCSC may maintain a School web page to provide communication to the world about policy issues and decisions, school board meeting dates and actions, and other information which satisfies the “open door” laws. The web pages may also offer information about school curriculum and activities.

Guidelines within this document are subject to frequent review and revision. It is expected that as experience with school-generated web pages grows, the guidelines will evolve accordingly. Any request for modification or changes of this Policy or guidelines should be submitted to the Site Administrator and then to the superintendent for consideration by the Board.

2. Network or Internet:

A. Network Guidelines – “Network” refers to an inter-school computer network that is not part of the World Wide Web or Internet. Information placed on the Network is not available on the Internet. Separate Network Acceptable Use Policies (#2525, #3141, and #4141) have been adopted by the School Board governing the use of the School Network.

B. Internet Guidelines – The “Internet” includes the World Wide Web, or the access of any information outside of the School Network.

C. Harmony Parent Web Access – The “Harmony” system of parent access to student information is specifically excluded from this policy.

3. Parents (or adult students) who choose to OPT OUT of having student information published on the school web site should complete the “PARENT FORM – NON RELEASE OF DIRECTORY INFORMATION,” which is available at the school office. This form may be revoked in writing at any time.
4. Faculty or staff personal information:
   A. Personal information about faculty or staff will not be published without written permission.

5. Web Page Contents:
   A. Web page content must conform to the Network Acceptable Use Policies (#2525, #3141, and #4141).
   B. Every student, classroom or department, or support organization page must have a teacher or sponsor approved by the building principal who is responsible for the contents of the page.
   C. Every web page must include the author or sponsor’s name.
   D. Student e-mail addresses are not permitted.
   E. School-approved fund-raising ads only. No for-profit advertising.
   F. Publication of information about students whose parents choose to OPT OUT of this program is prohibited.
   G. Links to web sites outside of the School domain must be consistent with the mission and curriculum of the School.
   H. Contents must abide by School standards of appropriate content and quality.
   I. Students will be identified only by directory information as defined by School Policy #8330 as follows, with the exception that a student’s birthday, place of birth, street address and home telephone number will NOT be published:
   J. The Board designates as student “directory information”: a student’s name; address, telephone number; date and place of birth; photograph; major field of study’ participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

6. Hierarchy of Structural Integrity & Content Approval

<table>
<thead>
<tr>
<th>Hierarchy of Structural Integrity Approval</th>
<th>Hierarchy of Content Approval</th>
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<tbody>
<tr>
<td>Site Administrator</td>
<td>CES</td>
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<tr>
<td>K-12 Web Administrator</td>
<td>Principal</td>
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<td>Corp Web Administrator</td>
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</table>
A. Site Administrator. The Site Administrator has the duty and authority to: (1) administer the structural integrity of all web pages including establishing Design Guidelines, (2) managing the underlying directory structure of the website, and (3) implement security mechanisms such as login IDs and passwords. If any questions arise as to the structural integrity of a specific web page or the violation of stated Design Guidelines, the Site Administrator will make an initial determination of fitness. If, in the Site Administrator’s sole opinion, the web page in question violates this policy or the stated guidelines, the Site Administrator shall deactivate the web page, notify the K-12 Web Administrator and building principal, and contact the author or sponsor of the web page. The Site Administrator is responsible for the Corporation’s home page content (www.carroll.k12.in.us).

B. K-12 Web Administrator. The K-12 Web Administrator is responsible for insuring compliance with this policy and the stated Design Guidelines included with this policy. If any questions arise as to the appropriateness of information or content on a specific web page, the K-12 Web Administrator will make an initial determination of fitness. If the web page in question violates this policy, the K-12 Web Administrator shall deactivate the web page, notify the Site Administrator and building principal, and contact the author or sponsor of the web page.

C. Building Principal. The principal or principal’s designee has final authority for any school or departmental information that is placed on a school web page and published on the Internet. If the Site Administrator, K-12 Web Administrator, and the author or sponsor of the web page in question do not agree on the fitness of the information contained on that web page, the building Principal is the final authority on the matter.

D. Administrative or Corporate Level Web Pages. Web pages published by the Administration or School Board are subject to approval by the School Board.

7. Copyright/Trademark/Commercial Information

A. Use or publication of any material must conform to copyright and trademark guidelines for text, graphics, sounds, clip art, borders, backgrounds, etc.

B. Use of published material shall contain proper credit and attribution.

C. Personal advertising or any commercial information is forbidden.
8. Right to use and publish material on CCSC Web site

   A. The CCSC School Board or its designee (usually, the Site Administrator or Building Web Administrator or Principal) reserves the right to restrict or remove the CCSC web site or any objectionable content from the Internet at any time.

   B. The CCSC School Board or its designee (usually, the Site Administrator or Building Web Administrator or Principal) may restrict or terminate authoring privileges from anyone who acts inappropriately or contrary to the mission and purpose of CCSC.

9. Consistent with Like Policies

   A. This School Internet Web Site Policy is intended to complement the Network Acceptable Use Policy (#2525) and Staff Network Acceptable Use Policies #3141 and #4141) as currently adopted and in force.

Board adopted 2/6/96

Revised 12/21/04

Revised 7/22/08
STUDENT ASSESSMENT

The School Board shall, in compliance with law and rules of the State Board of Education, shall implement the Statewide Testing Program to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining Corporation and State Department goals.

The Superintendent shall develop and implement a plan, which complies with guidelines established by the Department of Education.

I.C.20-1-1-6; 20-1.1-16-5; 20-10.1-16-10
511 IAC 5-2-1
TEST SECURITY POLICY

This policy details requirements for test security at Carroll Consolidated School Corporation for the 2019-2020 school year. All staff are expected to be familiar with this policy. This policy shall be presented and made available to staff in the following ways:

- posted online with other documents that are accessible to staff
- presented during Test Security trainings
- email sent to all staff with a direct link to this policy
- a printed copy of the policy shall be provided upon request

1. Definitions
   a. Secure Items – any items declared by the Indiana Department of Education and/or test vendor to contain secure information (e.g. paper/pencil student test booklets, printed test tickets for online testing, secure read-aloud test scripts, any scratch paper distributed to students during a test session, pre-ID labels, any testing-related documents that contain student names and STN numbers).
   b. CTC – Corporation Test Coordinator
   c. STC – School Test Coordinator
   d. DOE or IDOE – Indiana Department of Education
   e. STN – Student Test Number (a student’s state-wide unique identification number)
   f. TA – Test Administrator
   g. IEP – Individualized Education Plan (students qualify for special education)
   h. ILP – Individualized Language Plan (students with English identified as a second language)
   i. Section 504 plan (students that do not qualify for other individualized plans, but the school and parent/guardian agree that there is a need for accommodations)
   j. CSEP – Choice School Education Plan
   k. WIDA – English language testing for students with English identified as a second language
   l. I AM – Indiana’s Alternative Measure (for students with significant special needs)
   m. IAPM – Indiana Assessment Policy Manual

2. Ethical Practices and Procedures
   a. All secure testing materials will be delivered to schools no more than one week in advance of test administration.
   b. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator’s Manual) more than 4 hours in advance of the test administration.
   c. It is the policy of Carroll Consolidated School Corporation that security of assessment materials before, during, and after testing will be maintained as follows:
      i. Secure items received from the vendor more than one week in advance of the test administration shall be kept under lock and key at the Administration Office. Only the CTC and Superintendent shall have access.
ii. Once secure items are delivered to each school, they shall be kept under lock and key within each building. Only the CTC, STC, and building principal shall have access.

iii. From the time secure items are received from the vendor until they are return-shipped to the vendor (or destroyed, if applicable), the CTC/STC shall perform and document a daily inventory check. The CTC shall provide a list of secure items. If secure items are in secure storage in a sealed box, the daily inventory check may simply confirm that the box has not been tampered with. If secure items are in secure storage and not in a sealed box, the daily inventory check must confirm individual items and counts are accounted for.

iv. Any discrepancies or missing items shall be immediately reported to the CTC.

d. Secure items shall only be removed from secure storage for the shortest time possible, and only for the following reasons:
   i. CTC and/or STC preparing secure materials for distribution to Test Administrators
   ii. CTC and/or STC distributing secure materials to Test Administrators for purposes of testing within the testing window
   iii. CTC and/or STC preparing secure materials for return to vendor
   iv. CTC and/or STC performing secure destruction (shredding) of secure items that were not required to be returned to the vendor

e. Anytime secure items are removed from secure storage for any reason, the removal shall be documented on the Sign-out/Sign-in sheet. Return of secure items shall be documented in the same manner.

f. While Test Administrators have secure items in their possession, they shall take precautions to maintain the security of those materials. Secure items shall not be left unattended or accessible to others. TA’s have possession of secure materials solely for purposes of testing. TA’s shall ensure that neither they nor others review, copy, photograph, or make any other unethical use of the secure materials.

g. Carroll Consolidated School Corporation will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

3. Test Preparation Materials Review

a. Carroll Consolidated School Corporation will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:
   i. The test preparation materials guidelines provided by the DOE (Indiana Assessments Policy Manual, Section 6, Part B, #2) shall be posted with Teacher Resources on the school website, and shall be reviewed during beginning-of-year meetings. Another reminder of the guidelines shall be given during the All Staff Test Security Training.

b. All staff shall be conscious of these guidelines during discussions, observations, or conversations regarding any and all curriculum, materials, and/or practices being considered or being used. If any questions or concerns arise, that staff member must bring such to the attention of the STC.
c. Upon report of a concern, the STC shall gather necessary information regarding the curriculum/materials/practices in question and determine whether or not the curriculum/materials/practices are appropriate based on the DOE guidelines.
d. Any curriculum/materials/practices in question shall not be used (or cease being used) until the STC determines that they are acceptable.
e. The STC shall summarize his/her findings in documentation provided to the CTC.

4. Training Requirements
a. Carroll Consolidated School Corporation assures that all appropriate staff have knowledge of the Code of Ethical Practices and Procedures and understand how to secure, administer, and handle the assessments while in their possession.
b. The CTC and STCs will ensure that all appropriate staff receive test security training. STCs will ensure attendance is documented for each test security training.
   i. All corporation employees (except for bus drivers) shall attend an “All Staff Test Security Training” no later than September 30th for the current school year.
   ii. The “All Staff Test Security Training” may take place in one large-group presentation, multiple smaller-group presentations, or one-on-one presentations as needed to best suit scheduling needs.
   iii. Employees with extenuating circumstances who were unable to attend an “All Staff Test Security Training” by the stated deadline, along with employees hired after that date, shall be provided with the same training as soon as reasonably possible upon their return/hire.
   iv. Documentation of attendance at an “All Staff Test Security Training” shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.
   v. The “All Staff Test Security Training” shall utilize the video provided by the DOE, with additional details and explanations as deemed appropriate by the CTC/STC. Under no circumstances shall the DOE video be shortened or fast-forwarded through. An opportunity for attendees to ask questions shall be provided.
   vi. Prior to involvement in testing, TA’s and proctors scheduled to be involved during a particular testing window shall be provided with a “Refresher Test Security Training” that shall have all of the same requirements as the “All Staff Test Security Training” except for the requirements of who shall attend. In addition, as a last resort and on a limited-basis, the link to the DOE video may be provided to those who require the “Refresher Test Security Training” so that those TA’s/proctors may view the video on their own schedule. TA’s/proctors who view the video on their own shall be required to affirm that they viewed the required video. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An “in-person” training is always the preferred delivery method.
c. The CTC and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training.
i. TA’s and proctors involved with testing are required to attend “Test Administration Training” prior to involvement in the associated testing window.

ii. The “Test Administration Training” may take place in one large-group presentation, multiple smaller-group presentations, or one-one-one presentations as needed to best suit scheduling needs.

iii. Documentation of attendance at a “Test Administration Training” shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.

iv. The “Test Administration Training” shall include the following key items:
   1. Any remaining training requirements (AIR TA Certification, WIDA Certification)
   2. Testing schedule, locations, TA assignments
   3. Preparing the room for testing
   4. Sign-out/Sign-in procedures for secure materials
   5. TAM Review and Policy Manual Review
   6. Practice Test requirements and schedule
   7. Operational Test requirements (timing, breaks, order of tests)
   8. How students will access the test (if online)
   9. Reminders regarding unallowable devices (cell phones), students’ part in test security, and prohibition of coaching
   10. How teachers will run the test (if online)
   11. What to do before, during, and after each test session
   12. An opportunity for attendees to ask questions

v. As a last resort and on a limited-basis, the “Test Administration Training” presentation (preferably as a video with audio commentary) may be provided to those who require the “Test Administration Training” so that those TA’s/proctors may complete the training on their own schedule. TA’s/proctors who complete the training in this manner shall be required to affirm that they completed the training. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An “in-person” training is always the preferred delivery method.

d. The CTC and STCs will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The CTC and STCs will also ensure that all staff members who will provide students with testing accommodations are familiar with each student’s individual accommodation needs, as per the student’s IEP, ILP, Section 504 plan, CSEP, and/or service plan prior to testing. The CTC and STCs will ensure attendance is documented at each testing accommodations training.

i. TA’s and proctors involved with testing students with accommodations are required to attend “Test Accommodations Training” prior to involvement in the associated testing window.

ii. The “Test Accommodations Training” may take place in one large-group presentation, multiple smaller-group presentations, or one-one-one presentations as needed to best suit scheduling needs.
iii. Documentation of attendance at a “Test Accommodations Training” shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.

iv. The “Test Accommodations Training” shall include the following key items:
   1. Viewing of the IDOE Accommodations Training Recording and Powerpoint
   2. A list of students and their required accommodations
   3. Input and confirmation from Special Education Teachers, Director of Special Education, 504 Coordinator, and/or ELL Coordinator (as appropriate) that the assigned accommodations are correct
   4. Explanation of how those accommodations are delivered for the upcoming test
   5. An opportunity for attendees to ask questions

v. As a last resort and on a limited-basis, the “Test Accommodations Training” presentation (preferably as a video with audio commentary) may be provided to those who require the “Test Accommodations Training” so that those TA’s/proctors may complete the training on their own schedule. TA’s/proctors who complete the training in this manner shall be required to affirm that they completed the training. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An “in-person” training is always the preferred delivery method.

5. Monitoring
   a. The CTC and STCs will define and clearly communicate to all appropriate staff at least once annually how staff implementation of test administration and test security standards and procedures will be monitored by the CTC, STC, and/or school administrators or designees. This notification shall take place as follows:
      i. At beginning of the school year building-level meetings, administration shall explain the procedure outlined in “Test Preparation Materials Review” above.
      ii. As part of the “All Staff Test Security Training,” presenter shall explain the procedure detailed below for monitoring testing sessions.
   b. The CTC and STCs will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 plans, CSEPs, or Service Plans.
   c. Prior to each testing window, CTC, STC, and building administrators shall make a list of all testing sessions and locations. Utilizing this list, CTC, STC, and building administrators shall sign-up to monitor particular sessions. All sessions and locations should have someone signed up for monitoring. The Director of Special Education may also participate in monitoring testing sessions with accommodations. All parties involved with monitoring shall review the monitoring form that will be used to ensure they understand how it is to be used, and answer any questions.
   d. During testing, the designated monitor should make every reasonable attempt to visit the assigned testing location and complete the monitoring form. If the designated monitor will be unable to perform that monitoring duty, they should attempt to find a
replacement. Monitoring of every test session and location is not required, but we would like to have as high of a monitoring percentage as possible.

e. During monitoring, the monitor shall evaluate the following items:
   i. Balanced TA (and proctor) to student ratio
   ii. Testing location free from distractions
   iii. Unacceptable reference materials removed or covered
   iv. No cell phones or other unallowable devices
   v. Desks clear of any materials not related to testing
   vi. TA’s and proctors actively monitoring the testing room
   vii. TA/proctor has documentation of required accommodations (if applicable)
   viii. Accommodations provided according to documentation (if applicable)

f. Any concerns that arise during monitoring shall be immediately reported to the CTC.
g. Completed monitoring forms shall be forwarded to the CTC by the end of each day.

6. Test Schedule
   a. The CTC and STCs will ensure that a test schedule is developed for each assessment at each school.
   b. CTC and STC shall work cooperatively to develop a testing schedule for each building
   c. CTC/STC shall consider the number of students testing, grade levels testing, what test sessions may be combined, required order and timing, what accommodated sessions may be required, student schedules, teacher schedules, and other school events to determine the best plan for a testing schedule, testing locations, and who will serve as TA’s and proctors
   d. At a minimum, each testing schedule shall include the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations
   e. The testing schedule shall be shared with affected staff electronically (via email or a shared Google Doc); updates to a planned schedule shall be shared in the same format
   f. Exception: Scheduling for WIDA and I AM testing shall be at the discretion of the WIDA and I AM TA’s in each building, since we have a relatively small number of students testing. WIDA and I AM TA’s shall notify CTC/STC of their planned schedule and any updates or changes so that proper monitoring can take place.

7. Addressing Test Security Concerns
   a. Carroll Consolidated School Corporation will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate.
   b. During the “All Staff Test Security Training” all staff are encouraged to immediately report any questions or concerns to the STC, CTC, or Superintendent
   c. A link to the Testing Concerns and Security Violations Report form is available under the Students & Parents tab on our website and is available to anyone
   d. Carroll Consolidated School Corporation has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:
      i. CTC/STC and/or staff must report any allegations of test security violations to IDOE immediately using the Testing Concerns and Security Violations
report form (available online, or from CTC/STC) as directed in the Protocol for Reporting and Investigating Alleged Assessment Breaches (IAPM, Appendix A).

ii. So that investigation and documentation may begin as soon as possible, it is requested that staff members submit concerns to the CTC, STC and/or Superintendent, but this is not required; staff may report concerns directly to IDOE if they feel that is the best course of action. Regardless of who the report is submitted to, it shall be done without delay.

iii. All parties must preserve any documentation that may relate to the concern.

iv. CTC/STC and/or Superintendent shall begin any investigation immediately (gathering evidence and documentation, witness testimonies, etc) and provide such to IDOE upon request, following all procedures as outlined in the Protocol for Reporting and Investigating Alleged Assessment Breaches (IAPM, Appendix A).

Note: This document is intended to be in compliance with IDOE Test Security standards and shall be updated to maintain compliance.

Adopted 4/28/2020
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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
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CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Corporation in achieving the education goals set by the Board. The Corporation employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees’ right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

A. create new positions and provide each with a job description clearly descriptive of the duties for which the position was created;

B. specify the number of persons to be employed with each job category;

C. set the initial salary for a new position not currently covered by a valid salary schedule.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

A. the number of students enrolled;

B. the special needs of the community;

C. the special needs of the students;

D. the operational services of the Corporation.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in existing position.

I.C.20-26-5-4
EMployment of professional staff

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

The Board shall give credit for teaching experience according to guidelines established by the Indiana State Teachers’ Retirement Fund Board. Experience in accredited public schools will be given full credit. Military experience up to four (4) years with verification of honorable discharge will be given full credit. Non-public school teaching and college/university teaching may be given full or partial credit upon approval of the Superintendent.

Individuals employed in the following categories shall be considered members of the professional staff:

A. Building Administrators

B. Guidance Counselors

C. Media Specialists

D. Classroom Teachers

The Superintendent shall make recommendations to the Board for employment of professional staff.

All applications for employment shall be referred to the Superintendent.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

The employment of Certified staff members as a substitute prior to approval by the board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.
Any professional staff member’s intentional misstatement of fact material to qualifications for employment or determination of salary shall be considered by this Board to constitute grounds for dismissal.

Wherever possible, positions shall be filled by properly-licensed professionals.

No candidate for employment as professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification.

In order to achieve maximum flexibility in the assignment of teaching personnel, it is the policy of the School Board:

   To emphasize during the recruitment and hiring process that an applicant be certified to teach in more than one area:

   To give priority in hiring to the applicant with the most areas of certification, provided other relevant considerations are substantially equal; and

   To require, as a condition of continued employment, that each teacher maintain all areas of certification which the individual possessed when initially hired.

The Superintendent shall prepare procedures for the recruitment and selection of all profession staff.

I.C.20-26-5-4;35-44-1-3

Revised July 1998
EMPLOYMENT OF SUBSTITUTE TEACHERS

Introduction: Carroll School Corporation must provide for effective and continuous instruction even when the regular teaching staff is absent for illness, staff development, curriculum development, field trips and personal business. The corporation has developed this substitute policy to improve the process for selection, licensing and training of substitute teachers.

Recognition of a valid teaching license: A person who holds a valid Indiana Teacher License and who meets all other local criteria for substitute teaching will not need to apply for a Substitute Teacher Certificate in order to serve as a substitute teacher in the corporation.

Substitute teacher certificate and reciprocity: Carroll will recognize and accept any valid Substitute Teacher Certificate issued by the State of Indiana prior to August 1, 1996. Individuals holding such a certificate are eligible for employment as a substitute teacher in Carroll schools for the validity period stated on the certificate. As a substitute teacher license expire, all new Substitute Teacher Certificates issued by the Division of Teacher Licensing of the Indiana Professional Standards Board must meet the criteria listed below and be recommended by the superintendent of Carroll Schools.

Education and experience requirements for a Substitute Teacher Certificate in Carroll Schools:

1. The minimum educational requirement is a high school diploma. Applicants may be required to supply proof of the diploma or a transcript that certifies graduation. Education beyond high school is preferred.

2. Applicants are to have previous experience in instruction and/or supervising young people. Examples of these related experiences include scouting, day care work, 4-H, private or public school work, church youth work, cadet teaching, summer camp work, etc.

3. Although not required, applicants may submit information relating to any special expertise or skills they have in curricular area that would prove helpful in establishing their qualification to be a substitute teacher.

4. Each applicant is required to give at least three personal and previous employee reference within 60 days of application.
5. A school corporation designee(s) will screen the references of applicants and conduct a criminal check through state, county, or local law enforcement agencies for any information on the applicant regarding his/her conviction of a felony, or a misdemeanor or any pending criminal charges.

Application process for a Substitute Teacher Certificate

1. Each applicant must file a CCSC Application for Employment and an Applicant for Indiana Substitute Teaching Certificate.

2. The superintendent’s designee(s) will interview the applicant, conduct the necessary reference and background screening and make a recommendation to the superintendent.

3. The superintendent of schools shall make appropriate recommendations for (a) recommending the applicant for a Substitute Teacher Certificate, or (b) acceptance of a certificate currently held by the applicant.

Substitute Teacher Training and In-Service: Each properly licensed or certified substitute teacher will be required to meet with the principal or designee prior to working as a substitute about expected performance, schedules, classroom materials, lesson plans, student lists, seating charts, school rules, lunch procedures, safety procedures and discipline practices.

Assessment Process for Substitute Teachers: The principal or his/her designee will visit the substitute teacher during the substitute’s first teaching assignment in that building. Classroom teachers who teaching assignments are covered by a substitute are encouraged to supply feedback concerning the efforts of the substitute teacher. The principal will meet immediately with any substitute teacher that is perceived to be having problems. Failure to meet expected performance standards will require the principal to inform the superintendent that the substitute teacher is to be removed from the corporation substitute list. The substitute teacher will be informed by letter of such removal by the superintendent office.

Summary: The purpose of the administrative rules stated within the document is to provide a systematic procedure of licensing and hiring substitute teachers at Carroll Consolidated School Corporation. The ultimate aim of the rules is to provide continuous and quality instructional experiences for Carroll students when the regular teacher is not in the classroom.
EMPLOYMENT OF PERSONNEL IN SUMMER SCHOOL

The School Board recognizes that the success of the summer school depends in large measure upon the employment of qualified and competent personnel.

Unless already provided by the terms of a negotiated agreement, the Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this Corporation. The Superintendent shall make recommendations to the Board for the employment of summer school personnel.

A candidate’s intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

Wherever possible, positions shall be filled by holders of professional or provisional certificates. Only when, after due diligence, a worthy candidate holding professional or provisional certification cannot be found, the Board may employ the holder of a limited certificate.

I.C.20-28-6-7
511 IAC 4-6-2
511 IAC 4-7-2
EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the Corporation’s support staff or individuals from the community or nearby areas.

The Superintendent shall make recommendations to the Board for employment of personnel for extra-curricular activities.

The Superintendent shall ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and understands the conditions of employment and compensation arrangements.
TEACHER APPRECIATION GRANTS

The Carroll Consolidated 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. Are employed in the classroom or directly provide education in a virtual classroom setting; 
2. Have received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and 
3. Are 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 to Effective Teachers and Highly Effective Teachers such that all Highly Effective Teachers receive 150% of the amount received by 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.

Unless otherwise reflected by Indiana law or the modification of this Policy, this Policy shall expire June 30, 2021.

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

Revisions:
October 17, 2017
October 15, 2019
VOLUNTEERS

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

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. She/He shall not be obligated to make use of volunteers whose abilities are not in accord with Corporation needs.

The Superintendent is to inform each volunteer that she/he:

A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer.

B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation.

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

To help ensure a safe environment and as required by state law, the Carroll Consolidated School Corporation will obtain an expanded criminal history check for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual’s position. The expanded criminal history check will be obtained by the Corporation prior to the individual’s employment. In addition, an Indiana Child Protection Services History Check and E-Verify will be required of all employees. The individual will be responsible for the cost for obtaining those three checks upon initial application of employment with the Corporation.

An Expanded Criminal History Check will include a search as prescribed by Indiana Code 20-26-2-1.5.

Each individual hired may be required to answer questions about the individual’s expanded criminal history check. Failure to answer honestly any questions related to the expanded criminal history check may be cause for non-hire of the applicant. If the dishonesty of any answers is discovered after the applicant is hired, the result may be the immediate termination of the applicant or (if related to a 5-year check as referenced below) termination from employment.

Any entity which has a contract to provide services to the Corporation and whose employees have the potential of direct contact with children when performing those services for the school, must provide to the Corporation expanded criminal history checks for all such employees. The entity and/or the entity’s employees are responsible for all costs associated with obtaining the expanded criminal history checks. Upon request, the entity will provide copies of the expanded criminal history check of such employees to the school corporation.

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

Pursuant to Indiana Code 20-26-5-10(f) (as may be amended from time to time), these checks will be conducted every five (5) years for each employee or contractor. The Corporation will pay for the cost of background re-checks for all non-certified employees of the Corporation.

The Corporation will pay for the cost of background re-checks for all certified employees of the Corporation if agreed upon in the Master Teacher Contract.

All school employees and individuals or entities that have contracts for services with the Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Corporation. 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.

Adopted: 
Revised: August 2, 2010
Revised: November 13, 2018

LEGAL REFERENCE:
I.C. 20-26-2-1.5 – Definition of expanded criminal history check
I.C. 20-26-5-10– Adoption of criminal history information policy
I.C. 20-26-5-11– Use of information; notice of conviction of certain offenses
EQUAL EMPLOYMENT OPPORTUNITY

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall be the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C.20-33-1-6
I.C.20-28-10-12
I.C.20-28-10-13
42 USC, 1981 etc.
DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek; therefore, to establish and maintain an educational setting which is no tainted by the use or evidence of use of any controlled substance.

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 or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school location as defined below. The use of a drug authorized by a medical prescription from a licensed physician shall not be in violation of this policy.

“School location” means in any school 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 district; or during any period of time such employee is supervising students on behalf of the school or otherwise engaged in school 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 district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violated the terms of this policy may be suspended or terminated at the discretion of the Board and in accordance with I.C. 20-6.1-4 (Teacher Tenure Act).

P.L. 101
ASSIGNMENT AND TRANSFER

The Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the Corporation.

The Superintendent shall be responsible for the assignment and transfer of all professional staff members within the corporation.
Reduction in Force Procedure

RIF Criteria

Beginning July 1, 2012 the following guidelines will replace and supersede all previous guidelines and past practices in relation to Reduction in Force. (IC 20-28-7.5-1)

Section I
Preliminary Determination

1. The Superintendent will determine whether or not a reduction in force is necessary, appropriate, or in the best interest of the school system. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

2. When the Superintendent determines that grounds exist for a reduction in force, the Superintendent will present a written recommendation to the Board of School Trustees. The recommendation will include the number or estimated number of licensed employees to be reduced.

3. The Board of School Trustees will review the Superintendent’s recommendation and will determine whether to authorize a reduction of teaching positions.

4. If the Board of School Trustees authorizes a reduction in force, the Superintendent will make an initial determination of which individuals are to be dismissed or reduced to part-time employment. This initial determination will be based on the criteria set forth below in section (B).

Section II

RIF Criteria
The following guidelines will apply only to the probationary and professional teachers in the content area to be reduced when the teaching content area to be reduced has both established teachers and probationary and/or professional teachers assigned to the content area.

The cancellation of a teacher’s contract due to a decrease in the number of teaching positions shall be determined on the basis of performance. In the teaching content area to be reduced a teacher certificated in the area who is rated less effective will be subject to non-continuance or cancellation before a teacher rated more effective will be subject to the same. The order of effectiveness from least to greatest is as follows: 1. Ineffective, 2. Improvement Necessary, 3. Effective, and 4. Highly Effective.
Teacher effectiveness will be considered and averaged over a time frame of the past three consecutive years. If three years of evaluative data is not available, all available data will be used.

Evaluation information and data used in determining whether or not a teacher’s contract is canceled will be the information and data collected while a teacher at Carroll Consolidated School Corporation.

The primary consideration for any reduction in force will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school system. The following factors will be considered in determining which employees will be included in the reduction in force:

1. Evaluation of Results;
2. Other beneficial services provided to the school system;
3. Length of service in the school system; and
4. Recommendations and advice from the Superintendent, the Superintendent’s Designee(s), and principals.

IC 20-28-7.5-1
Revised 4/21/2015
TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the School Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by due process procedures.

RESIGNATION

It is the policy of the Board to act on all resignation upon their submission to the Superintendent.

A resignation, once submitted, may not then be rescinded unless the Board agrees.

I.C.20-28-7-1 et seq., 5-8-4-1
PROFESSIONAL STAFF NETWORK ACCEPTABLE USE POLICY

Carroll Consolidated School Corporation’s Information Technology Resources system shall be referred to as the CCSC “Network.” The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web (“Internet”) through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

The following policy, rules and prohibition, apply to all employees, independent contractors, or other persons (hereafter referred to as "Users") of the Carroll Consolidated School Corporation network:

1. In connection with use of the Network, employees, independent contractors and other persons accessing or using the Network will abide by the Corporation Acceptable Use Policy 7525.

2. In connection with use of the Network, all employees, independent contractors or other persons accessing or using the Network WILL:
   a. be polite in the user's messages to others;
   b. use appropriate language;

3. All users will report immediately to the Technology Director, the building Principal, or another person that has been designated to handle such matters, any threatening or unwelcome communications received through the use of the Network.

4. If a user believes there is a security problem on the Network, they will notify the Technology Director, the Building Principal, or another person that has been designated to handle such matters, immediately.

5. Any financial obligation resulting from Network use, such as purchase of goods and services via the Internet, are the user's responsibility and not the responsibility of Carroll Consolidated School Corporation.

6. The Network is a privilege. Carroll Consolidated School Corporation at any time and for any reason or for no reason may discontinue general access to the Network or rescind the user's privilege of using the Network.
7. Any violation of any provision of this Policy or if user refuses to follow any direction given by an administrator, at the discretion of Carroll Consolidated School Corporation or an administrator, the privilege of using the Network may be revoked, other disciplinary action may be taken, and legal action may be taken against the user.

8. Users should not expect that files stored on the Network will be private. Administrators and the Technology Director may periodically review electronic content to maintain system integrity and ensure that users are acting responsibly.

Adopted: December 5, 2000
Revised: July 22, 2008
Revised: August 3, 2010

Cross Reference Policies:
- Program Policy 2526 School Internet Web Site Policy
- Property Policy 7525 Acceptable Use Policy

Cross Reference Statutes:
- Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]
- Indiana Code 20-20-13
- Indiana Code 20-30-5.5
STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board expects all professional staff members to maintain high standards in their working relationships.

Professional staff members in the performance of their professional duties will:

A. recognize basic dignities of all individuals with whom they interact in the performance of duties:

B. represent accurately their qualifications:

C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates:

1. seek and apply the knowledge and skills appropriate to assigned responsibilities:

E. keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others:

F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interest:

G. avoid accepting anything of value offered by another for the purpose of influencing judgment:

H. refrain from using their position or public property, or permitting another person to use an employee’s position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.
STUDENT SUPERVISION AND WELFARE

Professional staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the professional staff member and potential harm to the student. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

B. A professional staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

D. Each professional staff member shall immediately report to the principal an accident or a safety hazard he/she detects.

E. A professional staff member shall not send students on any personal errands.

F. A professional staff member shall not associated with students, particularly those of the opposite sex, at any time in a manner which gives the appearance of impropriety, including, but not limited to the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons.
G. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student’s problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate personnel. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, access, diagnose, or treat the student’s problem or behavior.

Parents are to be notified, unless the student requests otherwise.

H. A professional staff member must not transport students in a personal vehicle without the approval of the principal.

I. A student shall not be required to perform work or services that may be detrimental to his/her health.

J. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or cocurricular/extracurricular events or activities with prior approval of the principal.

I. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc., via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or cocurricular/extracurricular event or activity such as a school-sponsored publication or production.

Pursuant to the laws of the State, each professional staff member must report to the proper legal authorities immediately and to the principal any sign of suspected child abuse or neglect and also any distribution of drugs.

Legal References:

IC § 31-33-5 – Duty to Report Child Abuse or Neglect

Approved: July 24, 2018
USE OF TOBACCO BY PROFESSIONAL STAFF

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board supports the provisions of the Indiana Clean Indoor Air Law effective on September 1, 1987, and as such, remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that is the right of the non-smoker to breathe clean air. The Board believes that the use of tobacco products in a school building denies students, staff, and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching.

The Board also believes that education has a central role in establishing patterns of behavior related to good health, and shall take measures to help students and staff to resist tobacco use. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their formative years in a tobacco-free environment.

It is the intent of the Board to create a healthy school environment. Appropriate, the Board shall prohibit the use of tobacco by professional staff in school buildings, on school grounds, and in school-owed vehicles.

The implementation of this policy shall be designed primarily to enhance health and safety for all professional staff, and to promote air cleanliness in all school buildings and all school-owed vehicles in which students, staff, and patrons travel to and from events.

I.C.13-1-13
STAFF DRESS AND GROOMING

The Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify dress and grooming guidelines for staff that will prevent an adverse impact on the educational process. It is expected that professional staff members will be dressed in a professional manner and meet a higher standard than that of students.

a. be physically clean, neat, and well groomed;

b. dress in a manner consistent with their professional responsibilities;

c. dress in a manner that communicates to students a pride in personal appearance.
OUTSIDE ACTIVITIES OF STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten a staff member’s effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member’s responsibility to the students and to the Board.

A. Staff members should not give school time to an outside activity without valid reason to be excused from assigned duties.

B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.

D. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal workday.
PROFESSIONAL GROWTH AND PROFESSIONAL MEETINGS

The School Board believes that continued study is a prerequisite for continued professional growth of staff and, therefore, encourages the participation of professional staff members in inservice and other training programs.

The Superintendent may plan and implement a program of staff development for:
A. professional staff members;
B. support staff members;
C. explore other training program.

The Board may reimburse staff members for the cost incurred in participation therein. Participation in the program shall be voluntary and shall not be considered part of the duties of any participating staff member.
I.C.20-6.1-5-13
511 IAC 10-3

Professional Meetings
The School Board encourages opportunities for professional staff members to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings. For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.

General:

1. All requests to attend professional meetings in which the corporation incurs a cost of more than $500 per person or which involves overnight lodging must be approved by the Board after prior approval of the building principal and the Superintendent. Such requests involving the Superintendent must also be approved by the Board.

2. It is the responsibility of the Superintendent to inform the Board of the Superintendent’s attendance at professional workshops and conferences.

3. The Board may allow for the following expenses (partially or totally, depending on expense): (1) registration fee, (2) transportation, (3) lodging, and (4) reasonable cost of food.

4. An approved claim for reimbursement shall be filed with all the necessary receipts: registration, transportation, lodging and meals.
5. Information gained from the professional meeting shall be reported back to the appropriate administrator and/or appropriate staff members. A written or verbal report shall be filed with the Board.

**Administrative Staff**

1. Elementary Principal:
   a. State Conferences: The principal may attend this conference each year.
   b. Other Conferences: The principal may attend depending on the value, cost, and other factors.
2. Secondary Principal:
   a. North Central Association Convention: The principal may attend this each year.
   b. State Conference: The principal may attend this each year.
   c. Other Conferences: The principal may attend depending on value, costs and other factors.
3. Assistant Principal: Assistant principals may attend, with approval, one state conference each year.

**Other Staff:**

1. The band director may be allowed to attend the Mid-West National & Orchestra Clinic.
2. The choral director may be allowed to attend the annual state meetings.
3. The vocational agriculture teacher may be allowed to attend the following:
   a. IVATA Convention.
   b. State FFA Convention.
   c. State FFA Camp.
   d. Vocational Agriculture Day.
   e. National FFA Convention. The Board will only pay the costs of the substitute teacher.
4. The athletic director may be allowed to attend the Annual State Athletic Director’s meeting. The athletic department will pay all costs incurred.
5. The varsity basketball and football coaches may be allowed to attend one clinic per year. The Board will only pay the costs of the substitute teacher.

The Superintendent shall prepare administrative guidelines to implement this policy.

IC.20-28-3-4

Revised 7/3/2013
SEXUAL HARASSMENT

The School Board recognizes that a professional staff member’s right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious employment relationships necessary to the operation of the Corporation and intolerable in a workplace to which the students of this Corporation are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating hostile, or offensive working environment.

The sexual harassment of a professional staff member of this Corporation is strictly forbidden. Any professional staff member or agent of this Board who is found to have sexually harassed a professional staff member, student, or other employee of this Corporation will be subject to discipline. Any professional staff member who has been exposed to sexual harassment by any professional staff member or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Superintendent shall instruct all professional staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Superintendent shall be the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

29 CRF 1604.11
THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

I.C.20-33-9-4
RACIAL HARASSMENT

It is the policy of the School Board to maintain learning and working environment that is free from racial harassment.

It shall be a violation of this policy for any professional employee of Carroll Consolidated School Corporation to harass another employee or student through unwelcome conduct or communications of a racial nature as defined in this policy. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. The term’s “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.
RECOGNITION OF TEACHING EXPERIENCE

The Board of Education retains the authority to recognize prior teaching experience and to determine the experience credit allowed for teachers joining the school district as a new hire in accordance with any applicable terms in the annual or biannual negotiated agreement.

The Superintendent is authorized to credit past service in:

A. An accredited private school located in any other state or U.S. territory;
B. an overseas dependent school operated by the U.S. Armed Forces;
C. a school approved by the Indiana Department of Education and operated by a State Agency;
D. a college, university, or related work experience in a vocational area for any vocational teacher.

Credit for previous experience is to be determined by the Superintendent based on available documentation. In general, full credit will be given for teaching experience.

Adopted January 26, 2016
LEAVE OF ABSENCE

All professional staff members not otherwise covered by the terms of a currently valid negotiated agreement of this Corporation shall be entitled to leave benefits as determined by the Board. All leaves of absence will comply with existing state and federal statutes, i.e., Family and Medical Leave Act of 1993.

All requests for short term unpaid leaves of absence of five (5) days or less by professional staff members shall be presented to the Superintendent for approval. Extended leaves of absence of six (6) days or more shall require Board approval.

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

29 C.F.R. Part 825 Family and Medical Leave Act of 1993
FAMILY LEAVES OF ABSENCE

In accord with Federal law, the Board shall provide up to twelve (12) work weeks of unpaid leave to all professional staff members working 1250 hours or more during any contract year for one of the following reasons:

A. the birth or care of a child
B. the adoption or foster care of a child
C. the care of a spouse, son, daughter, or parent if such individual has a serious health condition
D. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness; injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless Superintendent and the staff member agree. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve- (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member whose major duties are instructional to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave. Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day’s notice, except if such treatment requires earlier leave, and shall schedule the treatment so as not to disrupt the regular operation of the Corporation.

The Board shall require that all accrued paid vacation leave, medical/sick leave, or personal leave be used to substitute for the family leave described in this policy. In cases in which the Corporation has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife.
In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or his/her family member, including:

A. the date the serious health condition began;
B. the probable duration;
C. appropriate medical facts regarding the condition;
D. a statement that the staff member is needed to care for the family member;
E. an estimate of the amount of time needed for such care.

In the event of the staff member’s own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her position.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

Prior to returning to work, the staff member shall provide the Corporation with a statement from his/her physician that she/he is able to assume full-time responsibilities for his/her position.

At the end of any leave described in this policy, the Board shall restore the staff member, if not to his/her former position, to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member’s current coverage under the Corporation’s health insurance program, but the staff member shall not accrue any sick leave, vacation, or other benefits during the leave period.

The Board may not restore the position of any staff member whose salary is among the highest ten percent (10%) of those paid by the Board when it deems that such staff member’s absence from the Corporation will not create a substantial disruption to Corporation operations.

The Superintendent shall prepare any guidelines, which are appropriate for this policy and ensure the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Adopted 12/5/00
JOB-RELATED EXPENSES

The School Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the Corporation incurred in the course of performing services for the Corporation, whether within or outside the Corporation, under the direction of the Board and in accordance with the Superintendent’s administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the guidelines established by the Superintendent.

I.C.20-26-5-4
The School Board is obligated and committed to provide certain basic services to students participating in Corporation programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the Corporation, for various reasons, could have a work stoppage, slowdown, or “work to contract”, the Board remains committed to providing services to the schools and will fulfill its obligation.

Professional staff members are required at all times to perform their normal duties as assigned by the Superintendent. Professional staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary measures in accordance with the policies of this Board, the laws of the State, and may be subject to the loss of benefits as well.

I.C.20-29-9,20-7.5-2
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CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the Corporation in achieving the education goals set by the Board. The Corporation employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new employees’ and substitutes right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to fix the compensation and prescribe the duties to be performed by all support staff, to create new positions and to specify the number of persons within each job category.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

A. the number of students enrolled;
B. the special needs of the Corporation;
C. the special needs of the students;
D. the operational services of the Corporation.

The Board may create a new position or increase the number of support staff in an existing position.

The Board delegates the right to fix and prescribe the duties of support staff to the Superintendent.

Immigration Reform and Control Act of 1986
I.C.20-26-5-4,20-23-16-41
EMPLOYMENT OF SUPPORT STAFF

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board are filled with qualified and competent staff.

The Superintendent shall make recommendations to the Board for the employment of support staff and establish the term of employment for each support staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the support staff:

A. Maintenance Supervisor  
B. Custodians  
C. Nurse  
D. Food Service Personnel  
E. Secretarial-Clerical Staff  
F. Aides and Instructional Assistants  
G. Bus Drivers  
H. Mechanic

All applications for employment shall be referred to the Superintendent.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Any support staff member’s intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

I.C.20-26-5-4,20-26-9-12
EMPLOYMENT OF SUBSTITUTES

The School Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute staff and the positions in which they may substitute shall be maintained by the Superintendent.

I.C.20-27-5-20
VOLUNTEERS

The School Board recognizes that more individualization and greater personal attention to the unique needs of students can be provided through the use of volunteers. Moreover, utilizing volunteers provides an opportunity to generate community interest and contribute to the public relations effort of the Board. Therefore, the Board endorses the concept of utilizing community volunteers who are willing to devote time and talent to expand learning and extra-curricular experiences.

The Superintendent or his/her designee(s) shall be responsible for recruiting community volunteers, reviewing the capabilities of each applicant, and making appropriate recommendations to the Board for approval and placements. The Superintendent or his/her designee(s) shall not be obligated to place volunteers whose abilities are not in accord with the Corporation’s needs.

Any volunteer who may have direct, ongoing contact with children without the supervision of a certified teacher or qualified member of staff, must provide to the Corporation an expanded criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the expanded criminal history check. However, the School Corporation may pay the costs by way of reimbursement for volunteers who are selected for service. In addition, an Indiana Child Protection Services History Check will be required of all volunteers. There is no cost associated with this check.

Volunteers will be categorized and required to supply a limited criminal background check, an expanded criminal history check or no background check based upon the degree of “direct ongoing contact with children without the supervision of a certified teacher or qualified member of staff.” Volunteer categories are defined as follows:

**Level Three or Escorted Volunteers** are Volunteers who are never in direct contact with children without the supervision of a certified teacher or qualified member of staff. Examples of Escorted Volunteers may include invited speakers and presenters, visiting artists, or visiting parents. Background checks are not required for Escorted Volunteers. Escorted Volunteers do not require Board approval.

**Level Two or Casual Volunteers** are Volunteers who have direct contact with the students as part of a special project or field trip. They may have occasional unsupervised contact with the students, but will generally be in the company of another Casual Volunteer, or will never be alone with a single student or small group of students. Examples of Casual Volunteers include field trip chaperones, classroom helpers, and special event helpers (for example, for track and field day). A Limited Criminal History check is required for Casual Volunteers. Casual Volunteers do not require Board approval.
Level One Volunteers are Volunteers that have regular, ongoing, and unsupervised contact with children as part of their Volunteer service. Level One Volunteers may also have one-on-one contact with students, and be in a position to supervise and control student actions and activities. Examples of Level One Volunteers include Volunteer Coaches, Volunteer Tutors, and Volunteer Aides. Level One Volunteers must undergo an Expanded Criminal History Check as provided in Policy 3141 and 4141. Level One Volunteers must be approved by the Board of School Trustees before commencing Volunteer activities.

The Superintendent may terminate the services of any volunteer whose performance is not satisfactory.

Adopted:
Revised: August 3, 2010
Revised: July 26, 2011

Cross Reference: Professional Staff Criminal History Information Policy 3121
Support Staff Criminal History Information Policy 4121

Legal Reference: IC 20-26-5-10 (Expanded Criminal History Background Check)
CRIMINAL HISTORY INFORMATION - EXPANDED CRIMINAL HISTORY CHECK

To help ensure a safe environment and as required by state law, the Carroll Consolidated School Corporation will obtain an expanded criminal history check for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual’s position. The expanded criminal history check will be obtained by the Corporation prior to the individual’s employment. In addition, an Indiana Child Protection Services History Check and E-Verify will be required of all employees. The individual will be responsible for the cost for obtaining those three checks upon initial application for employment with the Corporation.

An Expanded Criminal History Check will include a search as prescribed by Indiana Code 20-26-2-1.5.

Each individual hired may be required to answer questions about the individual’s expanded criminal history check. Failure to answer honestly any questions related to the expanded criminal history check may be cause for non-hire of the applicant. If the dishonesty of any answers is discovered after the applicant is hired, the result may be the immediate termination of the applicant or (if related to a 5-year check as referenced below) termination from employment.

Any entity which has a contract to provide services to the Corporation and whose employees have the potential of direct contact with children when performing those services for the school, must provide to the Corporation expanded criminal history checks for all such employees. The entity and/or the entity’s employees are responsible for all costs associated with obtaining the expanded criminal history checks. Upon request, the entity will provide copies of the expanded criminal history check of such employees to the school corporation.

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

Pursuant to Indiana Code 20-26-5-10(f) (as may be amended from time to time), these checks will be conducted every five (5) years for each employee or contractor. The Corporation will pay for the cost of background re-checks for all non-certified employees of the Corporation.

All school employees and individuals or entities that have contracts for services with the Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Corporation. 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.

Adopted:                          Revised: August 3, 2010
Revised:                         Revised: July 26, 2011
Revised: July 10, 2018

LEGAL REFERENCE:
I.C. 20-26-2-1.5 – Definition of expanded criminal history check
I.C. 20-26-5-10 – Adoption of criminal history information policy
I.C. 20-26-5-11 – Use of information; notice of conviction of certain offenses
EQUAL EMPLOYMENT OPPORTUNITY

The School Board shall comply with all Federal laws and administrative guidelines prohibiting discrimination and with all requirements and administrative guidelines of the U.S. Department of Education. It is the policy of the Board that no support staff member or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall be the compliance officer whose responsibility it will be to ensure the Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C.22-9-1-2
42 USCA, 1981 et seq.
DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the use or evidence of use of any controlled substance.

No employee shall distribute, dispense, posses, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school location as defined below. The use of a drug authorized by a medical prescription from a licensed physician shall not be in violation of this policy.

“School location” means in any school 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-approve activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school or otherwise engaged in school 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 which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the term of this policy may be suspended or terminated at the discretion of the Board and in accordance with any relevant state statute Act.

P.L. 101
COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES – CONTROLLED SUBSTANCE AND ALCOHOL POLICY

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems, which can be treated. At the same time, the School Board is concerned about the adverse effects of alcohol or other drug use on employee performance, health, and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver’s failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all Carroll Consolidated School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase, or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 6 hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver’s attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the school corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affect job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver take sick or vacation days, or, if necessary, unpaid leave, in with the School Corporation’s leave policies.

Carroll Consolidated School Corporation reserves the right to terminate any driver who violates this policy or any related policy. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. The School Corporation may offer the driver (at the driver’s expense) the opportunity to receive appropriate treatment. Where the School Corporation makes such an effort and the driver rejects assistance or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior, then termination will result.
I. **Confidentiality**

Any information concerning a driver’s drug or alcohol test results or record of abuse will be available only to members of the administration whom the School Corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the School Corporation to any other employer, organization or individual without the driver’s written consent.

APPROVED:

July 28, 2020
The School Board recognizes the critical and growing problem alcohol and controlled substance abuse poses to the transportation of its students. It is the policy of the School Corporation to provide and maintain a safe, healthy, and productive work environment for our drivers. This policy applies to all drivers and applicants for driver positions for the School Corporation who must have a Commercial Drivers License (CDL) to operate school vehicles.

All such drivers have the responsibility to report for work and perform their jobs in a fit mental and physical condition. The nature of school transportation is such that any unnecessary risk could affect our students and the public. This policy was developed to ensure not only student and employee safety, but that of the general public as well.

The Superintendent or his/her designee is authorized to implement this policy and program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

The Superintendent or his/her designee is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Superintendent is designated to answer questions about this policy and all other matters involved in alcohol and controlled substance testing of CDL drivers.

I. DRUG AND ALCOHOL CLEARINGHOUSE CHECKS FOR CDL DRIVERS

Prior to employment the school corporation will conduct a full query of the Federal Motor Carrier Safety Administration’s Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver’s eligibility under federal rules to perform a safety-sensitive function. The school corporation will also contact prior employers where the applicant was a CDL driver for information to determine the driver’s eligibility to perform safety-sensitive functions. Prior employers’ inquiries will continue until January 2023.

The school corporation will conduct a limited query of the Clearinghouse for current CDL drivers who are employees on at least an annually basis. If information exists in the Clearinghouse about a driver, the school corporation will conduct a full query within 24 hours to determine if the driver is eligible to perform safety-sensitive functions. If the school corporation fails to conduct the full query within 24 hours, the driver will not be allowed to perform any safety-sensitive functions until the full query is conducted and it is determined the driver may perform safety-sensitive functions.

The school corporation will report the following information collected and maintained on each CDL driver to the Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to any test required by this policy or the CDL drug testing program;
4. An employer's report of actual knowledge of the following:
   A. On duty alcohol use;
B. Pre-duty alcohol use;
C. Alcohol use following an accident; and
D. Controlled substance use.
5. A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

II. SAFETY-SENSITIVE FUNCTION -- DEFINED

Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A safety-sensitive function is defined as:
1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school corporation.
2. All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
3. All driving time spent at the driving controls of a motor vehicle in operation.
4. All time, other than driving time, in or upon any motor vehicle.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.
6. All time spent performing the driver requirements relating to an accident.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

III. PROHIBITED CONDUCT

The following shall be considered prohibited conduct for purposes of this policy:

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater.
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform a safety-sensitive function within 6 (six) hours after using alcohol.
5. No employee required to take a post-accident test shall use alcohol for 8 (eight) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.

6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

7. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance except when the use is pursuant to the written instructions of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the school corporation with proof of such medical advice. The transportation director decides if the employee can remain at work or what work restrictions are necessary.

8. Any employee who is using a prescribed drug or other medication which is known or advertised as possibly affecting or impairing judgment, coordination, or other sense, or which may adversely affect the employees ability to perform work in a safe and productive manner, must notify the transportation director prior to starting work. The transportation director will decide if the employee can remain at work or what work restrictions are necessary.

IV. TESTING OF DRIVERS. All drivers will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Superintendent or his/her designee. Drivers will be tested under the following guidelines:

1. **Pre-Employment.** Under no circumstances will an individual be placed on the payroll without proof of a successful completion of drug tests. Any individual who refuses to submit to such tests or has a positive controlled substance test result will not be considered for employment with the School Corporation. Any applicant or employee transferring to a CDL safety-sensitive position must perform pre-employment alcohol and controlled substance tests. Every applicant or employee transferring from a non-DOT function to a CDL position will receive pre-employment alcohol and controlled substance tests. Said tests will be performed after a contingent offer of employment or transfer has been made, all such test results being subject to interpretation under this policy.

2. **Random.** The school corporation will conduct random drug and alcohol tests. The corporation will submit all employees’ names to a random selection system. Random selections will be spread throughout the year. The corporation will drug test 50% of the number of employees in each calendar year or at a rate established by the USDOT for the given year. The corporation will alcohol test 10% of the number of employees in each calendar year or at a rate established by the USDOT for the given year.

   A. If an employee is selected at random for either test, the superintendent or the superintendent’s designee or the testing agency will notify the employee. Once the employee is notified, he or she must proceed to the designated collection site immediately. If the employee does not go to the collections site as soon as possible after notification, such may be considered a refusal to test.
3. **Post-Accident.** Drivers are required to submit to drug and alcohol testing as soon as possible following a “DOT” accident which involves the loss of human life or the driver receives a citation under State or local law for a moving traffic violation arising from the accident.

A. A “DOT” accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in:

1) a fatality; or

2) The employee receives a citation for a moving violation arising from the accident that involved: a) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or b) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

B. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the School Corporation to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

C. No driver required to take a post-accident alcohol test shall not use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

1) If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicated whether there were any drugs or alcohol in his/her system.

2) The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the School Corporation.

4. **Reasonable Suspicion.** The School Corporation is required to test for the use of alcohol and controlled substances upon “reasonable suspicion”. Reasonable suspicion is defined to mean that the School Corporation believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or the Superintendent, if so trained. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use by observing a person’s behavior. If it is at all possible, the witness should not conduct the alcohol test in order to protect the driver.
A. Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the workday of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

B. If a reasonable suspicion alcohol test is not administered within two hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administrated within eight hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

5. Return to Duty Testing. A return to duty test will be required for all employees who have violated this policy and is allowed to return to duty to perform safety-sensitive functions. The employee may not return to duty until he or she passes a drug test and/or tests below a .02 for breath alcohol and the substance abuse professional (SAP) and the school corporation have determined that the employee may return to duty upon completion of the SAP’s evaluation recommendations for education and training.

A. If an employee who has violated this policy and will not be returned to duty to perform safety-sensitive functions, school administrators will provide the driver with the names and addresses of SAPs in the area.

6. Follow-Up Testing. Any employee who has returned to work following a violation of this drug and alcohol policy will be subject to follow-up testing. At a minimum six follow-up tests will be required within the first 12 months following an employee’s return to work and less frequently during the next 4 years. Employees will be tested in accordance with USDOT regulations and the recommendations of the SAP.

V. GENERAL PROVISIONS – EMPLOYEE REQUIREMENTS

1. Prior to the start of work, a driver must report to his/her immediate supervisor, use of any prescription and/or over the counter drugs, which may affect job performance or the safety of others. It is the driver’s responsibility to obtain from his/her physician a determination as to whether the drug could affect job performance. The driver must present the drug container with the full label on it.

2. Confidentiality – All information obtained in the course of testing of drivers shall be protected as confidential medical information. No date concerning this information will be make a part of the employee’s personnel file or will be provided to any other party without the direct written consent of the driver.

3. Failure to sign a release for alcohol and drug testing will be classified as insubordination and the driver shall be terminated as a driver for the School Corporation, subject to applicable state law.

4. Refusal to submit to alcohol and/or controlled substance testing as required will be recorded as positive test. Refusal to submit to an alcohol or controlled substance test
means that a driver (1) fails to provide adequate breath for testing without valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with this policy, (2) fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for testing in accordance with this policy, or (3) engages in conduct that clearly obstructs the testing process.

5. Drivers who register an ABV .02 or greater but less than .04 for alcohol shall not drive or perform safety-sensitive functions for the School Corporation, nor shall the School Corporation permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver’s next regularly scheduled duty period, but not less than 24 hours following administration of the test. The driver also becomes subject to any other school corporation policy dealing with the use of alcohol and controlled substances, which may include termination.

6. Drivers testing positive for alcohol (.04 or greater) or for a controlled substance shall be terminated.

7. A performing safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A. A safety-sensitive function is defined as:

1) All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the School Corporation.
2) All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
3) All driving time spent at the driving controls of a motor vehicle in operation.
4) All time, other than driving time, in or upon any motor vehicle.
5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.
6) All time spent performing the driver requirements relating to an accident.
7) All time repairing, obtaining assistance, or remaining in attendance upon disable vehicle.

8. **Voluntary Admission of Substance Abuse** The School Corporation encourages all employees who need assistance in dealing with alcohol abuse or drug dependency problems to seek appropriate counseling and/or treatment through various private and public organization that are available. Employees who voluntarily come forward and admit to alcohol misuse or controlled substances use are not subject to disciplinary action or the referral, evaluation and treatment requirements of the DOT regulations, provided that:
A. the admission is in accordance with a written Company-established voluntary self-identification program or policy that meets the requirements of the regulation;

B. the driver does not self-identify in order to avoid alcohol or controlled substances testing under the requirements of the regulation;

C. The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and

D. The driver does not perform a safety-sensitive function until the Company is satisfied that the individual has been evaluated and has successfully completed all education and/or treatment requirements.

E. NOTE: Refer to § 382.121 (https://tinyurl.com/Voluntary-Self-Identification) of the FMCSA regulations for the qualifications of an employer-established voluntary self-identification program or policy.

9. **Return-to-Duty Test.** Prior to returning the employee to return to safety-sensitive functions, the employee must undergo a return-to-duty test with a result indicating an alcohol concentration of less than .02 and/or a verified negative drug test result.

VI. **DISCIPLINARY ACTIONS FOR POLICY VIOLATIONS.** Drivers found to commit any conduct prohibited by this policy, including refusal to test, and/or testing positive for alcohol (.04 or greater) or for a controlled substance shall be prohibited from driving or performing a safety-sensitive function for the school corporation. Such employee will be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs) who are approved by the school corporation.

1. To be able to return to duty the employee must complete the following steps:

   A. Complete an evaluation with a SAP.

   B. Complete any rehabilitation and/or evaluation required by the SAP.

   C. Be re-evaluated by the SAP and obtain written confirmation of satisfactory completion of all recommendations.

   D. Complete a return to duty test that is issued with a negative result.

   E. As a condition of continued employment, the employee will be required to submit to a minimum of 6 unannounced follow-up tests in the next 12 months after returning to work.

2. Follow-up testing is separate from and in addition to the reasonable suspicion, post-accident, and random testing. The schedule of follow-up testing shall be unannounced and in accordance with the instructions of the SAP. The cost of any SAP evaluation, prescribed treatment and follow-up testing shall be paid for by the employee. In addition, the employee will be subject to any school corporation policy dealing with the use of alcohol and controlled
substances.

3. Drivers testing .02 or greater but less than .04 shall not drive or perform safety sensitive functions for the school corporation, nor shall the school corporation permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The driver also becomes subject to any other school corporation policy dealing with the use of alcohol and controlled substances.

VII. **EDUCATIONAL MATERIALS.** The school corporation will provide education materials that explain the requirements of Federal Motor Carrier Safety regulations, consequences of violating the regulations, and the corporation’s policies and procedures with respect to meeting these requirements. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual’s health, work and personal life. Employees are required to attend an educational meeting to discuss the corporation’s policies and procedures and to review all materials covered by this policy. Each employee is required to sign a statement certifying that he or she has received a copy of these materials. The corporation will provide these materials to employees prior to the start of the testing required by this policy and to any employee who is hired or transferred into a position requiring a CDL.

VIII. **TRAINING OF SUPERVISORS AND DRIVERS**

1. **Supervisor Training:** The Superintendent and/or designee(s) are the key to a drug-free work environment. At a minimum, these individuals will receive basic training and orientation on:

   A. The identification of behavioral and physiological signs of alcohol and drug abuse.
   B. How to recognize, counsel and document employees who performance has deteriorated.
   C. How and when to suggest and/or require the services of the Employee Assistance Program (EAP), or any other drug/alcohol assistance program.
   D. Documentation of training.

2. **Driver Training:** The drivers training program will consist of:

   A. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.
   B. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
   C. Information and materials required by federal regulations.
   D. Documentation of training.

IX. **RETENTION OF RECORDS.** The following records relating to the school corporation’s drug and alcohol testing program are required to be maintained:

   A. Records related to the collection process:
      - Collection logbooks
      - Documents related to the random selection process
- Documentation of Breath Alcohol Technician (BAT) Training
- Documentation of reasoning for reasonable suspicion testing
- Documentation of reasoning for post-accident testing
- Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing
- Consolidated annual calendar year summaries

B. Records related to the driver’s test results:
   - Employer’s copy of the alcohol test form, including results
   - Employer’s copy of the drug test chain of custody and control form
   - Documents sent to the employer by the Medical Review Officer
   - Documentation of any driver’s refusal to submit to a required alcohol or controlled substance test
   - Documents provided by a driver to dispute results of test

C. Documentation of any other violations of controlled substance used or alcohol misuse rules

D. Records related to evaluations and training:
   - Records pertaining to substance abuse professional’s (SAP’s) determination of driver’s need for assistance
   - Records concerning a driver’s compliance with SAP’s recommendations

E. Records related to education and training:
   - Materials on drug and alcohol awareness, including a copy of the employer’s policy on drug use and alcohol misuse
   - Documentation of compliance with requirement to provide drivers with educational material, including driver’s signed receipt of materials
   - Documentation of supervisor training
   - Certification that training conducted under this rule complies with all requirements of the rule

F. Records relating to drug testing:
   - Agreements with collection site facilities, laboratories, medical review officers (MRO’s) and consortia
   - Names and positions of officials and their role in the employer’s alcohol and controlled substance testing program
   - Monthly statistical summaries of urinalysis
   - The employer’s drug testing policy and procedures

G. All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the school corporation’s central office within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

H. The following is a chart regarding how long records must be maintained:
<table>
<thead>
<tr>
<th>Document to be maintained</th>
<th>Period required to be maintained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol test results indicating a breath alcohol Concentration of 0.02 or greater</td>
<td>5 years</td>
</tr>
<tr>
<td>Verified positive controlled substance test results</td>
<td></td>
</tr>
<tr>
<td>Refusal to submit to required alcohol or controlled Substance tests</td>
<td></td>
</tr>
<tr>
<td>Required calibration of Evidential Breath Testing Devices (EBT’s)</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse Professional’s (SAP’s) evaluations And referrals</td>
<td></td>
</tr>
<tr>
<td>Annual calendar year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records related to the collection process (except calibration) and required training</th>
<th>2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records related to the collection process (except calibration) and required training</td>
<td>2 years</td>
</tr>
<tr>
<td>Negative and cancelled controlled substance test results</td>
<td>1 year</td>
</tr>
<tr>
<td>Alcohol test results indicating a breath alcohol Concentration less than 0.02</td>
<td></td>
</tr>
</tbody>
</table>

X. **TESTING PROCEDURES REGULATIONS.** The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the School Corporation in order to carry out its drug and alcohol-testing program. The Superintendent will be responsible for maintaining in corporation files and on a confidential basis all records required by the federal regulations under this testing program.

XI. **CONTROLLED SUBSTANCE TESTING PROCEDURES INCLUDE THE FOLLOWING:**

1. **Chain of Custody.** Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures will require an approved chain-of-custody form.
2. **Preparation for Testing**

   A. Use of tamperproof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.

   B. Use of shipping container in which one or more specimens and associated paper work may be transferred and which can be sealed and initialed to prevent undetected tampering.

   C. Written procedures and instructions for collection site.

3. **Specimen Collection.** Specimen collection will be done at collection sites designated by the School Corporation.

4. **Laboratory Analysis.** Laboratory analysis of all specimens collected will be done by Board approved provider according to all federal and state guidelines.

5. **Review of Results of the Laboratory Tests.** The laboratory reports the test results of the School Corporation directly to the School Corporation’s Medical Review Officer (MRO) within an average of 5 working days.

   A. Both positive and negative results must be reported. The report, as certified by the responsible laboratory individual shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the cut-off level for each drug analyzed, the specimen number assigned to the specimen and the drug testing laboratory identification number. All tests submitted to the laboratory at the same time must be submitted to the MRO at the same time.

   B. The Laboratory may transmit the test results to the MRO by various electronic means such as teleprinter, facsimile or computer, so long as those methods established are designed to maintain confidentiality. Results cannot, at any time, be provided verbally by telephone. The laboratory must also transmit to the MRO the original or certified copy of urine chain-of-custody and control form and must identify the individual responsible for the day-to-day management of the laboratory process.

6. **The Role of the Medical Review Officer.** The MRO must be licensed M.D. or D.O. and principally serve as an arbiter between the laboratory and the School Corporation. The MRO must possess knowledge of drug abuse disorders. It is the primary role of the MRO the review and interprets positive results obtained from the laboratory. The MRO must access and determine whether alternate medical explanations could account for the positive test results.

   A. To accomplish this task, the MRO may conduct medical interviews of the individual, review the individual’s medical history and review any other relevant bio-medical factors. Additionally, the MRO must examine all medical records as evidence of
B. CARROLL CONSOLIDATED SCHOOL CORPORATION SUPPORT STAFF
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prescribed medications.

C. The MRO must give the individual testing positive an opportunity to discuss the test results. If the tested individual provides sufficient medical documentation that the positive result derives from the use of legally prescribed medication the MRO may allow the driver to continue to operate, or the MRO may request the option of another physician.

D. After the individual testing positive has been given the opportunity to provide sufficient information, and the MRO makes a final decision, the School Corporation is notified of the results of the substance test.

7. The Need for Confidentiality. All information obtained in the course of testing employees shall be protected as confidential medical information. No data concerning this information will be made part of the driver’s personnel file or will be provided to any other party without the written consent of the driver.

A. Employees are entitled upon written request to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

B. The school corporation may release information as follows:

1) Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.

2) Copies of information requested by the Secretary of Transportation, and USDOT agency, or any state or local official with regulatory control over the corporation or its employees.

3) The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.

4) Legal proceedings including lawsuits involving wrongful discharge action, grievances, administrative proceedings brought on by or on behalf of an employee and resulting from a positive DOT drug or alcohol test or a refusal to test, and/or criminal or civil actions.

8. The Appeal Process Available to Drivers Testing Positive. If a driver tests positive, he/she has the right to question the results by:

A. Contact with the MRO to verify the sample number of the urine sample to the MRO’s form.

B. Requesting the split-sample be tested within 72 hours of the original testing.
XII. **ALCOHOL TESTING PROCEDURES INCLUDE THE FOLLOWING:**

1. **Testing Devices.** Alcohol tests are to be conducted with only evidential breath testing devices (EBT’s) approved by the National Highway traffic Safety Administration (NHTSA) on their Conforming Products List (CPL). The rules allowing the use of EBT’s for the initial screening test that are on the CPL, that do not meet the additional requirements for the confirmation test (e.g. sequential numbering and print-out capability).

2. **Test Administrators.** Only a Breath Alcohol Technician (BAT) that has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.

3. **Test Procedures.** The BAT will perform an initial alcohol screen. If the initial screen results in a Blood Alcohol Concentration (BAC) of .02% or above, a confirmation test is required. Any tests resulting in a BAC of less than .02% will be considered negative. The BAT will wait a minimum of 15 minutes, before administering the confirmation test. Confirmation tests must be performed within 20 minutes.

XIII. **VIOLATION OF POLICY/TERMINATION OF EMPLOYEE.** Carroll Consolidated School Corporation reserves the right to terminate any driver who violates this policy. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. The School Corporation may offer the driver (at the driver’s expense) the opportunity to receive appropriate treatment. Where the School Corporation makes such an effort and the driver rejects assistance or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance or behavior, then termination will result.

XIV. **CONFLICT WITH HANDBOOKS, POLICIES, LEGAL REFRENCES.** If any language in this Policy conflicts with any other related policy, employee handbook, or state and federal law, the following hierarchy will apply to determine priority: Federal law, Indiana law, Handbook citations as pertains to testing procedures and process, Policy as it pertains to School corporate culture and mission.

**LEGAL REFERENCE:** 49 CFR Part 382

**APPROVED:**

July 28, 2020
ASSIGNMENT AND TRANSFER

The School Board believes that the careful placement of support staff within the Corporation is vital to the utilization of qualified and competent support staff for the successful functioning of the Corporation.

Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent.

I.C.20-26-5-4, 5-10-7-1 et seq.
TERMINATION AND RESIGNATION

Termination

Support staff may be suspended or terminated for violation of Board policies or for reasons set forth in law.

Resignation

It is the policy of the Board to act on all resignations upon their submission to the Superintendent. A resignation, once submitted, may not then be rescinded unless the Board agrees. Support staff shall notify the Superintendent, in writing, of their intention to resign at least ten (10) working days in advance.
SUPPORT STAFF NETWORK ACCEPTABLE USE POLICY

Carroll Consolidated School Corporation’s Information Technology Resources system shall be referred to as the CCSC “Network.” The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web (“Internet”) through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

The following policy, rules and prohibition, apply to all employees, independent contractors, or other persons (hereafter referred to as "Users") of the Carroll Consolidated School Corporation network.

1. In connection with use of the Network, employees, independent contractors and other persons accessing or using the Network will abide by the Corporation Acceptable Use Policy 7525.

2. In connection with use of the Network, all employees, independent contractors or other persons accessing or using the Network WILL:
   a. be polite in the user's messages to others;
   b. use appropriate language;

3. All users will report immediately to the Technology Director, the building Principal, or another person that has been designated to handle such matters, any threatening or unwelcome communications received through the use of the Network.

4. If a user believes there is a security problem on the Network, they will notify the Technology Director, the Building Principal, or another person that has been designated to handle such matters, immediately.

5. Any financial obligation resulting from Network use, such as purchase of goods and services via the Internet, are the user's responsibility and not the responsibility of Carroll Consolidated School Corporation.

6. The Network is a privilege. Carroll Consolidated School Corporation at any time and for any reason or for no reason may discontinue general access to the Network or rescind the user's privilege of using the Network.
7. Any violation of any provision of this Policy or if user refuses to follow any direction given by an administrator, at the discretion of Carroll Consolidated School Corporation or an administrator, the privilege of using the Network may be revoked, other disciplinary action may be taken, and legal action may be taken against the user.

8. Users should not expect that files stored on the Network will be private. Administrators and the Technology Director may periodically review electronic content to maintain system integrity and ensure that users are acting responsibly.

Adopted: December 5, 2000

Revised: July 22, 2008
Revised: August 3, 2010

Cross Reference Policies: Program Policy 2526 School Internet Web Site Policy
Property Policy 7525 Acceptable Use Policy

Cross Reference Statutes: Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]
Indiana Code 20-20-13
Indiana Code 20-30-5.5
PHYSICAL EXAMINATION

The School Board or Superintendent reserves the right to require any employee to submit to an examination in order to determine the physical and/or mental capacity to perform essential functions of the job. Such examinations shall be done in accordance with the Superintendent’s guidelines.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee’s personal record. In the event of a report of a condition that could influence job performance, the Superintendent shall base his/her recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities.

The Board requires that all support staff members undergo any required test, immunization, physical examination, etc. in accordance with state law or federal statute.

The Board is concerned for the safety of students being transported by Corporation vehicles as well as for those who could be harmed by their unsafe operation. Thus it requires that a physical examination be given every two years to all bus driver applicants and current drivers the Board employs or may contract for. Such examination shall be done in compliance with the Superintendent’s guidelines. The Board shall pay the fees for routine examinations up to the limit established by the Board.
UNREQUESTED LEAVE OF ABSENCE

It is the policy of the School Board to protect the students of this Corporation from the influence of unwell support staff.

The Board reserves the right to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties.

In the case of a support employee who, in the opinion of a supervisor, is unfit to work in this Corporation by reason of physical or mental condition, the support staff member will be offered the opportunity for a hearing which shall be conducted in accordance with law governing termination hearings.

If a support staff member fails to comply with the Superintendent’s recommendation or fails to request an appearance before the Board within the time allowed, the Board shall order the support employee to submit to an appropriate examination by both a physician designated and compensated by the Board and a physician designated and compensated by the Board and physician designated and compensated by the support staff member.

Where the physician designated by the Board disagrees with a physician designated by the support staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the Board.

If, as a result of such examination, the support staff member is found to be unfit to perform assigned duties, he/she shall be placed on leave with such compensation to which he/she is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the Board shall consider the certification of charges for reasons of insubordination.

I.C.20-26-5-4
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**SUBSTANCE ABUSE**

The School Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff, the Board recognizes the responsibility to assist in the treatment of those illnesses.

A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the support staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

This policy applies to all Board support staff.

I.C.20-26-5-4
29 U.S.C. 794
STUDENT WELL-BEING

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the staff member.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

A. Each support staff member shall report immediately to the principal any accident or safety hazard he/she detects.

B. A support staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

C. A support staff member shall not associate with students, particularly those of the opposite sex, at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons.

D. A support staff member shall not transport students in a private vehicle without the approval of the principal.

E. A student shall not be required to perform work or services that may be detrimental to his/her health.

F. A support staff member shall not send students on any personal errands.

If a student comes to a support staff member to seek advise or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student’s problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate personnel. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, access, diagnose, or treat the student’s problem or behavior.
Pursuant to the laws of the State, each professional staff member must report to the proper legal authorities immediately and to the principal any sign of suspected child abuse or neglect and also any distribution of drugs.

I.C.31-6-11

Revised 3/15/2005
USE OF TOBACCO BY SUPPORT STAFF

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board supports the provisions of the Indiana Clean Indoor Air Law, effective on September 1, 1987, and as such, remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that is the right of the non-smoker to breathe clean air. The Board believes that the use of tobacco products in a school building denies students, staff, and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching.

The Board also believes that education has a central role in establishing patterns of behavior related to good health, and shall take measurers to help students and staff to resist tobacco use. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their formative years in a tobacco-free environment.

It is the intent of the Board to create a healthy school environment. Appropriately, the Board shall prohibit the use of tobacco by support staff in school buildings, on school grounds, and in school-owned vehicles.

The implementation of this policy, shall be designed primarily to enhance health and safety for all support staff, and to promote overall cleanliness in all school buildings and all school-owned vehicles in which students, staff and patrons travel to and from school events.

I.C.13-1-13
EVALUATION OF SUPPORT STAFF

The School Board recognizes the importance of implementing a program of support staff evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board’s evaluation plan for support staff are:

A. to improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;

B. to identify and remediate weaknesses, which prevent a support staff member from achieving the goals of, assigned duties.

The Superintendent shall prepare administrative guidelines for the conduct of support staff member evaluations.
OUTSIDE ACTIVITIES OF SUPPORT STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that support staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten an employee’s effectiveness within the School Corporation, the Board reserves the right to evaluate the impact of such activity upon the employee’s responsibility to the Corporation.

A. Support staff members should not give school time to outside activities when there is not a valid reason to be excused from assigned duties.

B. Support staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Support staff members shall not campaign on school property during school time in behalf of any political issue or candidate for local, State, or National office.

D. Support staff members should avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.

E. Support staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
SEXUAL HARASSMENT

The School Board recognizes that a support staff member’s right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relations necessary to the operation of the Corporation and intolerable in a work place to which the students of this Corporation are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

The sexual harassment of any employee or student of this Corporation is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee or student of this Corporation will be subject to discipline. Any support staff member who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Superintendent shall instruct all support staff and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Superintendent shall be the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

29 CFR 1604.11
RACIAL HARASSMENT

It is the policy of the School Board to maintain a learning and working environment that is free from racial harassment.

It shall be a violation of this policy for any support staff employee of the Carroll Consolidated School Corporation to harass another employee or student through unwelcome conduct or communications of a racial nature as defined in this policy. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. The term “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by the Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.
SALARY/WAGE AND FRINGE BENEFIT SCHEDULES

The School Board intends that all support staff members be properly compensated for services rendered to the Corporation. It also will try to ensure uniformity in the compensation of support staff job classifications.

The School Board will review salary/wage and fringe benefit schedules for support staff members annually and will adjust salaries as it deems prudent and necessary and as financial resources are available.
OVERTIME

It is the intention of the School Board to compensate support staff members for overtime work when such is previously approved and properly performed.

No overtime shall be worked without the prior approval of the staff member’s supervisor and no overtime will be paid without the prior approval of the Superintendent. Hourly employees are paid time and half for over forty (40) hours worked per week and for work on Saturdays and Sundays and holidays.

The Superintendent shall prepare administrative guidelines to implement this policy.
LEAVE OF ABSENCE

The School Board delegates to the Superintendent the responsibility to determine whether to grant a short term unpaid leave of absence of five (5) days or less. Extended leave of absence of six (6) days or more shall require Board approval.

Any support staff member granted an extended leave of absence shall be considered to have terminated all work with the Corporation until completion of the leave. Exceptions may be made by the Superintendent in cases where the best interests of the Corporation might be served. All leave of absence will comply with existing state and federal statutes, i.e., Family and Medical Leave Act of 1993.

The Superintendent shall prepare appropriate administrative guidelines for this policy.

29 C.F.R. Part 826 Family and Medical Leave Act of 1993
PAID LEAVE, VACATIONS, AND HOLIDAYS

Paid Leave

1. Sick Leave – The number of sick leave days per year and accumulated sick leave will be reviewed annually for all categories of support staff. Personal business days may be used from available sick leave days. The number of personal business days available per year will be reviewed annually for all categories of support staff. Personal business days must be approved by the Superintendent prior to their use.

2. Death in family leave – All employees are granted up to five (5) workday’s absence in the event of death in the immediate family. Leave time may commence the day of or day after notice of family death and allowed leave time may be divided between two intervals, but all leave must be taken within six (6) months of the notice of death. Immediate family shall mean husband, wife, mother, father, step-parents, brother, sister, son daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchild, stepchild or other dependent residing in the employee’s home.

   In the case of the death of an aunt, uncle, nephew, niece, cousin, grandparents of a spouse, each employee shall be entitled to be absent up to two- (2) consecutive workdays without loss of compensation for attendance at the funeral.

Vacations

All twelve-month employees are entitled to one- (1) week paid vacation after one year of employment, two- (2) weeks paid vacation after two years employment, and three- (3) weeks paid vacation after ten years employment. Custodians must schedule their vacations when school is not in session.

Holidays

All twelve-month employees are entitled to the following paid holidays – New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

Adopted:
Revised: August 3, 2010
WORK STOPPAGE

The School Board is obligated and committed to provide certain basic services to students residing in the School Corporation under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Support staff members are required at all times to perform their normal duties as assigned by the Superintendent of Schools. Support staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary measures in accordance with the policies of this Board, the laws of the State, and may be subject to the loss of benefits as well.

Recognizing the fact that a Corporation, for various reasons, could have work stoppage, the Board remains committed to providing services to the schools and will fulfill its obligations.
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ENROLLMENT OF NON-RESIDENT STUDENTS

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation.

Except as otherwise provided, proof of legal settlement will be required for registration in the Corporation.

Where the legal settlement of a student cannot reasonably be determined and the student is being supported by and living with a person whose residence is within the School Corporation, the student may be enrolled without payment of tuition unless the parents are able to support the student and have placed him/her in the home of another person primarily for the purpose of attending school in the this Corporation without establishing legal guardianship or custodianship as required by Indiana law.

The Corporation will not accept foreign students on a Student Visa issued by any other agency than this Corporation. Foreign-exchange students, however, living with a resident host family, will be admitted if the program is approved by the State Board of Education.

Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation.

Students who have completed the eleventh grade and have changed their legal settlement to another School Corporation may complete the twelfth grade in this Corporation.

Students who do not have legal settlement in the Corporation but whose parents or guardians are residents and involved in being granted legal guardianship shall be enrolled when the perspective guardian furnishes sufficient notarized documentation that such guardianship is in process.

Nonresident students may be accepted into the Summer School Program provided by this Corporation. The Corporation may charge a fee for nonresident students enrolled in the Summer School Program.

A married student living with a spouse or an emancipated minor shall be eligible to attend school without payment of tuition provided they reside in the Corporation.

The Corporation shall provide a free education to those students who are considered by Federal law to be homeless by criteria established by the State, and as set forth in Policy 5113.

Any other student who wishes to attend the School Corporation will be enrolled if space is available according to established classroom capacity and as set forth below under NON-RESIDENT STUDENTS.
CHILDREN OF JOINT CUSTODY DECREES

Children of Joint Custody Decrees may attend school without payment of tuition in this Corporation if one (1) parent has legal settlement in this Corporation and has physical possession of the child(ren). If the student resides in another School Corporation but attends school in this Corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the nonresident custodial parent.

NON-RESIDENT STUDENT ADMISSION

The Board of School Trustees recognizes that Carroll Consolidated School Corporation is a place of excellence in learning, and would like to welcome all students who wish to attend. However, due to limitation of resources, the Corporation cannot guarantee placement of all non-resident students who wish to attend Carroll Consolidated School Corporation. To establish a fair system of admission of non-resident students, the following procedure and policy will be used:

It is the intent of the Board that all applicable policies and laws in regard to non-resident student admission shall be strictly enforced.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Requests by parents or legal guardians of Indiana students who do not reside in the Carroll Consolidated School Corporation but who wish to enroll their child in the school system will be considered for enrollment if:

- Request for enrollment is submitted before July 1 prior to each school year for which admission is sought or before enrollment, if transfer occurs during the school year
- Non-resident enrollment is for educational reasons;
- Non-resident student is in good standing in their resident school corporation, or, if a returning transfer student, in good standing at Carroll Consolidated School Corporation;
- All required documentation is submitted, is complete, and establishes compliance with Indiana law for admission to public schools (including, but not limited to, birth certificates, immunization records, proof of legal authority (in the case of legal guardianship), attendance, academic and disciplinary transcript from previous school);
- Parents or legal guardians agree to provide transportation to and from the school or to a designated pick-up location, if any; and
- The decision on acceptance of a non-resident student will be based upon:
  - The student's attendance and academic record at the previous school;
  - The student's disciplinary record at the previous school;
o If a returning student, the student’s attendance, academic, and disciplinary record at Carroll Consolidated School Corporation;

o Class size of the grade level in which the student is enrolling at Carroll Consolidated School Corporation;

o Whether the student has other siblings who are already enrolled at or returning to Carroll Consolidated School Corporation

o Whether Carroll Consolidated School Corporation has the resources to provide the requested or necessary curriculum for the student; and

o Whether the transfer will place an undue burden on the programming for resident students or Carroll Consolidated School Corporation.

o No Non-resident student on expulsion from another school will be enrolled at the Carroll Consolidated School Corporation.

o A Non-resident student who is permitted to enroll in Carroll Consolidated who exhibits repeated attendance or disciplinary problems will be subject to normal disciplinary procedures, and may be declined for consideration for re-enrollment in the following school year.

Students transferring to this Corporation from other schools or school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. For beginning Kindergarten students, participation in Kindergarten Roundup is strongly encouraged to accurately assess readiness. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

Legal References: I.C.20-26-11-2

I.C.20-26-11-6

Approved: June 3, 2009

Revised:
August 3, 2010
July 24, 2012
November 13, 2018
ENTRANCE REQUIREMENTS

A. A child shall be six (6) years of age on or before August 1 of the current year in order to enroll in the first grade. A child shall be five (5) years of age on or before August 1 of the current year in order to enroll in kindergarten. Any parent of a child who does not meet the minimum age requirement for either kindergarten or the first grade may appeal to the Superintendent for the enrollment of a child at any age earlier than that set forth above. Any appeal by a parent of a child must be in writing and filed with the Superintendent's office prior to August 1 of the then pending school year. The Superintendent may develop an appeal form to be completed by the parent to aid him/her in the process of making his/her determination.

An initial screening conference shall be held with the parent, child, kindergarten and/or first grade teacher, and principal in attendance. This conference should be held as early as possible in the appeal process, preferably before any readiness testing is initiated.

In evaluating an appeal of the minimum age requirement, the Superintendent will consider the following:

1. Any and all information submitted by the parent of the child with the appeal. Such information should include age equivalent score and assessments of the following domains and areas of development: cognitive, motor skills (fine and gross), social/emotional adaptive behavior, academic readiness skills, motor development, perceptual development, and physical development. Letters of recommendation from pre-school teachers or other teachers of related experiences should also be included.

   All measures used to determine readiness for school must be standard, approved by the corporation and administered by a professional qualified to interpret such tests. Each child must be tested prior to the appeal deadline of August 1 and the results submitted with the appeal.

   The Superintendent shall not make his/her determination based upon only one single test score.

2. Any and all information submitted by the principal as a result of the initial screening conference.

3. Whether early entrance is in the best interest of the child. A child coming into the school corporation from an out-of-state kindergarten or first grade program (public or private) and who does not meet the Indiana state age-eligibility requirements, should be admitted to the kindergarten or first grade program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.
4. Whether or not there is space available at the school which the child will attend. In determining the availability of space, the Superintendent may consider whether the admittance of the child will cause the school’s Primetime teacher-pupil ratio to be exceeded.

5. Any child who was admitted to kindergarten under the above appeal procedure and who successfully completes kindergarten will be admitted to the first grade.

The Superintendent shall advise the parent of his/her decision in writing and send it to the parent by mail.

B. Pupils entering the Corporation shall provide proper documentation of birth, as well as a certified copy of any custody order or decree, and certification that proper immunization is completed or in process.

C. If in the opinion of the Superintendent, any parent has attempted to gain entrance of a child to the Corporation by circumventing the age requirement, the Superintendent may deny entrance to that child for the grade level in question.

Any child who was enrolled in another public school, and whose parents and/or legal guardians move into the community may enroll in the same grade level on a trial basis. This cannot be construed to include residents who enroll their children in another school corporation in order to circumvent the beginning age requirement.

D. Admission from Private Schools.

Accredited Private Schools

Credits from private in-state schools will be accepted at face value if the private school is commissioned by the state.

Credits from a private out-of-state school will be accepted at face value if the school is commissioned in that state.

Non-Accredited Private Schools

Non-accredited in-state or out-of-state private school credits will not be accepted at face value.
The Superintendent of Schools shall require a battery of tests to determine grade placement, or the Superintendent shall require evidence of credit equivalency. The evidence for equivalency shall include an evaluation of teacher's licenses and a course of study from the private school and results of nationally normed standardized achievement tests. Based upon the findings, the Corporation professional staff shall place the pupil in an appropriate assignment.

E. Students enrolling in the Corporation for the first time shall be required to submit Proper documentation, i.e. certificate of birth or a custody decree, and make sure that records are promptly transferred. Any indication that a student might be a missing child will be reported immediately to the Superintendent, who in turn, shall communicate with the appropriate authorities.

I.C.20-33-2-6
Revised July 1998
Revised March 18, 2003
Revised July 2006
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 defined as lacking a fixed, regular and adequate nighttime residence, including students who are:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
8. 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 intra-district 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 admitted 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 assist 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 where they are to be enrolled. 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 equally.

The corporation's liaison for homeless students and their families shall coordinate with local social service 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

Date Adopted: November 28, 2017
FOREIGN-EXCHANGE STUDENTS

The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this Corporation.

The Board will permit the admission of foreign-exchange students (from student exchange programs approved by the State Board of Education) whose host family resides in this Corporation. A student, whose host family does not reside in the Corporation, shall be eligible for admission on the same basis as other nonresident students.

I.C.20-26-11-10
WITHDRAWAL FROM SCHOOL

The School Board affirms that, while Indiana Law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

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 with the school principal. The Board authorizes the assistant principal and guidance director to also attend the exit interviews for students enrolled at Carroll Junior/Senior High School. At this exit interview, a determination will be made by the principal as to whether or not the withdrawal is due to financial hardship. **If it is not due to financial hardship**, the student’s name will be reported to the Bureau of Motor Vehicles upon withdrawal from school and the student will be ineligible for a driver’s permit or license or his/her driver’s permit or license will be revoked until the student’s eighteen (18) birthday.

The Board directs that whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the Corporation should be used, when and as appropriate, the assist the student in reaching his/her career goals.

The Superintendent shall develop procedures for withdrawal from school which:

A. make counseling services available to any student who wishes to withdraw;

B. make efforts to satisfy the student’s future educational needs;

C. help the student define his/her own educational life goals and help plan the realization of those goals;

D. inform the student of the G.E.D.;

E. inform the student of the Indiana work permit procedure;

F. assure the timely return of all Corporation-owned supplies and equipment in the possession of the student.

ATTENDANCE

GENERAL:

This policy will provide guidelines in accordance with the state law.

The Principal shall have the exclusive jurisdiction in determining the classification of excuses and penalties for absence or tardiness.

Every child of compulsory attendance age as specified by Indiana Code, is required to attend school unless there is on file in the Superintendent’s office a physician’s statement that the student is physically or mentally unable to profit from the services offered by the school.

A recalcitrant child or a child that presents a danger to other children may be excluded from school.

If a child has had a casual-contact communicable disease, (i.e. measles, mumps, chickenpox etc.) or is infested with parasites, he/she will not be readmitted to school until examined and approved by the school nurse or until a permit is provided by a doctor with an unlimited license of medical practice, as provided for under I.C.25-22-5-01. The nurse may recommend, if appropriate, that the family physician be consulted prior to being readmitted.

After five consecutive absence days, a permit provided by a doctor with an unlimited license of medical practice is required before the child will be readmitted to school unless the school nurse has previously verified that the absence is due to a casual-contact communicable disease.

ELEMENTARY STUDENTS

Attendance for elementary students will be monitored daily. When the number of absences becomes excessive, students will be conferenced and parents will be notified.

When a student is absent, an excuse prepared by the parent/guardian is required for each absence period. The excuse should explain the nature of the absence.

Excused absences include the following:

A. Student illness.
B. Death in the immediate family.
C. Exhibiting a 4-H project at the State Fair.
D. Attending a church-sponsored religious holiday with a written request from church minister prior to the event.
E. Hospitalization of the student.
F. Family days.
G. Other justifiable reasons with prior approval by the administration. The Superintendent will be advised of any exceptions to the above policy.

All other absences are considered unexcused.

Upon three (3) unexcused absences, a documented contact will be made with the parents through a letter or telephone conversation.

Upon the fifth (5th) unexcused absence, a conference with the student, parent, and administration will be held. The conference will deal with the problem, possible solutions, and future consequences if the problem is not resolved. If the parent refuses the conference, the student will be suspended in school until a conference has been held.

**JUNIOR-SENIOR HIGH SCHOOL STUDENTS:**

A. General Statement: The first step to success in school is getting there. It is an obligation of student, parent and school authorities to insist upon good attendance.

B. Excessive Absence Procedure: Any student who is absent more than eight (8) days or more than eight (8) class periods in a specified course within a semester shall be considered excessively absent and will not receive credit for each class that is affected. This provision shall apply to all absences with the exception if absence due to death in the immediate family (parent, grandparent, brother or sister) or student illness adequately verified in writing by a doctor’s statement.

In addition, any student who is absent more than sixteen (16) days in a semester for any reason shall be considered excessively absent and shall not receive academic credit.

Any student who loses course credit due to excessive absences may file an appeal for reinstatement of credit to the appeals committee. The appeals committee will consist of Principal, Assistant Principal, Guidance Counselor, and one teacher.
C. Guidelines:  (based on per semester accounting)

(1.) **Excusable Absence:** The following absences will be excused providing that the student follows the proper procedure where indicated:

(a) Student Illness.
(b) Death in immediate family.
(c) To visit admissions office of a post high school educational institution.
(d) To exhibit a 4-H project at the State Fair.
(e) To attend church-sponsored religious holidays with a written request from church.
(f) To interview for employment.
(g) To help at home of a parent or guardian in emergency situations.
(h) To take a driving test at the license branch.
(i) To appear in court due to a subpoena or to attend an appointment with a probation officer.
(j) To work for a political candidate during an election or as an election official.
(k) To serve as a page in the General Assembly.
(l) To serve up to ten (10) days active duty in the Indiana National Guard.
(m) Family Days.
(n) Other justifiable reasons as determined by the building principal. The Superintendent will be advised of any exceptions to the policy.

(2.) **The following absences WILL NOT BE excused regardless of parental knowledge or consent.**

(a) Truancy.
(b) Suspension from school.
(c) Employment other than (1) (g).
(d) Leaving school without school permission.
(e) Babysitting.
(f) Oversleeping and/or missing the school bus.

(3) The building principal will develop procedures to notify the students and parents of accumulated absences. Excessive absences could result in a recommendation for expulsion of the students, especially when continued attendance will not give the student course credits.

Revised July 1998
Revised July 5, 2011
HABITUAL TRUANTS

I.C.20-33-2-11 provides that any student, while of the ages thirteen (13) and fourteen (14), who is determined to be a habitual truant as defined by the State of Indiana, may not be issued an operator’s license or learners permit until the age of eighteen (18). Indiana code defines habitual truants as:

A. a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.

B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student’s attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

C. Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

D. The student’s principal is required to report to the Indiana Bureau of Motor Vehicles of the student’s status as a habitual truant.

E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

A student who willfully refuses to attend school in defiance of parental authority or who leaves school without permission of school authorities on three (3) or more occasions during a school semester period shall be designated an habitual truant by the building principal.

The principal shall notify the student and his/her parents or guardian of such designation by certified mail, return receipt requested. The student and parent or guardian shall have the right to a hearing as to such designation pursuant to I.C.20-33-8-19, by making a written request to the Superintendent within five (5) calendar days of the receipt of said notice.

The principal shall notify the Indiana Bureau of Motor Vehicles of such designation as an habitual truant if the hearing examiner makes a determination of habitual truancy or if a hearing is not requested within the time limits set forth above.

Legal Reference: I.C. 20-33-2-11
Date Adopted: 7/2/2013
1. Religious Expression by Students

Students may pray or engage in religious activities before, during, and after the school day to the same extent that students may engage in nonreligious activities or expression.

2. Accommodation of Religion

A student or the student’s parent’s or guardian’s religious beliefs will be accommodated where it is reasonable to do so and the accommodation will not impede or interfere with the rights of other students. The reasonableness of a requested accommodation will be determined by the student’s principal.

3. Religious Clubs

Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent students are permitted to organize other noncurricular student groups, clubs, or gatherings before, during, and after school.

4. Disclaimer

A disclaimer may be provided by the school corporation indicating that any activity or expression by a student or students for religious reasons that occurs at the school during an activity sponsored by the school is neither sponsored nor endorsed by the school corporation.

5. Equal Access to School Facilities

All student groups shall have the same right of access to school facilities for meetings and school-based communication avenues regardless of the viewpoint of the student group or the content of the student group's message, consistent with the policies of the governing body with respect to student speech.

6. Dress Code

A student whose religious beliefs may be manifested in the wearing of clothing, accessories, or jewelry not otherwise permitted by the dress code, will be reasonably accommodated if the accommodation will not cause, or is not likely to cause, a substantial disruption of material interference with school purposes or impinge upon the rights of other students.
Students may wear clothing, accessories, and jewelry that display religious messages or contain religious symbols to the extent that students are permitted to wear clothing, accessories, and jewelry that display non-religious messages or contain non-religious symbols.

Speech or messages that are lewd, vulgar, or indecent or speech or messages that promote activities that are illegal for students are not permitted.

LEGAL REFERENCE: I.C. § 20-33-12

Adoption Date: September 25, 2018
ABSENCES FOR RELIGIOUS INSTRUCTION

The School Board desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student’s parent, the Board will allow exceptions to the student’s continuous attendance at school for religious instruction by an authorized church or religious organization for no more than 120 minutes per week.

A student must be properly registered and a copy of such registration must be filed with the principal.

The time for release for religious instruction or education shall be arranged by the principal. He/She will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on Corporation premises. No staff member shall encourage or discourage participation in any religious instructional program.

I.C.20-33-2-19
RELEASE AND ACCESS TO STUDENTS

Release of Students. During the school day, a student shall not be released to anyone other than the custodial parent or with permission from the custodial parent with the following exceptions:

A. A student may be released to a police officer with an appropriate warrant, or in the case where criminal activity has taken place and the officer has probable cause to make an arrest of the student.

B. A student may be released to the Child Protective Services in the case where there is evidence that the student is a victim of child abuse and the immediate removal from school is necessary to protect the student from harm.

C. Other emergencies as determined by the building administrator.

Access to Students. Third party access to students during the school day shall be prohibited without consent or the presence of the custodial parent with the following exceptions:

A. Employees of the Child Protective Services may question a student without parental consent or without a parent being present where there are allegations that the child is a victim of child abuse and the custodial parent is the suspected abuser. In such cases, the building administrator or an appropriate designee of said administrator shall be present during said questioning. The building administrator shall notify the custodial parent that such questioning took place as soon as reasonably possible.

B. A police officer may question a student during the school day in presence of the student’s custodial parent and building administrator.

C. The building administrator may grant access to a student in an emergency situation as determined in the discretion of said administrator.
LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent.

No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone whose signature authorizing such custody is not on file in the building.
Indiana law and the School Board require that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis (A and B), meningitis, varicella, and other communicable diseases designated by the State Health Department.

The Superintendent shall require parents to furnish, no later than the first day of school after enrollment, a written statement of the child’s immunization accompanied by a physician’s certificate or other documentation.

Upon request and after production of written affirmation of intent to comply with Indiana law, the Superintendent may grant a waiver to students whose parents do not provide the required documentation by the opening day of school. Those students may be admitted to school provided the documentation is received within twenty (20) days.

If students remain unimmunized after 20 school days, the Superintendent shall commence expulsion proceedings unless the parents have filed a religious objection or submitted a physician’s statement that the immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons allowed by the State.

IC §20-34-4-2
IC §20-34-4-3
IC §20-34-4-7
IC §20-34-4-5

Revised July 1998
Revised July 2006
Revised February 2020
Administration of Medication at School

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student’s parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. 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 a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medicine by a student may be sent home through the student’s parent or an individual who is at least 18 years old and is designated in writing by the student’s parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student’s parent.

Low THC Hemp Extract

Low THC Hemp Indiana law defines “low THC hemp extract” as a product:
1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student’s health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administrated.

Legal Reference: IC 34-30-14
IC 20-33-8-13
IC 20-34-3-18
IC 20-34-3-22
IC 24-4-21
511 IAC 7-36-9

Adopted: July 24, 2018
STUDENT ACCIDENTS OR ILLNESSES

The School Board believes that school personnel have certain responsibilities in the case of accidents or illnesses, which occur, in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

In regard to contacting parents, the following procedures will be followed:

- In case the parent or relative cannot be contacted at the first report of an illness or injury, the school may take or send the child home in accordance with the parent’s previous instructions.

- In case the parent or relative contacted has no means of getting the child home, the school may take or send the child home in accordance with the parent’s request.

- If the parent or relative cannot be contacted in case of an emergency, the school may secure the help of emergency medical services to give emergency treatment or instruction, but the school shall assume no responsibility for these services.

All school personnel shall be informed (on a need-to-know basis) of children who have special health problems that may require special attention when an injury or an illness occurs (i.e. bleeders, diabetics, epileptics, etc.).

The Superintendent may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must make sure that an accident report is submitted to the Superintendent on all accidents, which required or may require medical attention.
Wellness Policy on Physical Activity and Nutrition

The Board of School Trustees of Carroll Consolidated supports the health and well-being of the school corporation’s students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation’s website.

I. Coordinated School Health Advisory Council

The board will engage students, parents/guardians, teachers, food service professionals, school nurse and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation’s wellness policy.

A. In accordance with state law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food service director and/or staff
- Teachers of Physical Education
- Students
- School Nurse
- School board members
- School administrators
- Representatives of interested community organizations

B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C. The Advisory Council shall report annually to the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.
II. Nutrition Education

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

Goal #1
Conduct taste tests of new entrée or menu items at least once per year for all grades by incorporating into PE classes, lunch time, and food and nutrition classes.

Goal #2
Menus will be posted on the school website with links to nutritional information and further information on smart snacking.

III. Nutrition Promotion

Goal #1
Increase breakfast participation at junior-senior high school by the introduction of breakfast carts.

Goal #2
Provide universal breakfast for all elementary students through grant program.

IV. Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

There will only be 2 fundraisers allowed per school per school year for food sold to students during the school day that are not smart snacks.

V. Nutrition Standards for Competitive and Other Foods and Beverages

The Board will provide and allow foods and beverages that support proper nutrition and promote healthy choices in vending machines available to students. Vending machines on school campus that do not meet this criteria will be turned off during the school day.

Classroom celebrations will focus on activities (e.g. giving free time, extra recesses, music and reading time rather than on food, when possible). Parents and teachers should encourage nutritious foods for birthday celebrations and classroom snacks.

VI. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks including before- and after-school activities.

Goal #1
Elementary students will be provided with physical activity each day through recess, physical education, “Brain Breaks”, and “Minds In Motion”.

Goal #2
Increase junior-senior high school activity level through a schoolwide break for at least 15 minutes.
VII. Other Activities

Goal #1
Classroom parties will have a physical activity component.

Goal #2
The school website will be updated monthly with nutrition and physical activity examples.

VIII. Staff Wellness
The board supports the health and well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff.

Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.

Staff will be encouraged to participate in community walking, bicycling or running events.

Goal #1
Staff development days will have 15 to 30 minutes of physical activity worked into the day to encourage physical exercise.

Goal #2
Staff will be encouraged to participate in healthy eating in the school cafeteria.

IX. Evaluation
Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff. Policy language will be assessed each year and revised as needed. Carroll Consolidated School Corporation will use Alliance for a Healthier Generation Assessment Tool to assess, implement, and plan health and wellness activities.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent may designate other administrators or school employees to aid in determining compliance of this policy.

LEGAL REFERENCE: 42 U.S.C. 1758b
I.C. 20-26-9-18

Revised 10/15/2013
Revised 08/22/2017
Revised 04/14/2020
PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when he/she has:

A. completed the course requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;
E. a student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student’s I.E.P.

A child’s promotion or retention may be affected by his/her performance on the state-testing program. The promotion or retention will be in accordance with the state-testing program guidelines as promulgated by the State Department of Education.

No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic program.
The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

A. require the recommendation of the Corporation for promotion, placement, or retention;

B. require that parents are informed in advance of the possibility of retention of a student at a grade level;

C. assure that reasonable efforts be made to remediate the student’s difficulties before he/she is retained.

I.C.20-10.1-17-8
GRADUATION REQUIREMENTS

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

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

Carroll High School students can earn any one of three (3) different diplomas. The Carroll Consolidated School Board declared the Core 40 diploma as the required diploma for graduation beginning with the Class of 2010 as this diploma prepares students well for post-high school options. The criteria for each of these diplomas is listed below. A minimum of forty (40) high school credits must be earned as set forth by the Indiana Department of Education. To be eligible to receive any of the following diplomas, a student must not only meet all the requirements listed, but also have passed the ISTEP Graduation Qualifying Exam (GQE)(Classes of 2010 and 2011), Core 40 End-of-Course Assessments in English 10 and Algebra/Integrated Math I (Class of 2012 and beyond), or meet the requirements necessary for a waiver.

CORE 40
A student may be eligible for a Core 40 diploma providing that they have earned thirty-four (34) credits in the areas of study specified below and six (6) additional credits shall be earned from courses in these and other areas of study.

- English 8 credits
- Social Studies 6 credits
- Mathematics 6 credits
- Science 6 credits
- Directed Electives (incl. Orient. to Life & Careers) 5 credits
- Physical Education (2 semesters) 2 credits
- *Health 1 credit

Many colleges and universities are now requiring 4 semesters of a World Language for admission. Although not required, it is highly recommended that a Core 40 diploma include at least 4 semesters of a World Language.

CORE 40 WITH ACADEMIC HONORS
Students may be eligible for a Core 40 with Academic Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below “C” and an overall average of “B” (3.0/4.0) or better. The state of Indiana will provide a special seal for diplomas. Minimum requirements are as follows:

- English 8 credits
- Social Studies (WH or Geog/Hist of Wrld, US Hist, Govt, Econ) 6 credits
Mathematics (Int. Math I & higher) 8 credits
Science (incl. Bio & Int. Chem, Chem, or Physics) 6 credits
World Language (6 crs. must be in the same language, or 4 crs. in each of two different languages) 6 or 8 credits
Fine Arts 2 credits
Physical Education (2 semesters) 2 credits
*Health 1 credit
Directed Electives (incl. Orient. to Life & Careers) 5-7 credits

Students must also complete one of the following:
- Two Advanced Placement courses (4 credits) and corresponding AP exams
- Dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
- One Advanced Placement course (2 credits) and corresponding AP exam AND dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits)
- Combined SAT math and critical reading score of 1200 or higher
- Composite ACT score of 26 or higher
- Two International Baccalaureate courses (4 credits) and corresponding IB exams

CORE 40 WITH TECHNICAL HONORS
Students may be eligible for a Core 40 with Technical Honors diploma providing that they have earned at least forty-seven (47) credits in prescribed areas, with no letter grade below “C” and an overall average of “B” (3.0/4.0) or better. The state of Indiana will provide a special seal for diplomas. Minimum requirements are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies (WH or Geog/Hist of Wrld, US Hist, Govt, Econ)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (Int. Math I, II, &amp; III)</td>
<td>6</td>
</tr>
<tr>
<td>Science (incl. Bio &amp; Int. Chem, Chem, or Physics)</td>
<td>6</td>
</tr>
<tr>
<td>Directed Electives (incl. Orientation to Life and Careers)</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education (2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>*Health</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Students must complete a Career-technical Program resulting in 8 or more related credits.

Students must also complete two of the following, one must be A or B:

A. Score at or above the following levels on WorkKeys: Reading for Information – Level 6; Applied Mathematics – Level 6; Locating Information - Level 5.
B. Complete dual high school/college credit courses in a technical area resulting in 6 college credits.
C. Complete a Professional Career Internship or Cooperative Education course resulting in at least 2 credits.
D. Complete an industry-based work experience as part of a two-year technical education program (minimum 140 hours).
E. Earn a state-approved, industry-recognized certification.

OPT-OUT PROCESS
Students who are unable to achieve the requirements for the Core 40 diploma may still graduate from Carroll Jr.-Sr. High School with a general diploma. To graduate with less than Core 40, the following formal opt-out process must be completed. The student, his/her parents/guardian, and the school counselor will meet together to discuss the student’s progress and review the student’s career and course plan. The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum. If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined. In such cases, thirty-four (34) credits shall be earned in the areas of study specified below and an additional six (6) credits shall be earned from courses in these and other areas of study to earn a general high school diploma:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies (incl. US History and US Govt)</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics (Int Math I required)</td>
<td>4</td>
</tr>
<tr>
<td>Science (Bio. required)</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education (2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>*Health</td>
<td>1</td>
</tr>
<tr>
<td>Career Academic Sequence (incl. Orientation to Life and Careers)</td>
<td>6</td>
</tr>
<tr>
<td>Flex Credits</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

*The Health requirement will be waived if a student earns 3 credits from the following courses: Interpersonal Relationships, Child Development and Parenting, Nutrition and wellness, Orientation to Life and Careers or Adult Roles and Responsibilities.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Adopted 08/04/2009
EARLY GRADUATION

The School Board encourages all candidates for the high school diploma to have at least eight (8) semesters of attendance in grades 9 through 12.

The School Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with State regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. The Principal shall make reports at the end of each semester to the Board regarding early graduations, including how many students were granted early graduation and the plans of the students.

The student may participate in the graduation ceremonies with his/her designated class.

Revised July 24, 2012
STUDENT CONDUCT

Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles.

I.C.20-27-10-2
USE OF TOBACCO

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board supports the provisions of the Indiana Clean Indoor Air Law, effective on September 1, 1987, and as such, remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that it is the right of the non-smoker to breathe clean air. The Board believes that the use of tobacco products in a school building denies students, staff, and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching.

The Board also believes that education has a central role in establishing patterns of behavior related to good health, and shall take measures to help students and staff to resist tobacco use. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their formative years in a tobacco-free environment.

It is the intent of the Board to create a “healthy” school environment. Appropriately, the Board shall prohibit the use of or possession of all tobacco products by students in school buildings, on school grounds, and in school-owned vehicles.

The implementation of this policy shall be designed primarily to enhance health and safety for all students, and to promote air cleanliness in all school buildings and all school-owned vehicles in which students, staff, and patrons travel to and from school events.

The penalty in cases where students are caught smoking or using tobacco during school hours on school premises or on school sponsored field trips shall be:

1. The student shall be suspended for a period of three (3) school days.

2. The parents or guardians will be notified by mail or phone call.

3. Continued violation could result in expulsion from school. Students are not to bring any form of tobacco into the building or on school premises.
STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students: a responsibility in the care of property, in the observation of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation, provided that such students are licensed drivers and have been granted permission by the building administrator to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles, which are lost, stolen, or damaged.

The Student Handbook shall contain administrative guidelines for the operation and parking of motor vehicles and shall be disseminated to all students so affected. All student drivers are subject to the random student drug testing policy (#5525) once they receive a permit for vehicle usage on school property.

The principal shall establish standards for the granting of permits, which shall contain the warning that infraction of rules, may result in the revocation of the permit.

Revised July 2006
HAZING

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverers of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported to the building principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

I.C.35-42-2-2

Adopted

3/18/2003
STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State law. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Handbook contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. All staff members must report any alleged incidents of student harassment to the building principal. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

The State of Indiana has established a definition of Bullying as:

Bullying

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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 an objectively hostile school environment that:

   - places the targeted student in reasonable fear of harm to the targeted student’s person or property;
   - has a substantially detrimental effect on the targeted student’s physical or mental health;
   - has the effect of substantially interfering with the targeted student’s academic performance; or
   - 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.
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal or his/her designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Principal or his/her designee. This report may be made anonymously.

4. The Principal or his/her designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

5. The Principal or his/her designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

All such reports are to be investigated promptly by the Superintendent and/or his/her designee. Anyone found to have violated this policy and/or the Student Handbook shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation. Any findings of harassment or bullying which results in disciplinary measures of suspension or expulsion shall be reported to the parents of the student(s) who were harassed or bullied.

Revised: August 6, 2013

LEGAL REFERENCES: IC 20-33-8-0.2 Bullying – Definition IC 20-33-8-13.5 Use of Computer for Bullying
USE OF PERFORMANCE ENHANCING SUBSTANCES PROHIBITED

It is the position of the Board of Trustees of Carroll Consolidated School Corporation that optimum nutritional health is derived from a healthy diet including nutrient dense carbohydrates, complete proteins and essential vitamins and minerals found in a generally healthy diet. Use of any supplements or performance enhancing substances, whether or not marketed as “natural” is considered to be a “short cut” and unapproved method for students to attain their maximum physical and mental potential, as well as posing a serious potential health risk to student athletes.

Use of Performance Enhancing Substances with the intent of enhancing scholastic or athletic performance is prohibited on campus and strongly discouraged.

Carroll Consolidated School Corporation strongly recommends that all staff, students, student-athletes and their parents/guardians should consult with their physicians before taking any drugs, medications, nutritional supplements or sports supplement products or any other performance enhancing substances.

Carroll Consolidated School Corporation is concerned about the safety of such products. Most of these products are unregulated by the Food and Drug Administration (FDA), and may contain harmful ingredients, including (but not limited to) creatine, ephedrine or excessive amounts of caffeine. Use of any substances banned or discouraged by IHSAA and NCAA is prohibited as a health risk to student athletes who are growing and developing during the high school years.

Students, student-athletes, school personnel (including coaches and any assistant coaches, volunteer coaches or support personnel) should not possess, dispense, recommend or endorse any drug, medication or substance except in accordance with state regulation and Corporation policy. Any such products found on campus or at a school-sponsored event will be confiscated and destroyed. Teachers and coaching personnel will not promote the use of such substances, on or off campus.

Adopted November 21, 2006
Revised July 24, 2012
DRUG PREVENTION

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

A. all dangerous controlled substances as so designated and prohibited by Indiana statute;

B. all chemicals which release toxic vapors;

C. all alcoholic beverages;

D. tobacco and tobacco products;

E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

F. anabolic steroids;

G. any “look-alike” substances;

H. any other illegal substances to designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

A. emphasize the prevention of drug use;
B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

1. addresses the legal, social, psychological, and health consequences of drug and alcohol use; and

2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol; and

3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues; and

4. promotes positive emotional health, self-esteem, and respect for one’s body; and

5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State’s Department of Education.

C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or program.

F. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and proved procedures to direct students and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
H. require that any student disciplined for a drug or alcohol violation under school policy or student handbook submit to and pass a follow up drug test, at that student’s cost before readmission to or official participation in any extracurricular activity or driving to school.

I. provide a periodic review of the School Corporation’s program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

J. provide for a student assistance program which includes guidelines for prevention activities and programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;

K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation’s policy and administrative guidelines on Search and Seizure are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

I.C.20-30-5-11
Public Law 101-226(Drug-Free Schools and Communities Act as amended in 1989)
Revised April 24, 2012
STUDENT ASSISTANCE PROGRAMS

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the School Board has adopted policies related to student conduct in the school setting and has authorized disciplinary measurers for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that education programs and sound discipline do not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which may impact the emotional, mental, and/or social well-being of the students and affect their ability to benefit from the educational program.

Administrative guidelines are to be prepared which will ensure that:

A. the rights of both parents and students are protected;

B. outside resource people and agencies are properly licensed to proved services and have a history of effective assistance;

C. assistance activities, whether provided by the Corporation or by an outside resource, are properly supervised by Corporation personnel.
SUICIDE AWARENESS AND PREVENTION

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student’s educational outcomes, and that suicide is a leading cause of death among young people. The corporation desires to take a proactive approach in preventing deaths by suicide and values the school’s role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

Prevention

Policy Implementation

A corporation suicide prevention coordinator shall be designated by the Superintendent. The corporation suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school corporation.

Each school administrator(s) shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

Professional Development

Administrators, teachers, and employees will receive annual training on risk factors, warning signs, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

The training will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional training in risk assessment and crisis intervention will be provided to school-employed mental health professionals, school nurses, and school safety specialists.
Suicide Prevention Programming

Developmentally appropriate, student-centered education materials will be integrated into the curriculum in health classes. The content of these age-appropriate materials will include:

1. the importance of safe and healthy choices and coping strategies,
2. how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, and
3. help-seeking strategies for oneself or others, including how to engage school resources and community-based suicide prevention services. In addition, schools may provide supplemental small group suicide prevention programming for students.

The school corporation will work to provide educational and referral information about crisis intervention to at-risk students, their parents, and school employees. Referral information and the availability of suicide prevention services in the local community will be made available by the school corporation through its employee training and student education programs to its employees, its students, and their parents.

Assessment and Referral

When a student is identified by a staff person as potentially suicidal or a student self-refers, the student will be seen by a school-employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse, administrator, or school safety specialist will fill this role until a mental health professional is available.

For students at risk:

1. School staff will continuously supervise the student to ensure his/her safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or principal will contact the student’s parent or guardian and will assist the family with an urgent referral to a local mental health facility.
4. Staff will ask the student’s parent or guardian for written permission to discuss the student’s health with outside care, if appropriate.

Crisis Team

The superintendent, director of social and student services, or designee will appoint the crisis team, whose primary focus is to address crisis preparedness, intervention/response and recovery. Members of the crisis team should be professionals who have been specifically trained in crisis preparedness through recovery. The crisis team will take the leadership role in developing crisis plans; ensuring school staff can effectively execute various crisis protocols.
Publication and Distribution of Policy

This policy and its regulations will be made available to the public, to all corporation employees, and will be included in student handbooks.

IC 20-26-5-34.4
IC 20-28-3-6

Adopted: (2019-06-11)
STUDENT NETWORK ACCEPTABLE USE POLICY (AUP)
ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Carroll Consolidated School Corporation’s Information Technology Resources system shall be referred to as the CCSC “Network.” The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web (“Internet”) through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

It is the policy of the Corporation to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Outside of school, families bear responsibility for the same guidance of appropriate Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

The following policy, rules and prohibition, apply to all students, employees, independent contractors, or other persons (hereafter referred to as "Users") of the Carroll Consolidated School Corporation network.

1. The Network is a privilege. Carroll Consolidated School Corporation at any time and for any reason or for no reason may discontinue general access to the Network or rescind the user's privilege of using the Network.

2. Students utilizing Corporation Network access must first have the permission of and must be supervised by the Carroll Consolidated School Corporation’s professional staff. Students utilizing Corporation-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

3. Violation(s) of this Policy and the Corporation Acceptable Use Policy 7525 may result in suspension/expulsion and may be reported to legal authorities.

4. Students are not to change any settings (without prior teacher or administrative approval) on the Network.
5. Use of personal e-mail by students is prohibited. Students may ask the teachers, Media Specialist, or Guidance Office personnel to use Corporation-assigned e-mail to request educational materials, including transcripts. Students may request Corporation-assigned e-mail accounts to access collaboration systems in support of research and education.

Parents of students in the Carroll Consolidated School Corporation shall be provided with the following information:

The Carroll Consolidated School Corporation is pleased of offer access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicates and collaborates with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student’s parent or guardian would be liable. While the School Corporation’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The corporation institutes technical methods or systems to regulate students’ Internet access, but those methods may not guarantee compliance with the corporation’s acceptable use policy. That notwithstanding, the School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Carroll Consolidated School Corporation makes the corporation’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Those students who use Internet must have written permission from their parents or guardians before access is granted by the School Corporation.
Adopted: August 3, 2010

Cross Reference Policies:
- Property 7525 Acceptable Use Policy (AUP)
- Program 2526 School Internet Web
- Site Policy
- Student Handbook - Computers

Cross Reference Statutes:
- Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]
- Indiana Code 20-20-13
- Indiana Code 20-30-5.5
STUDENT DISCIPLINE

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Student Handbook promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require those students:

A. conform to reasonable standards of socially-acceptable behavior;

B. respect the person and property of others;

C. preserve the degree of order necessary to the educational program in which they are engaged;

D. respect the rights of others;

E. obey constituted authority and respond to those who hold that authority.

Any disciplinary action entered on a permanent record shall be removed from the student’s record before he/she graduates from this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct, which carry out the purposes of this policy.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering student discipline. Parents and adult students shall be provided a form, which is to be returned to the school principal confirming that the Student Handbook has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Student Handbook.
A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation. Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities; however, the teacher, coach, or adviser shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms to due process.

The building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student’s due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students:

A. in all situations and in all places where such students are within the jurisdiction of this Board;

B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student’s parent has been contacted and informed that the student will be detained.

Student conduct shall be governed by the rules and provisions of the Student Handbook. The Student Handbook shall be subject to Board investigation. Changes to the Student Handbook shall be submitted to the Board for review prior to publication each school year.

I.C.20-33-8-1.
USE OF ISOLATED TIME OUTS 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 isolated time out to protect a student from causing harm to themselves or to others.

Isolated time out 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 safety of students and others. Use of isolated time out 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.

Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

The superintendent shall determine the appropriate training program of physical restraint and isolated time out to be used in the corporation. The training program must include behavioral support, 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 restraints or isolated time outs 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 of participation.

In the case of an emergency, physical restraints and/or isolated time outs 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.

Isolated Time Out (Seclusion)

“Isolated time out” means the confinement of a student in a time-out room or another enclosure, whether within or outside the classroom, from which the student’s ability to leave the room or enclosure is restricted.

Any enclosure used for isolated time out 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 or 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 time out room or 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 not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which the isolated time out was deemed an appropriate intervention.

If a student is placed in isolated time out pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control.

**Physical Restraint**

“Physical restraint” means holding a student or otherwise restricting his or her movements.

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; and
3. 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 a student also 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 an IEP.

If physical restraint is imposed upon 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 to 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 isolated time out 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 parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student within two hours of the incident. An annual review of the use of physical restraint and isolated time out including a review of all individual corporation cases involving the use of physical restraint and isolated time outs shall be completed and documented to ensure compliance with the school’s policy and procedures.

When reviewing individual cases, it is recommended that when a student has experienced three instances of isolated time out 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 into 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 by individuals who have received systematic training through the corporation-designated 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 whether 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 isolated time outs will be investigated according to the provisions of board policy on public complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and any other requirements established by law.

LEGAL REFERENCE:

Adopted: July 1, 2014
IC 20-20-40-14
SUSPENSION AND EXPULSION

The School Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most serious sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

For purposes of this policy, suspension and expulsion shall be as defined in the Indiana code.

The Superintendent is authorized to suspend or expel a student when circumstances warrant and proper guidelines have been followed. He/She shall report all such cases to the Bureau of Motor Vehicles in accordance with law and the Bureau’s guidelines.

An alternative out-of-school suspension may be offered by building administrators at their discretion. Alternatives to out-of-school suspensions shall be a part of the Student Handbook.

I.C.20-33-8-9
DUE PROCESS RIGHTS

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

I.C.20-33-8-9
CORPORAL PUNISHMENT

Professional staff as well as support staff may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of the student or other persons or property.

When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, he/she may be subject to discipline by this Board and criminal assault charges as well.

The Board recognizes as acceptable disciplinary action the use of corporal punishment. Spanking or paddling shall be applied only to the buttocks. Corporal punishment shall be authorized by the principal and administered by the principal or his designee, with direct supervision by the principal. A witness shall be present during administration of the corporal punishment.

I.C.20-26-5-4
FLEX PROGRAM

The School Board recognizes the normal instructional program might not be appropriate for all students, therefore it authorizes the Superintendent to provide a flexible school program for select students.

In order to qualify to be enrolled in this program the student must be in grade eleven (11) or grade twelve (12) and meet any of the following:

A. failed the ECA graduation exam at least two (2) times;
B. been determined to be chronically absent by amassing more than ten (10) unexcused absent days in one (1) school year;
C. been determined to be a habitual truant;
D. been significant behind in credits for graduation;
E. previously undergone at least a second suspension from school during the same school year;
F. previously been expelled from school; or
G. been determined by the principal and the student’s parent to benefit by participating in the school flex program.

An eligible student who participates in a school flex program must:

A. actual or virtual involvement of at least three (3) hours of instructional time per school day;
B. pursue a timely graduation;
C. provide evidence of college or technical career education enrollment and attendance or proof of employment and labor that is aligned with the student’s career academic sequence under rules establish by the Indiana Bureau of Child Labor;
D. not be suspended nor expelled while participating in the school flex program;
E. pursue course and credit requirements for a general diploma; and
F. maintain a ninety-five percent (95%) attendance rate.

The instructional day shall consist of a minimum of three (3) hours of instructional time.

I.C. 20-30-2-2

Approved 7/02/2013
Home Schooled Athlete’s Participation in IHSAA Recognized Athletics

It is the policy of the Carroll Consolidated School Corporation that home schooled athletes be permitted the opportunity to participate in school recognized athletics and activities provided certain criteria (including but not limited to criteria set out in these guidelines) are met.

This Administrative Guideline will be governed by IHSAA Rule 12, Section 5 - Enrollment in a Non-Public, Non-Accredited School Team Practices:

1. A student is eligible to participate in an athletic program involving IHSAA recognized sports only at the member school in which the student is enrolled and attends.

2. The foregoing notwithstanding, if a student is enrolled in and attends, full-time, a nonpublic, non-accredited school the student may have eligibility to participate in the athletic program at the Indiana public school serving the student's residence, provided that:
   A. The student in conjunction with the non-public, non-accredited school and the public school serving the student's residence provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised,
   B. The student has been enrolled in the non-public, non-accredited school for the previous three years in succession,
   C. The student completes any state-wide examinations authorized by the Indiana Department of Education,
   D. The non-public, non-accredited school agent provides proof of meeting the provisions of Rule 18-1 of the IHSAA by-laws during the time period between the end of the member school's designated grading period and the corresponding certification date,
   E. The student must be enrolled at CCSC for at least half (.5) of one school day. The student must receive instruction in English/Language Arts and Math within the member school building.

Additional information: The Superintendent is authorized to establish the appropriate procedures and policies governing the practice within the Corporation.

Section 2. Effective Date. The effective beginning date for this policy is the 2013-14 school year or once adopted.

Section 3. Enrollment. A home schooled student desiring to participate in IHSAA recognized athletics at the Carroll Consolidated School Corporation serving the student’s residence will be required to be actively enrolled in the Carroll Consolidated School Corporation for at least half (.5) of one student day throughout the entire school year or for the remainder of the school year once this policy is adopted, and not just during an athletic season. Failure to comply with this requirement will cause the student athlete to forfeit his or her right to participate in athletics for the duration of the eligibility period.
Section 4. Eligibility. A home schooled student desiring to participate in school recognized and authorized athletics or activities at Carroll Consolidated Schools serving the student’s residence must enroll at Carroll Elementary or Carroll Junior Senior High School for the entire school year and may not withdraw at any point during the school year or said athlete will be declared ineligible to participate in recognized athletics through Carroll Consolidated School Corporation for 365 days following the student’s withdrawal from CCSC.

Section 5. Student Athlete Code of Conduct and Other Rules and Eligibility Criteria. Home schooled student athletes will be subject to meeting and following all policies of the Carroll Consolidated School Corporation, including the Student Handbook, the Student Athlete Code of Conduct, drug testing requirements, and any rules or other eligibility criteria established by the individual coach(es).

Section 6. Student Athlete Academic Requirements. The home schooled student athlete must comply with the following requirements prior to participation in athletics for Carroll Consolidated School Corporation and maintain them throughout their participation:

1. Provide home school curriculum being studied,

2. Provide name and ISBN numbers of textbooks being used,

3. Provide athletic director with grade updates as per school’s grading rotation including midterm.

Section 7. Student Athlete Required Courses. As discussed above, home schooled students desiring to participate in recognized athletics or activities at the Carroll Consolidated School Corporation serving the student’s residence are required to enroll in and attend a minimum of Math and English/Language Arts courses for their assigned grade level and attend at least one half (.5) of one student instructional day. In addition, the following guidelines will govern the course (or courses) in which the student enrolls:

1. All course work will be from the State Curriculum as outlined by each building principal,

2. All students will be required to take the End of Course Assessment and/or ISTEP tests for their grade level.

3. The student may take another elective or specials class outside the requirements as set by Carroll Consolidated School Corporation.

Section 8. Student Attendance Requirements. The student will be expected to maintain exceptional attendance within the guidelines of the Carroll Consolidated Student Handbook. Excess absences will result in the student’s loss of athletic eligibility.

Adopted 2/14/2014
EQUAL ACCESS FOR NONCORPORATION-SPONSORED
STUDENT CLUBS AND ACTIVITIES

The School Board will not permit the use of school facilities by noncorporation-sponsored, student clubs and activities during the instructional day. During any other time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission to meet on school premises shall be made to the building principal; who shall grant permission provided that he/she determines that:

A. the activity has been initiated by students;

B. attendance at the meeting is voluntary;

C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;

D. the meeting has a lawful purpose;

E. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;

F. non-school persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student’s race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than one (1) outside resource person(s). The Superintendent may exclude non-students from directing, controlling, and/or attending any such meetings of students.
A professional staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The building principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well being of students and staff members.

20 U.S.C. 4071 et seq.
P.L. 98-377
SEARCH AND SEIZURE

The School Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.

As used in this policy, “reasonable cause for a search” means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standards contained in the student handbook.
- Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
- Evidence of criminal activity

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

- The principal, or a member of administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.

- The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

The principal, or another member of the administrative staff designated in writing 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 cause for a search of that student. Searches of the person of a student shall be limited to:

- Searches of the pockets of the student,
- Any object in the possession of the student such as a purse or briefcase, and/or
- 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. Searches 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. At the request
of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

The privilege of bringing a student-operated motor 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 the motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor owner to provide or allow access to a motor vehicle on school premises at the time of a 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 in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to this policy.

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

- 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.

- Returned to the parent or guardian of the student from whom it was seized, but only after student due process has been completed, and only if not turned over to law enforcement as part of a criminal investigation.

- Destroyed if it has no significant value, or

- 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 policy which by its presence presents an immediate danger of physical harm or illness to any person will be seized and:

- Returned to the parent or guardian of the student from whom it was seized, but only after student due process has been completed, and only if not turned over to law enforcement as part of a criminal investigation.

- Turned over to any law enforcement officer in accordance with this policy.

Any weapon as defined by Indiana Code or School Policy will be seized and turned over to law enforcement.

The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

- Search any area of school premises, any student, or any motor vehicle on school premises;

- Identify or dispose of anything found in the course of a search conducted in accordance with this policy.
Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Revised, July 24, 2012

References:
IC 20-33-8-16 Possession of Firearms
IC 35-41-1-8 Deadly Weapon
IC 20-33-8-16(g) Notification of Law Enforcement
IC 35-47-5-2.5 Possession of a Knife on School Property
The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm as defined by Indiana Code by anyone while on Corporation property, at a school-related event, or while enroute to or from school in a school owned vehicle.

The Board prohibits a student from bringing a knife as defined by Indiana Code §35-47-5-2.5 or any firearm to school and violation of such policy carries with it an automatic expulsion from school of not less than one year. Modification of the expulsion penalty is subject to rulings by the hearing examiner, the Superintendent, or the Board to comply with the Indiana Code requirement for a student expulsion.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent or guardian and proper disciplinary action as provided in the student handbook.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found.

Revised: July 24, 2012
Revised: August 28, 2018

References:
IC 20-33-8-16 Possession of Firearms and Deadly Weapons
IC 35-41-1-8 Deadly Weapons
IC 35-47-5-2.5 Possession of a Knife on School Property
IC 35-47-9-2 Possession of firearms on school property, at school functions, or on a school bus
STUDENT GOVERNMENT

The School Board acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, and elect officers and representatives.

The Board will recognize the Student Council as the official voice of the student body for students in grades 7-12 and the Student Council for students in grades 5-6 for the purpose of:

A. giving students practical experience in organizing, planning, and affecting outcomes;

B. developing student leadership;

C. providing a learning experience in democratic decision making;

D. offering another avenue toward the realization of the goals of the Corporation.

The Superintendent shall establish administrative guidelines to implement this policy.
STUDENT AND STUDENT SUPPORT ORGANIZATION FUND RAISING

The School Board acknowledges that the solicitation of funds by students and student support organizations must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy the term “student fund raising” and “student support organization fund raising” shall include the solicitation and collection of money by students or members of student support organization in exchange for tickets, papers, or any other goods or services, with said money to be used for approved student activities. This does not include the sale of tickets to athletic contest(s), co-curricular events, plays, performances, or other special programs that are open to attendance by the general public.

The Board may permit student fund raising by students or student support organizations in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes, for an activity connected with the schools, or for a school-supported activity. All fund raising requests must be submitted to the building principal. Such fund raising activities off school grounds may be permitted in certain instances by the principal, with Superintendent approval, as long as it does not involve door-to-door solicitation or solicitation of businesses.

The selling of merchandise from door-to-door or solicitation of businesses by students, school organizations or school-related school support organizations (i.e. Carroll Music Boosters, P.T.O., etc.) may be allowed only as provided below. Student organizations, Student Support Organizations (such as Carroll Music Boosters, Carroll Elementary PTO, Family Resource Network and Carroll Athletic Boosters), and the Junior Class may have fund raising events.

All organizations may have no more than two (2) fund raising events during the year from July to June 30, except for the Junior Class, which may have only one (1) fund raising event during the school year.

**Dates and justification for the fund raising events must be submitted by May 1 before the start of the school year when the event is to take place and will be published in the School Calendar. Fund Raising events must be coordinated Corporation-wide for fair distribution of fund raising events and minimal impact on community resources and generosity. All fund raising requests must be submitted to the building principal.**

Any additional fund raising activities must be submitted for approval by the principal, then the Superintendent and then the Board at least thirty (30) days prior to the requested date of the activity, and must include cost of the fund raising activity, expected revenue,
purpose of activity, and what will be done with any excess revenue earned from the activity. Because of the need to balance fund raising events in the community, there is no guarantee that these additional events will be permitted or approved.

All organizations must provide written report and accounting of the fund raising events, including what was sold, how much was sold, cost of merchandise, profit from event, and use of funds raised by the event. The report must be submitted to the Superintendent within thirty (30) days from the conclusion of the fund raising activity, or within thirty (30) days of the end of the school year for on-going fund raising activities.

Elementary students are prohibited from participating in door-to-door sales; any fund raising activities which involve elementary students must require that elementary students sell only to family and friends known to the student.

At the end of each school year all student and student support organizations must review their fund raising efforts with the building principal and submit their projected budgets and fund raising goals for the next school year to the Board prior to the start of school.

Abuse or disregard of this policy may result in suspension of the activity and prohibition from further sponsored activities for the remainder of the school year or athletic season (as the case may be).

**Cross Reference:**

Policy # 9701  Sponsorship  
Policy # 7230  Gifts, Grants and Bequests  
Policy # 9700  Advertising Program

Revised 5/1/2007
Criminal Gangs and Criminal Organization Activity in Schools

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. The Board of School Trustees of the Carroll Consolidated School Corporation prohibits criminal organization 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:

Criminal Organization means a group with at least three (3) members that specifically: (1) either:
   (A) promotes, sponsors, or assists in; or
   (B) participates in; or
   (2) 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.

Criminal organization Activity mean a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization 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 organization 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 reported incident.
The principal or designee shall conduct a thorough and complete investigation for each report of suspected organization 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 organization 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 organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with 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. Criminal organization 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 criminal organization and -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 other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. Schoolsanctioned/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.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information should be revised and updated regularly to reflect current trends in criminal organization activity.

2. Create formalized collaboration plans between local school administration and community-based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support criminal organization prevention and intervention activities.


LEGAL REFERENCE:  
IC 20-26-18 (as amended effective July 26, 2016)  
IC 20-33-9-10.5  
IC 35-45-9-1

Adopted: July 26, 2016
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FEDERAL FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the Corporation. Therefore, it is the intent of the Board to study Federal legislation to provide better educational opportunities, a better educational environment, and better physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs he/she deems would be of aid to the students of this Corporation. The Superintendent shall approve each such proposal prior to its submission.

The Board regards available Federal funds of aid to local school corporations and communities as public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. The Superintendent shall ensure that each draw of Federal monies is as close as feasible to the related program expenditures.

I.C.20-26-5-4
INVESTMENT INCOME

The School Board authorizes the Superintendent or the Treasurer to make investments of available monies from the several funds of the Corporation in any financial instrument authorized by Indiana laws.

Interest derived from an investment shall be deposited, except as otherwise provided by law, in the Corporation’s general fund.

I.C.5-13-9,20-26-5-4
TUITION INCOME

The School Board shall assess tuition for attendance in Corporation schools by students who are not entitled to receive a free public education in this Corporation and whose enrollment has been approved by the Board.

Arrangements for the payment of tuition will be made by the Superintendent’s office. Payments may be on a yearly, semester, or monthly basis. In accordance with the payment plan, tuition payments will be made in advance of receiving education.

Charges shall be the maximum permitted by law and shall be adjusted annually in accordance with law.

I.C.20-26-11-6
511 IAC1-6
BUDGET PREPARATION

The Corporation’s operation and educational plan is reflected in its budget. Each year, the School Board will cause to have prepared an then review and approve the General Fund, Transportation Fund, Capital Projects Fund, Debt Service Fund, and Pre-School Special Education Fund which constitute the budget of the Corporation.

The budget shall be designed to carry out Corporation operations in a thorough and efficient manner, maintain Corporation facilities properly, and honor continuing obligations of the Board.

The proposed budget requires the critical analysis by every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent to present the budget to the Board, along with all available information associated with each Fund, in sufficient time for proper review and discussion and in compliance with Indiana Code.

I.C.21-2-11-1 et seq., 21-2-15
BUDGET HEARING

The annual budget adopted by the School Board represents the Board’s position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. The public budget hearings will be conducted in accordance with law.

Each member of the Board and the Superintendent shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The budget approved by this Board will be made available to the public in the form and at the places required by law.

The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing.

IC.6-1.1-17-3
PURCHASING

It is the policy of the School Board that the Superintendent obtain at least two (2) price quotations on purchases of more than $5,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the Corporation.

When the purchase of and contract for single items of supplies, materials, or equipment amounts to $50,000 or more, the Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened at a regular board meeting unless a bid committee has been authorized to open bids. The bid committee shall include the Superintendent and Corporation Secretary and is authorized to open bids. All orders or contracts should be awarded to the lowest and best-qualified bidder; however, consideration can be given to:

A. the quality of the item(s) to be supplied;
B. its conformity with the specifications;
C. the suitability to the requirements of the Corporation;
D. the delivery terms;
E. the past performance of the vendor;
F. the availability of service.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Exceptions to the foregoing requirements may be permitted in order to standardize items which will result in a lower long-term cost to the Corporation, or if there is only one (1) supplier of a particular item. Such exceptions shall be presented to the Board for approval.

The Superintendent is authorized to spend up to $5,000 without prior approval of the Board.

The Superintendent is authorized to make emergency purchases above $5,000 without prior Board approval of those goods and/or services needed to keep the school in operation if approved by the Board president. If the Board president is unavailable, then the Superintendent for approval of the emergency purchase may contact another officer of the Board.

Such purchases shall be brought to the Board's attention at the next regular meeting.
Before the Superintendent places a purchase order, he/she shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. The building principal and the Superintendent shall approve all Corporation purchase orders. Purchase orders and/or claims will be utilized for all purchases. Invoices will not be paid without a purchase order and/or claim approved by the Superintendent's office.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. an opportunity be provided to as many responsible suppliers as possible to do business with the School Corporation;

B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

C. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriation;

D. unless other wise permitted by the Superintendent, no purchase of supplies shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

I.C.20-26-5-4,20-26-4-6,36-1-9 and 10

Adopted 12/5/00
Revised 4/19/2005
BUDGET IMPLEMENTATION

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent.

The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within the limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures and appropriate financial reports shall be submitted quarterly to the Board to keep members informed as to the status of the budget and overall financial condition of the Corporation.

If, during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Superintendent shall present to the Board, recommended amendments to a Fund that will prevent expenditures from exceeding revenues. Such recommendation shall be in accordance with the requirements of the law.

I.C.20-26-5-4
COOPERATIVE PURCHASING

The School Board recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this Corporation through joint agreements for the purchase of supplies, equipment, or services with the governing body (ies) of other governmental units.

The Board authorizes the Superintendent to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body (ies) which shall specify the categories of equipment and supplies to be purchased; the manner advertising for bids and of awarding contracts; the method of payment by each participating party; and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

I.C.20-26-10-1 et seq.,20-26-5-4,20-26-10-10 et seq.
LOCAL PURCHASING

The School Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the Corporation from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance or other types of service may be required, and promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.
VENDOR RELATIONS

The School Board shall not enter a contract knowingly with any supplier of goods or services to this Corporation under which any Board member, officer, employee, or agent of this School Corporation has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which he/she is the author and which has been properly approved for use in the schools of this Corporation.

For the purpose of this policy “beneficial interest” shall be determined in accordance with Indiana law.

All sales person, regardless of product, shall clear with the Superintendent’s office before contracting any teachers, students, or other personnel of the School Corporation. Purchasing personnel shall not extend any favors to vendors or receive any type of personal gain from Corporation purchasing. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

I.C.35-44-1-3
PAYMENT OF CLAIMS

The School Board directs the prompt payment of legitimate claims by suppliers of goods and services to the School Corporation.

Each bill or obligation of this Board must be itemized fully and verified before a warrant can be drawn for its payment.

When an invoice is received, the Superintendent shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

All vendor claims shall be submitted to the Board for approval in the form of a listing that includes the vendor’s name, the number and amount of the check, and the description of the item.
PAYROLL AUTHORIZATION/PROCEDURES

The most substantial payment of public funds for the operation of the School Corporation is that which is made to the employees of the School Board for services rendered. To ensure that each person so compensated is validly employed by this Corporation and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

All corporation employees shall be paid biweekly except for the following classification of employees:

a. teachers approved for early retirement – paid monthly according to terms of the negotiated contract

b. regular teachers on 20 pay option – paid according to terms of the negotiated contract

Employment of all Corporation personnel must be approved by the Board except where authority to appoint certain personnel of the Corporation has been delegated to the Superintendent.

I.C.20-26-5-4

Revised 4/19/2005
PAYROLL DEDUCTIONS

For those employees not covered by the terms of a negotiated agreement, the School Board authorizes that certain deductions may be made from an employee’s paycheck upon proper authorization on the appropriate form. Deductions may be made for:

A. Federal and State income tax
B. Social Security
C. Medicare
D. County local option income tax
E. Public School Employees Retirement System
F. State Teachers Retirement System
G. Section 125 deductions
H. Savings in a chartered credit union
I. Payment of dues to labor or other organizations
J. Payment of group insurance premiums

The Board also declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board’s agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403 (b) of the Internal Revenue Code, and in accordance with the Corporation’s administrative guidelines. However, it shall be clearly understood that the Board’s only function shall be the deduction and remittance of employee funds. The Board requires that a minimum of (6) six or more employees participate in an approved Section 403 (b) plan in order to be eligible for payroll deduction.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent’s office in writing if they wish to participate in such a program.

Revised July 1998
EXTRA-CURRICULAR FUNDS

The School Board shall establish financial controls for the administration of the normal, legitimate, extra-curricular activities of the Corporation in accordance with guidelines of the State Board of Accounts.

Each account covered by this policy must be recognized by the School Board before monies can be collected or disbursed in the name of said account.

All activities shall be on a self-sustaining basis.

The Extra-curricular Treasurer in each building shall be the Treasurer of the student activity funds. He/She is to work under the direction of the principal and the regulations of the Superintendent. The treasurer’s bond is to be paid by the corporation.

All purchases and expenses chargeable to activity funds will be approved by the principal. Activity fund requisitions and purchase orders are to be used as specified by the State Board of Accounts.

Teachers or sponsors shall not pay bills without prior approval by the principal.

An annual report of activity fund receipts and expenditures will be forwarded to the Superintendent’s office at the end of each school year.

Fund raising for all student activities will be in accordance with Board Policy 5830.

I.C.20-26-6-4,20-26-6-6
RECOGNITION

The purpose of this policy is to permit the School Board to honor its staff, former Board members, and other non-employee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognition’s and/or amenities to further the interest of the purchase meals, refreshments, and/or other amenities to further the interests of the Corporation.

The Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that “public purpose” serves for the promotion of education, rapport with the business community, community relations, and the encouragement of non-employees to serve as volunteers as well as furthering other interest.

The funds shall be made available from the General Fund.

I.C.20-26-5-4
**SYSTEM OF ACCOUNTING**

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

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

A report of the expenditures in the General Fund and all other Fund(s) shall be made to the Board on a quarterly basis by the Superintendent.

I.C.5-11-1-2
<table>
<thead>
<tr>
<th>7000</th>
<th>PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7230</td>
<td>Gifts, Grants, and Bequests</td>
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<tr>
<td>7310</td>
<td>Disposition of Surplus Property</td>
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<td>7430</td>
<td>Safety Standards</td>
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<td>7440</td>
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<td>Property Inventory</td>
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<td>Use of School Facilities</td>
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<td>7525</td>
<td>Acceptable Use Policy (AUP)</td>
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<td></td>
<td>Access to Electronic Information, Services, and Networks</td>
</tr>
<tr>
<td>7530</td>
<td>Lending of Corporation-Owned Equipment</td>
</tr>
</tbody>
</table>
GIFTS, GRANTS, AND BEQUESTS

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests shall be accepted by the Board and not to a particular school, department, or operational segment of the Corporation. The Superintendent may accept for the Board gifts of lesser value.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by an organization for use in the school or at a Corporation-related event shall be submitted to the Board, prior to purchase, so it can determine if the Corporation would incur any liability by its use.

The Board reserves the right not to accept such liability and thus deny the use of the equipment by students or Corporation employees.

I.C.20-26-7-6 et seq.
**DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the Corporation periodically and recommend to the Board that material and equipment which is no longer usable in accordance with the terms of this policy. The Board will declare such property as surplus so that it can be disposed of properly.

A. **Instructional Material**

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. a copyright date ten (10) or more years old
2. concepts or content that does not support the current goals of the curriculum
3. information that may not be current
4. worn beyond salvage

B. **Equipment**

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current education program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

I.C.20-26-5-4,36-1-11-6
MAINTENANCE

The School Board recognizes that the fixed assets of this Corporation represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Whenever possible and feasible, maintenance shall be preventive.

The Superintendent shall designate the maintenance supervisor, as the individual responsible to develop, for implementation by the custodial and maintenance staff, a maintenance program, which shall include:

A. a regular summer program of facilities repair and conditioning;
B. the maintenance of a critical spare parts inventory;
C. an equipment replacement program;
D. a long-range program of building modernization.

The maintenance supervisor shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

I.C.20-26-5-4
HYGIENIC MANAGEMENT

The School Board recognizes that the health and physical well being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members, who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health. A copy of the Exposure Control Plan for Occupational Exposure to Blood Borne Pathogens is on file in the office of each school building and the Administration Office.

The Superintendent shall designate the Maintenance Supervisor as the individual responsible to develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the Maintenance Supervisor.

I.C.20-26-5-4,16-10-7
410 IAC 1-4
INTEGRATED PEST MANAGEMENT POLICY
CARROLL CONSOLIDATED SCHOOL CORPORATION

RATIONALE

Whereas: Pests can pose a significant problem to people, property, and the environment
Whereas: Pest control chemicals can also pose significant problems to children, staff, and the environment,
Therefore: The Carroll Consolidated School Corporation will establish the following Integrated Pest Management (IPM) Policy in order to prevent and control pests and to prevent potential health and environmental risks associated with pesticide use.

IPM PRINCIPLES

Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property and the environment. IPM programs take advantage of all pest management options possible, including the judicious use of pesticides.

Understanding pest survival needs is essential to implementing IPM effectively. First priority is given to regular inspections, sanitation, building repairs and modifications, physical controls, and occupant education and participation. Pests seek habitats that provide basic needs such as air, moisture, food and shelter. Pest populations can be prevented or controlled by creating inhospitable environments. This can be accomplished through the removal of basic elements pests need to survive or by simply blocking their access into buildings. Pests may also be managed by other methods such as traps, vacuums or pesticides.

ACTION COMPONENTS

The Carroll Consolidated School Corporation will:

1. Educate entire staff, students, and the public about Carroll’s Integrated Pest Management Policy on an ongoing basis.

2. Periodically inspect to identify and evaluate conditions indoor and outdoors that encourage pest control problems.
3. Follow procedural steps for solving insect pest problems indoors which include identifying pests, monitoring pest population levels, choosing and implementing IPM pest control methods, and evaluating the results.

4. Follow an outdoor landscape IPM plan which limits pesticide use and emphasizes fertilization, mowing techniques, and other methods of building healthy soil, turf, and plants.

5. Identify and utilize treatment strategies for prevention of pest problems.

6. Identify and utilize treatment strategies that reduce the use of pesticides to control pests.

7. Follow IPM guidelines for selection, storage, and use of pesticides which includes limited pesticide use, consideration of least toxic pesticides, application techniques, notification and posting and keeping pesticide use records.

8. Ensure that pesticide applicators whether in-house or contracted are educated in IPM as well as trained in the use of pesticides and knowledge of the IPM Policy. The contracts and services of contracted companies are to be in compliance with the IPM Policy.

9. Inform the occupants and public of pesticide use through notification and posting procedures when appropriate and by making pesticide use information and records accessible to the public.

10. Use appropriate procedures and written forms for the reporting and record keeping of pest sightings, pest monitoring, and control strategies used.

11. Evaluate and measure pest control success based on pest monitoring results and predetermined tolerance levels.

12. Appoint an IPM Committee that will meet to update the IPM Policy when deemed necessary by the Board.

13. Assign the maintenance supervisor and the building principals the responsibility for seeing that the IPM Policy is carried out in their buildings and on the grounds.
ROLES AND RESPONSIBILITIES

IPM is successful when each group of participants fulfills its responsibilities and communicated well with the others; the built-in system of checks and balances will insure the program’s success.

1. Maintenance and Custodial Department

The maintenance and custodial department is responsible for overseeing and carrying out the Carroll Integrated Pest Management Policy which includes inspection, monitoring, injury level assessment, record keeping, cleaning and sanitation, structural modification and repairs, application of IPM strategies and treatments, notification and posting, and evaluation. The maintenance supervisor will be responsible for seeing that all in-house and contracted work is within the bounds of Carroll’s IPM Policy. The maintenance and custodial department will have an orientation in-service meeting, as deemed necessary, to instruct them in Carroll’s IPM Policy. Other meetings will be held as necessary to discuss progress and procedures. The contracted pest manager may be periodically included in these meetings.

2. IPM Committee

The IPM Committee should represent the school board, school nurse, the administration, the maintenance department, teachers, parents, and food service personnel. An IPM committee may be appointed to review the IPM Policy when deemed necessary by the Board.

3. IPM Consultant

An IPM consultant can be used as determined by the Board. The consultant shall be trained in IPM, not have any financial stake with chemical companies, and possess knowledge of alternatives for control of primary indoor and outdoor school pests.

4. Administrators

The administrator’s role is to support and be responsible for seeing that the IPM Policy is properly carried out in their buildings and surrounding grounds, to instruct students and staff members in their roles and responsibilities, to encourage and facilitate cooperation and communication, and to monitor effectiveness of the IPM program in conjunction with the maintenance supervisor and his staff.
5. Food Service Personnel

The food service personnel’s role is to: utilize pest-proof food storage; prevent pest access and harborage; maintain cleanliness of work area and equipment under their authority; report pests to the maintenance supervisor; and request any necessary changes in procedures or equipment to make proper food storage and sanitation possible.

6. Athletic Director, Coaches and Other Staff Members

The athletic director and department who are in charge of the concession stands must see that these areas are immediately and thoroughly cleaned after each use. Athletic coaches will be instructed on the proper procedures used in Integrated Pest Management. They will be expected to adhere to the IPM Policy.

7. Teachers, Students, and Parents

Teachers, students, and parents should learn and fulfill their roles in preventing pest problems (use pest-proof containers, clean up food spills, report pest sightings, etc.). In-service meetings and handouts will be used to inform these participants. Teachers may use IPM as an educational opportunity for students.

The Carroll Consolidated School Corporation IPM Policy will be carried out using a working procedure manual developed by the administration, maintenance supervisor and appropriate consultants.
SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free as from hazards as can reasonable be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. The maintenance supervisor shall conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights under OSHA standards.

I.C.20-34-3-19
511 IAC 2-4-1
USE OF TOBACCO ON SCHOOL PREMISES

In order to protect students, employees and the public who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of all tobacco products on school premises, and school vehicles.

I.C.13-1-13
PLANT SECURITY

Buildings constitute the greatest financial investment of the Corporation. It is in the best interest of the School Board to protect the Corporation’s investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to Corporation property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Authorities may be contacted in the case of serious offenses.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.

I.C.20-8.1-5-4(b)(c),34-4-31.1
PROPERTY INVENTORY

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

The Superintendent shall maintain a continuous inventory of all Corporation-owned equipment and supplies annually.

For purposes of this policy, “equipment” shall mean a unit of furniture or furnishings, and instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least $25.00 as a single unit.

It shall be the duty of the Superintendent to ensure that inventories are recorded systematically and accurately and property records of equipment are updated annually and submitted to the Board for review.
USE OF SCHOOL FACILITIES

Primary consideration in use of school facilities shall be given to school activities related directly to the educational program. The Board of School Trustees, however, recognizes that may community groups within the School Corporation may wish to use school facilities as a meeting place for large or small groups. The following regulations shall be observed in building use:

REGULATIONS GOVERNING USE

Facilities shall not be used for private gain or rental to private citizens or private business groups for activities, which are not in the best interest of the Carroll Consolidated School Corporation.

Rental of facilities shall not interfere with school activities.

The applicant and his/her organization shall be responsible for the use of the building and property.

All applicants and/or organizations are required to post a comprehensive general liability policy or a certificate of insurance for at least $300,000 to protect the corporation against loss of property or liability for personal injury. This requirement does not apply to any activity covered by the existing liability policy of the School Corporation. The School Corporation will be named as an additional insured under the user’s liability policy.

Property damage, theft, or loss of supplies and equipment arising from the occupancy of any portion of the building shall be charged against the applicant. All equipment shall be returned to the original location.

The use of intoxicants and tobacco in school buildings and on school grounds is prohibited.

Special permission of the Board of School Trustees must be secured to rent facilities to organizations with headquarters and/or membership outside the geographic limits of Carroll Consolidated School Corporation.

Adequate custodial and supervisory personnel must be scheduled for all building uses to assure that the facilities and equipment are properly maintained and utilized. The facility will be used under their supervision. Whenever the swimming pool is used, a qualified guard and/or qualified member of the school staff shall be on duty and shall be in supervisory charge. The organization shall
be charged an appropriate personnel fee. Specific rules regarding pool use will be adhered to and are available in the principal’s office.

The activities of the rental group must be restricted to the area of the building indicated on the application/agreement.

If a school is closed for any emergency, all scheduled use of the school facilities by the community will automatically be canceled. It will be the building principal’s responsibility to notify the organization or representative of the closing. Any exception to this rule must be approved by the Superintendent.

The use of school facilities shall not be approved for any applicant and/or organization when the use of such facilities may cause undue disruption of the school or community environment, as determined by school officials. The Board shall reserve the right to cancel the use of any school property at any time for any reasonable purpose.

At the discretion of school officials, organizations may be required to have security officers, firemen, and/or parking attendants. These personnel shall be procured by the school district and the cost of these services will be charged to the applicant.

**ACCEPTABLE USES OF FACILITIES**

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following classifications in priority order:

**Classifications**

A. uses directly related to the schools and the operations of the schools

B. community organizations formed for charitable, civic, social, educational, political, or religious purposes

C. uses by not-for-profit or for-profit organizations providing child care programs which meet the State requirements and additional conditions established by Board policies and the superintendent’s guidelines

D. uses and groups indirectly related to the schools

E. uses for voter registration and elections
F. uses for voter registration and elections

G. departments or agencies of the municipal government

H. other governmental agencies

I. commercial or profit-making organizations but not for profit-making purposes

J. other organizations may be approved on an individual case by case basis at the discretion of the school principal and superintendent.

The use of school facilities shall not be granted for any purpose, which is prohibited by law.

All organizations must provide proof of insurance and are subject to charges for necessary school personnel.

**FILING OF APPLICATIONS FOR USE**

Applications must be filed fourteen (14) days prior to the scheduled event(s).

Applications may be picked up at either the elementary or junior-senior high school. The principal will determine the purpose of the facility use and the appropriate fees.

The principal shall approve or disapprove any applications for the use of school facilities after consulting with the superintendent. The principal’s signature indicates that the facility being requested is not scheduled for a school or school related event.

After the building principal’s action, a copy of the application is returned to the organization representative notifying them of approval or disapproval of the application.

Proof of insurance must accompany the application. The total costs for use of the facility will be determined after the event is completed.

**FEES FOR USE OF SCHOOL FACILITIES**

A. Two- (2) hour charge is the minimum fee. Additional hours will be prorated on a per-hour basis
B. Special equipment needs must be identified on the application and may result in additional charges.

C. These rental fees do not provide for any employee expenses. The requesting organization will be billed for the charges after the event. An estimate of these charges will be given by the principal at the times of application. (Note: All organizations are subject to personnel charges when custodians are not on duty or if additional custodians are needed for the event during regularly scheduled hours).

D. The following rental fees will apply to any organizations outside the School Corporation. In addition any organization in category (I) or (J) under Acceptable Uses of Facilities will be subject to these rental charges:

**FEE SCHEDULE**

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>JR./SR. HIGH SCHOOL</th>
<th>ELEMENTARY</th>
</tr>
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<tbody>
<tr>
<td>Auditorium</td>
<td>$60.00</td>
<td>(Cafeteria &amp; Stage) $30.00</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$80.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Classroom</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$30.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Athletic Fields w/o lighting</td>
<td>$30.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Athletic Fields with lighting</td>
<td>$40.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Any organization outside the School Corporation or an organization in any category other than (A) under Acceptable Uses of Facilities will be subject to these rental charges:

**FACILITY**

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>JR./SR. HIGH SCHOOL</th>
<th>ELEMENTARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Pool</td>
<td>$40.00</td>
<td>N/A</td>
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</table>

(Note: lifeguard must be identified and approved by the building principal prior to approval for use of the pool. The organization must pay the lifeguard directly. This is in addition to custodial personnel, facility rental, and insurance cost.)

Personnel Rates for custodians or other required employees - $25.00 each per hour

Board Adopted 11/7/95
ACCEPTABLE USE POLICY (AUP)
ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Carroll Consolidated School Corporation’s Information Technology Resources system shall be referred to as the CCSC “Network.” The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web (“Internet”) through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

Carroll Consolidated School Corporation’s policies, rules and prohibitions, apply to all students, employees, independent contractors, vendors or others (hereafter referred to as “Users”) of the Carroll Consolidated School Corporation network. Connection to the Network by an unauthorized device or User is prohibited. Authorization may be granted through the Technology Director’s office. Any authorized User who connects a device to the Network by any method, regardless of whether the device is owned by the Corporation, is subject to this Policy and to the applicable companion policies: Policy #4141 Support Staff NAUP, Policy #5541 Student NAUP, and Policy #3141 Professional Staff NAUP.

The primary purpose of providing Carroll Consolidated School Corporation’s Network connection is to allow its students, faculty, and administration the privilege of accessing a unique educational resource, and to permit the efficient administration of the Corporation through the use of electronic communication and administration tools. Due to the expansive nature of the Internet many kinds of information are available, including the controversial and even the inappropriate. Nevertheless, the unquestionable value of this educational opportunity far outweighs the possibility that a user might be able to access materials not necessarily consistent with the intended purposes. Consequently, use of the Internet through the corporation’s account requires that users read and adhere to the following policy.

In making decisions regarding user access to the Network, the Carroll Consolidated School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables users to explore thousands of libraries, databases, collaborative sites and forums and other resources while exchanging messages with people around the world. The school corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to users in its use. As much as possible, access from school to Internet resources should be structured in ways which point users to those which have been evaluated prior to use. While users may be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.
It is the policy of the Corporation to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Outside of school, families bear responsibility for the same guidance of appropriate Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

The purpose of corporation provided Network access, including the use of a Corporation-provided email account, is to facilitate communications in support of research and education. To remain eligible, users must be in support of and consistent with the educational objectives of the Carroll Consolidated School Corporation. Access is a privilege, not a right. Access entails responsibility.

Students using the Network and Internet will follow the Student Network Acceptable Use Policy (NAUP) [Policy 5541]. Failure to do so will result in restricted usage or complete denial of Network privileges. Students as well as parents/guardians must sign and return the NAUP form before students are allowed to use the Network. Parents are required to sign the NAUP form each year. Parents may request at any time that the form be withdrawn.

Users should not expect that files stored on Corporation computers are private. Electronic messages and files stored on Corporation computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Network access are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, harassing, or sexually explicit language, images or other information;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or any attempt to disable CCSC Network resources or the property of another individual or organization including creation of a virus or other harmful form of programming, or by impedance of other users or systems through mass consumption of system resources;

e. to access social sites such as MySpace or Facebook or non-Network instant messaging services;
f. to access another individual’s materials, information, or files without permission;

g. any attempt to secure a higher level of privilege on the Network;

h. to use anonymous proxy servers in an attempt to bypass the school’s Internet content filtering software;

i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission including but not limited to the downloading of copyrighted music, software, photographs, or images; and;

j. to purchase goods or services (except as otherwise permitted by School Policy);

k. to use the Network for commercial activities, product advertisement, or political lobbying;

l. to access Carroll Consolidated School Corporation computers, networks, or online resources that the user has not been granted permission to use;

m. to use Network credentials assigned to another user or allow another person or entity to use the user’s Network credentials or to impersonate another user;

n. to commit any act(s) or misconduct that may not be listed but is considered inappropriate use of school resources.

Any violation of Board policy and rules may result in loss of corporation-provided access to the Network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

To the extent practical, steps shall be taken to promote the safety and security of users of the Corporation online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Corporation staff to supervise and monitor usage of the computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or
otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator Director or designated representatives.

The Carroll Consolidated School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School 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. The 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. The School Corporation will not be responsible for personal property used to access corporation-owned computers or networks or for corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to Internet.

Parents of students in the Carroll Consolidated School Corporation shall be provided with the following information:

The Carroll Consolidated School Corporation is pleased of offer access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicates and collaborates with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student’s parent or guardian would be liable. While the School Corporation’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The corporation institutes technical methods or systems to regulate students’ Internet access, but those methods may not guarantee compliance with the corporation’s acceptable use policy. That notwithstanding, the School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Carroll Consolidated School Corporation makes the corporation’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Those students who use Internet must have written permission from their parents or guardians before access is granted by the School Corporation.
NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Originally adopted as Policy #2525: February 6, 1996
Revised Policy #2525: July 22, 2008
Reorganized and recoded as #7575: August 3, 2010

Cross Reference Policies: Program Policy 2526 School Internet Web Site Policy
Professional Staff Policy 3141 Professional Staff NAUP
Support Staff Policy 4141 Support Staff NAUP
Student Policy 5541 Student NAUP
Student Handbook - Computers

and 47 USC 254(h)]
Indiana Code 20-20-13
Indiana Code 20-30-5.5
LENDING OF CORPORATION-OWNED EQUIPMENT

The School Board believes that Corporation-owned equipment is a valuable resource, which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Corporation may lend specific items of equipment on the written request of the user and approval granted by the Superintendent.

The user of Corporation-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

Corporation-owned equipment may be removed from Corporation property by student or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal or Superintendent is required for such removal.

Staff members or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.
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SCHOOL DAY

The School Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. He/She shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

When schools are closed due to emergency conditions presenting a danger in transporting school students and personnel ALL school-related activities are canceled for the day unless approved by the principal and Superintendent.

Previously scheduled school events, such as athletic contests, music programs, banquets, etc., may be held on evenings when school has been closed only at the discretion of the school principal involved. This should only be considered after consulting other school involved and/or persons in charge of such activities and consultation with the Superintendent. Weather, road conditions, building availability, safety of participants and spectators and public relations problems should be considered in holding or postponing an event. The Superintendent must give his/her approval before any decision and announcement is made.

511 IAC6-2-1.1
PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this Corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under IC 5-14-3-4.

Any resident of the State may inspect and copy by hand the public records of this Corporation during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

A resident may purchase copies of the Corporation’s public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee of the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation except student records.

I.C.5-15-3-4
PERSONNEL FILES

It is necessary for the orderly operation of the School Corporation to prepare a personal information system for the retention of appropriate papers bearing upon an employee’s duties and responsibilities to the Corporation and the Corporation’s responsibilities to the employee.

The School Board requires that sufficient records exist to ensure an employee’s qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A central filing system shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

The employee shall have access to his/her file upon request.

Personnel records shall be available to administrators in the performance of their responsibility vis-à-vis an employee.

Personnel wishing to review their own records shall:

A. review the record in the presence of the administrator designated to maintain said records or designee;

B. make no alternations or additions to the record nor remove any material therefrom;

C. sign a log attached to the file indicating date and person reviewing. Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

A. name and date;

B. material to be appealed;

C. reason for appeal
The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

I.C.5-14-3
STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student’s right of privacy mandates careful custodianship and limitations on access to student records.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

A. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record

B. rank in class and academic honors earned

C. psychological tests

D. attendance records

E. health records

F. family backgrounds and other pertinent information

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student’s health and educational records unless specifically stated otherwise by court order as received by the Corporation.

“Legitimate educational interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation” including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.
The Board authorizes the administration to:

A. forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;

B. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge it necessary to protect the health and safety of the student or other individuals;

C. request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only “directory information” regarding a student shall be released to any person or party, other than the student of his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation’s policy and administrative guidelines and/or those in the law.

**DIRECTORY INFORMATION**

The Board designates as student “directory information”: a student’s name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation.
Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose “directory information” on former students without student or parental consent.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records;

B. informing Corporation employees of the Federal and State laws concerning student records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students’ records in accordance with this policy and administrative guidelines.

20U.S.C., Section 1232g; 34 C.F.R. 99
The Family Educational Rights and Privacy Act of 1974 (FERPA)
Education of the Handicapped Act – Part B of 1975
I.C.20-33-7-1
STUDENT SUBMISSION TO SURVEY, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required without prior written consent of the student’s parent or guardian, or prior consent of a student if the student is an adult or is emancipated to submit to a survey, a personal analysis, or an evaluation not directly related to academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis survey, or evaluation.

LEGAL REFERNCE: I.C. 20-30-5-17

(Adopted 7/11/95)


CONFIDENTIALITY

It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Corporation will maintain the confidentiality of such information to prohibit its unauthorized disclosure.

The policy applies only to identify confidential information received from a public agency.

Although the policy is based upon equal dignity and held “in trust” legal theories, the Corporation may be required to obtain court protection by:

A. denying requests for release of such information absent subpoena or court order;

B. pursuing motions to quash, or protective orders to prohibit, unauthorized disclosure.

20 U.S.C., Section 11232g, 34 C.F.R. 99
EMERGENCY EVACUATION OF SCHOOLS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness, which shall ensure that:

A. the health and safety of students and staff are safeguarded;
B. minimum disruption to the educational program occurs;
C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies, which include a plan for the prompt and safe evacuation of the schools.

I.C.20-81-8-2
511 IAC 6-2-1(b)(7)(8), 2-4-3
BOMB THREAT

While the likelihood of a bomb actually being placed in a school is very remote, the School Board believes the following steps should be taken to ensure the safety of students and staff:

A. Students and staff will be evacuated from the building upon the decision of the building administrator upon contacting the Superintendent.

B. The police will be contacted and requested to investigate and may enlist the assistance of outside help.

Administrators and maintenance personnel will assist and cooperate with police authorities.

Police and school authorities will make every effort to determine who made the bomb threat call. If an individual is apprehended, he/she shall be prosecuted to the fullest extent permitted by law. If a student is involved, the Student Handbook will be enforced to it’s fullest and the matter referred to the appropriate court.
REPORTING ACCIDENTS

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end and to the end that legitimate employee claims for worker’s compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury requiring medical attention to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office of the building principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

The Superintendent shall prepare administrative guidelines, which should include procedures for notification of the insurer.
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well being of the school community and to the efficient Corporation operation.

For purposes of this policy, “casual-contact communicable disease” shall include:

A. diphtheria;
B. scarlet fever and other strep infections;
C. whooping cough;
D. mumps;
E. measles;
F. rubella;
G. other designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means of controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the building administrator, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher may act independently if the building administrator is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease, which shall include:

A. instruction of professional staff in the detection of these common diseases and measures for their prevention and control;
B. removal of students from Corporation property to the care of a responsible adult;
C. preparation of standards for the readmission of students who have recovered from casual-contact communicable disease;
D. filing of reports as required by statute and the State Department of Health.

I.C.20-34-3-9
CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non-casual-contact communicable disease" shall include:

A. AIDS-Acquired Immune Deficiency Syndrome:
B. ARC-AIDS Related Complex:
C. Persons infected with HIV (human immunodeficiency:
D. Hepatitis B:
E. Other likes diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a non-casual-contact communicable disease, the Superintendent shall immediately convene a review panel as specified by law.

The Superintendent shall also consult with either the infected person's physician or the County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment unless there exists exposure to casual-contact communicable diseases that pose a threat to the person's health or safety.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded following due-process procedures.
The Corporation shall provide an alternative education program for any student excluded from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound Instruction.

When the Superintendent learns that a disable student may be infected with a non-casual-contact communicable disease, the Case Conference committee will serve as the communicable disease review panel and will be convened within forty-eight (48) hours. The Case Conference committee will be expanded to include the physician treating the child the County Health Officer.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality, and due process. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which non-casual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods of restricting and/or preventing these diseases.

The Superintendent shall include in this, those educational materials, which advocate prevention through abstinence.

20 U.S.C. 1232(g)
I.C. 20-34-3-17.16-1-9.5-6.20-34-3-9

Revised July 1998
CHILD ABUSE AND NEGLECT

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

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator in the presence of the staff member shall immediately call the protection agency or local law enforcement agency. The staff member shall report the notification to an appropriate administrator.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

I.C. 31-6-11
FREE AND REDUCED-PRICE MEALS

The School Board recognizes the importance of good nutrition to each student’s educational performance.

The Board shall provide needy children with meals at a reduced rate or no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the Superintendent to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation’s program of free and reduced-price meals.
CARROLL CONSOLIDATED SCHOOL CORPORATION

BOARD OF SCHOOL TRUSTEES

CARROLL CONSOLIDATED SCHOOL CORPORATION SCHOOL LUNCH CHARGE POLICY

School breakfast and lunch can be funded through multiple methods:
- Cash or Check.
- Electronic Credit Card or E-check Payment through the “My School Bucks” Lunch Account Program.
- A “No Cash Back” policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the student account.

It is strongly encouraged that parents/guardians make meal payments in advance.

If you are unable to pay for school meal due to your economic situation, please contact the Cafeteria Manager at the respective school. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. Application to the Free and Reduced Lunch Program will not reduce an existing balance, but will eliminate further charges.

We strongly discourage meals charges, but we understand that an occasional emergency makes it necessary. The following polices will apply regarding charges.

**Students – The Policy is as follows**
- Students that need to charge will receive a regular school meal.
- Parents will be notified and asked for prompt payment when meals are charged via email from the cafeteria manager.
- Parents will be mailed a letter requesting payment once the balances of charges exceeds $20.00.
- The school’s Mosaic Point of Sale System will send out reminders every other day to those who owe lunch money.
- Ala-carte items may not be charged at any time.

**Adults** – No Charges allowed.

**All Grade Levels:**
- At the end of each school year, a student’s balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for student’s leaving the district or graduating may be issued by making a request to the school Cafeteria Director. Funds may also be transferred to a sibling in the Carroll Consolidated School Corporation by making a request to the Food Services Director.

**IMPORTANT:**
- If a student has a NEGATIVE balance in the lunch account, the parent/guardian will be responsible to pay the balance within 30 days. An unpaid balance in the student’s school lunch
account will be taken to Small Claims Court after 30 days.

**Donations:**
- All school lunch account donations will be deposited into the donation account, and distributed at the end of each month to accounts that show a negative balance. Distribution amounts will be at the discretion of the corporation, unless otherwise directed by the donor.

Created: May 19th, 2015
Updated: January 14, 2020
TRANSPORTATION

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary. The regulations of the State Department of Education shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Corporation for the transportation of resident students between their home areas and the schools of the Corporation to which they are assigned. The Superintendent may substitute smaller vehicles for reasons of economy or efficiency of operation.

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

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

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

SCHOOL USE OF CORPORATION VEHICLES

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned by the Corporation and driven by approved corporation drivers.

The Corporation will assume the vehicle cost for all trips including co-curricular, athletic and other extra-curricular trips, but the cost of the driver is to be paid by the sponsoring organization or from the designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Corporation and while they are waiting for rides home. The number and qualifications of adult chaperones under this policy may be determined by the Superintendent of Schools. Also, adults may be transported under this section if:

A. the activity attended by the adults involves the participation of school children in an educational or extra-curricular activity;
B. the transportation originates from a place within the geographical limits of the Carroll Consolidated School Corporation; and
C. the trip does not involve more than four hundred (400) miles of travel round trip in state or one hundred (100) miles of travel one way out of state.

All students are expected to ride the approved vehicle to and from each activity. Seatbelts must worn by all drivers and/or passengers whenever riding in a vehicle that is equipped with seatbelts. A special request must be made to the staff member or sponsor by the parent, in writing, to allow an exception.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles.

I.C.20-27-9-6 et seq.
NONSCHOOL USE OF CORPORATION VEHICLES

The School Board will permit school vehicles, owned or leased by this Corporation, to be used to transport individuals or groups in accordance with law.

Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students. The Board reserves the right to refuse or cancel any nonschool transportation in the interest of the educational program or the efficient operation of the Corporation. Authorized uses of school transportation must conform to all Indiana Codes and recreational activities or educational activities sponsored by any governmental sub-division are subject to the following limitations:

- Adequate adult sponsors must accompany youths.
- All transportation must originate from a point within the geographical limits of the Carroll Consolidated School Corporation.
- The group to be transported must be based within the geographical limits the Carroll Consolidated School Corporation.
- Transportation shall not exceed one hundred (100) highway miles one way.

The Board may authorize the use of corporation vehicles to transport employees to and from approved meetings, which are authorized or required.

The Board may permit the use of its vehicles for the transportation of agricultural workers engaged in cultivating, producing and harvesting crops under the provisions stipulated in the state law.

The Board may permit, by written authorization, persons sixty-five (65) years of age or older the use of school vehicles.

The Board or the Superintendent may authorize the use of school vehicles during any local, state, or national emergency when requested by any governmental authority.

Vehicles must be operated by the holder of a valid, appropriate driver’s license who is an employee of this Corporation.

The cost of nonschool transportation shall be based on administrative guidelines established by the Superintendent.

I.C. 20-27-9-1
TRANSPORTATION BY PRIVATE VEHICLE

The School Board authorizes the transportation of students by private vehicle of the Corporation in an emergency situation.

Any such transportation must be approved in advance and in writing by the building administrator. The writing must set forth:

A. the date, time, and reason for the transportation;
B. the places from and to which students will be transported;
C. the name and address of the driver;
D. the names of the students to be transported;
E. a brief description of the transportation vehicle;
F. the signature of the driver;
G. certificate of insurance. The individual driver’s insurance carrier is the responsible party in the event of any or all accidents or claims.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall be an employee of this Board or a parent of a student enrolled in this Corporation and the holder of a currently valid license to operate a motor vehicle in the State of Indiana.

No person shall be permitted to transport students who are not the holder of automobile liability and personal injury insurance in the amount required by law. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the building principal.

Expenses incurred by drivers of private vehicles in the course of transporting students may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs of tolls and parking fees.
STUDENT ACCIDENT INSURANCE

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board may offer parents the opportunity to participate in-group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student’s parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

I.C.20-26-5-4
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PUBLIC INFORMATION PROGRAM

The School Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other Corporation residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

I.C.20-26-5-4
PUBLIC COMPLAINTS AND CONCERNS

Any persons or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building administrator.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with staff member’s supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.
C. **Third Level**

If a satisfactory solution is not achieved by discussion with the building administrator, a request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complaint (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. **Fourth Level**

Should the matter still not be resolved, or if it is one beyond the Superintendent’s authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall, if after determining official action is necessary, provide the complainant with its written decision.

The Board may grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board’s decision, no more than ten (10) business days following the hearing.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the Corporation’s professional staff the general procedure specified in “Matters Regarding a Professional Staff Member” shall be followed.

**Matters Regarding a Support Staff Member**

In the case of a support staff member, the concern is to be directed, initially, toward the person’s supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for “Matter Regarding a Professional Staff Member”.
Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the Superintendent and then brought, in turn, to higher level of authority in the manner prescribed in “Matters Regarding a Professional Staff Member”.

Matters Regarding Instructional Materials

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

A. The criticism should be discussed with the building principal.

B. If not resolved in Step A, the criticism is to be addressed with the Superintendent, in writing, and shall include:

1. author;
2. title;
3. publisher;
4. the complainant’s familiarity with the material objected to;
5. sections objected to, by page and item;
6. reason for objection.

C. Upon receipt of the information, the Superintendent will, after advising the Board of the complaint, appoint a review committee which may consist of:

1. one (1) or more professional staff members from the appropriate subject area;
2. one (1) building administrator;
3. one (1) media staff member;
4. one (1) or more students;
5. one (1) or more lay person knowledgeable in the area.

D. The Superintendent shall be an ex officio member of the committee.
E. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

F. The material in question may be withdrawn from use pending the committee’s recommendation to the Superintendent.

G. The committee’s recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee’s recommendation and advise the Board of the action taken or recommended.

H. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

I. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board’s statement of its reason for the removal.

I.C.20-26-5-4
SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of person other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, he/she should discuss the situation first with the building principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

It the Board member believes the situation or condition serious enough, he/she may wish to also inform the Superintendent.

I.C.20-26-5-4
PUBLIC ATTENDANCE AT SCHOOL EVENTS:
DISRUPTION AND RECORDING DEVICES

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

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event.

Any person whose conduct constitutes disruption of a school event may be prohibited by school administrators from being on school property or at future school events for a reasonable period of time. A person prohibited from future events may appeal the prohibition to the school principal if the ban was imposed by the athletic director or to the superintendent if the ban was imposed by a building administrator.

No alcoholic beverages, tobacco, or other controlled substance will be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation or at any function occurring on Corporation premises.

The Board is aware of the increasing desire of many parents and other members of an audience to record school events. The Board authorizes the use of recording devices provided their use does not interfere with the conduct of the particular activity, impinge on the enjoyment of the event by other members of the audience, or violate copyright or contract provisions related to a performance or violate IHSAA regulations. The Superintendent shall establish rules and procedures governing the use of non-Corporation audio/visual devices and equipment at any Corporation-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that does not delay or disrupt the activity.

Any person or organization that wishes to film students or school activities, which are not public events, must receive prior written permission from the building administrator.

For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number tickets to be available at no charge for use by Board members, members of the staff, or at a reduced fee determined by the Superintendent for senior citizens who are residents in the Corporation.

Revised August 28, 2018
PARENT ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of Corporation students. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the Corporation must obtain the approval of the Board as a prerequisite to organizing.

Representatives and members of approved school related organizations should in all circumstances be treated by Corporation employees as interested friends of the schools and supporters of public education in the Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations, which violate the bounds of community taste. Any fund-raising activities shall adhere to that outlined in Corporation Support Organization policy number 9211.

Adopted 4/6/04
CORPORATION-SUPPORT ORGANIZATIONS

The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of Corporation students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

These needs may educational to parents and/or children. In addition to parents, membership shall be available to the Corporation’s professional staff.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the principals and other staff members and shall abide by the policies of the Board.

Each group shall submit its fund-raising plans for the school year to the building principal. Should the fund-raising plans change during the school year, the building principal is to be advised before any final revisions are made and shall so inform the Superintendent and Board. At the end of each school year these organizations shall submit a treasurer’s report to the building principal and projected budgets and fund raising goals for the next school year.

The Superintendent shall implement administrative guidelines, which ensure that each group’s fund-raising activities are in compliance with Board policies, and that the funds are used for school-related projects that have the approval of the Superintendent and appropriate building administrators.

Adopted 4/6/04
RAFFLES AND OTHER FUNDRAISING GAMES

Any fundraising activity which includes a game of chance for which payment, donations, sales of tickets, or other “pay to play” option is required is considered gambling and is not allowed by Indiana law, except as strictly governed by the Indiana Department of Revenue.

Student Support Organizations comprised solely of adult members, and which otherwise meet all State Law requirements are allowed to apply for and receive a gaming license from the State of Indiana. The Student Support Organization must receive permission for any gaming activity first from the building principal, then from the Superintendent, and then from the School Board.

Requests for permission to conduct a gaming-type fundraising activity must include the type of game being considered, duration of the game, expected proceeds, and purpose of the game. The Student Support Organization will be responsible to make sure all Indiana Gaming requirements are met and all required paperwork is filed with the State of Indiana. The Student Support Organization will be required to pay for all cost to obtain the license. A copy of the gaming license must be provided to the building principal before the event takes place.

Students will not be allowed to participate in any gaming activity described herein.

The Corporation will not apply for a gaming license on behalf of itself or any other organization including the above mentioned adult organizations, nor will the Corporation be responsible for any tax, fees, fines or other costs associated with any gaming activity.

I.C. 4-32-1-1, et seq.

Adopted July 2006
EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)

The School Board encourages the enrollment of all school age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Superintendent shall review all requests for home schooling in accordance with State guidelines.

I.C.20-33-2-28
ADVERTISING PROGRAM

Except at otherwise provided herein, it is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board; and any such approval, granted for whatever cause, organization or product, shall not be construed as an endorsement of said cause, organization or product by this Board.

For purposes of this Advertising Program, “Advertising” refers to exchange of cash or merchandise made to the School Corporation (or to a student organization or student support organization), for which the Advertiser receives print or verbal promotion of the Advertiser’s business or product. All other donations or payments to the School Corporation (or to a student organization or student support organization) will be classified as Gifts (governed under Policy #7230) or Sponsorship (governed under Policy #9701).

Educational Promotional Materials

Any request from civic institutions, commercial organizations, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student education and interests without advancing the special interest of any particular commercial group. Such materials may be provided to students and parents upon approval by the building principal. Any such educational promotional materials must be approved by the building principal before distribution to students or parents.

Print Advertising:

Advertisers are permitted to purchase ads promoting their business, products and services in extra-curricular activity programs and in the High School Argosy (yearbook). All ads will comply with School Corporation Policy regarding content and appropriateness. No advertising is permitted on curricular materials, school newsletters, or other printed materials provided to students and parents as part of the instructional process.

Donated Logo Products:

Advertisers are permitted to put their name, logo and other identifying feature on non-curricular products sold at discounted rate or donated to the Corporation for use in student extra curricular activities. All such products must be in good taste and conform to the policies of the Corporation and standards of the Community served by the Corporation. No names will appear on curricular products, but the Advertiser may receive recognition via non-curricular means for donations to curricular project as
provided under the Sponsorship Policy #9701. All logo products require building principal approval.

**Corporate Advertising Program:**

The School Board may maintain a Corporate Advertising Program designed to provide a mutually beneficial relationship between the Corporation and the business community. It is the goal of this program to achieve additional revenues to support Corporation programs in a manner that will limit the commercial exposure associated with this Program to locations of major athletic venues such as stadiums, baseball fields, gymnasiums and to extra-curricular events.

Advertisers will receive certain rights and opportunities that may include the right to be an exclusive provider of services or products for the period of time addressed by an Advertising Contract; however, all Advertising Contracts will allow the Corporation to terminate the Contract immediately if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

Signage opportunities will be available only pursuant to negotiated Contract with the Corporation, signed by a duly authorized School Board member. “Signage” includes banners, placards, building “naming rights,” and game field signs which promote a product or business.

**Public Address Announcements**

An Advertiser may be allowed to purchase or otherwise donate product and receive public address acknowledgment at Corporation sporting or other extra-curricular events not to exceed two announcements per event for each event for which advertising consideration is purchased. Proceeds from Public Address Announcements will benefit the extra curricular activity where the Announcements are made, or in the case of any sporting event, the proceeds will benefit the Athletic Program.

Public Address Announcements immediately before, during, or immediately after the school day are at the discretion of the building principal, and, if approved, can only promote student activities sponsored by nonprofit organizations or commercial educational or athletic organizations.

**Cross Reference:**

Policy # 5830   Student and Student Organization Fund Raising  
Policy # 9701   Sponsorship  
Policy # 7230   Gifts, Grants and Bequests

Revised 5/1/2007
SPONSORSHIP POLICY

It is beneficial for the school and relations with the public to permit and encourage local sponsorship of both curricular and extracurricular activities. The Corporation benefits by receiving goods and services otherwise beyond budgetary capabilities and sponsors benefit by receiving recognition for support of student education and activities.

The purpose of this policy is to set forth procedures for sponsorship of student events to promote beneficial relations between the Corporation, the public and local sponsors.

This policy applies to the Corporation, all student organizations, and all student support organizations, including but not limited to, Athletic Boosters, Music Boosters, Carroll Elementary PTO and Family Resource Network.

For purpose of the Sponsorship Policy, “Sponsorship”, refers to goods and/or services donated or payment made to the Corporation, student organization or student support organization, for which the Sponsor receives verbal or print acknowledgement.

The following criteria will apply to Sponsors and to the corporation, student organizations and student support organizations for sponsored events:

1. Individuals or local businesses may sponsor activities, events or purchases of goods for the benefit of the Corporation or its activities.

2. In any sponsored event or product, preference should be given to individuals and local businesses over national commercial organizations where a local business expresses interest in sponsorship.

3. Sponsorships of less than $500 must be approved by the Building Principal. Sponsorships of $500 or more must be approved by the Building Principal, then the Superintendent, and then the School Board. All Sponsorships requiring Board approval must be approved at least thirty (30) days prior to the event.

4. Care is to be taken to balance use of community resources.

5. Abuse or disregard of this policy may result in suspension of the activity or confiscation of the product and prohibition from further sponsored activities for the remainder of the school year or athletic season (as the case may be).
6. Sponsors are not permitted to put their name, logo and other identifying feature on donated products. No sponsor names will appear on curricular products, but the Sponsor may receive one-time recognition via non-curricular means. Sponsors who wish to donate logo products will be considered “Advertisers” and will be accommodated according to the terms of the Advertising Policy #9700.

7. Within the Corporation, student organization or student support organization, care must be taken to treat all Sponsorship beneficiaries fairly.

8. All sponsored activities, events or products must be in good taste and conform to the policies of the Corporation and standards of the Community served by the Corporation.

Cross Reference:
Policy # 5830  Student and Student Organization Fund Raising
Policy # 9700  Advertising
Policy # 7230  Gifts, Grants, and Bequests

Adopted 9/19/06