

# WEST CENTRAL SCHOOL CORPORATION

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Policy Manual

INTRODUCTION.....	7
<i>Vision, Mission and Belief Statements .....</i>	<i>7</i>
WEST CENTRAL SCHOOL CORPORATION STRATEGIC PLAN.....	8
<i>Educational Goals: .....</i>	<i>8</i>
<i>Finance Goal:.....</i>	<i>8</i>
<i>Policy Goal: .....</i>	<i>9</i>
CHAPTER I - BOARD OF EDUCATION .....	10
I. <i>Legal Status .....</i>	<i>10</i>
II. <i>Powers of the Board of Education .....</i>	<i>11</i>
III. <i>Functions of the Board of Education.....</i>	<i>11</i>
IV. <i>Organization of Board of Education.....</i>	<i>12</i>
V. <i>Minutes of Proceedings .....</i>	<i>13</i>
VI. <i>Records .....</i>	<i>13</i>
VII. <i>Quorum .....</i>	<i>15</i>
VIII. <i>Compensation and Expenses.....</i>	<i>15</i>
IX. <i>Policy Development.....</i>	<i>15</i>
X. <i>Revision of Policies .....</i>	<i>15</i>
XI. <i>Agenda Preparation.....</i>	<i>15</i>
XII. <i>Order of Business.....</i>	<i>16</i>
XIII. <i>Rules of Order .....</i>	<i>16</i>
XIV. <i>Citizen Participation.....</i>	<i>16</i>
XV. <i>Membership on Board of Education and Contracts .....</i>	<i>16</i>
XVI. <i>Official Papers and Documents .....</i>	<i>17</i>
XVII. <i>School Attorney .....</i>	<i>17</i>
XVIII. <i>Length of Office Tenure.....</i>	<i>17</i>
XIX. <i>Code of Ethics .....</i>	<i>17</i>
XX. <i>Use of Facsimile Signatures.....</i>	<i>17</i>
CHAPTER II - FINANCIAL AND BUSINESS POLICIES .....	19
I. <i>Investment Guidelines .....</i>	<i>19</i>
II. <i>Budget Preparation and Adoption.....</i>	<i>20</i>
III. <i>Financial Statement.....</i>	<i>20</i>
IV. <i>Purchasing Policies .....</i>	<i>20</i>
V. <i>Rainy Day Fund.....</i>	<i>20</i>
VI. <i>Extra-Curricular Funds .....</i>	<i>21</i>
VII. <i>Insurance – Fire and Liability.....</i>	<i>21</i>
VIII. <i>Inventories.....</i>	<i>22</i>
IX. <i>Posting Notices.....</i>	<i>22</i>

X.	<i>Threshold for Material Loss, Shortage or Theft of School Fund and Property</i>	22
XI.	<i>Review and Second Audit of Free and Reduced Lunch Applications</i>	23
XII.	<i>Collection and Forgiveness of Debt</i>	23
XIII.	<i>Capital Assets Definitions &amp; Procedures</i>	24
XIV.	<i>Federal Grants and Awards Administration</i>	26
XV.	<i>Credit Card</i>	29
XVI.	<i>Internal Controls</i>	29
<b>CHAPTER III - ADMINISTRATIVE STAFF</b>		30
I.	<i>Superintendent of Schools</i>	30
II.	<i>Secondary School Principal</i>	30
III.	<i>Secondary Assistant Principal</i>	30
IV.	<i>Elementary School Principal</i>	31
V.	<i>Secondary Assistant Principal or (Administrative Assistant)/Athletic Director</i>	31
VI.	<i>Administrative Conferences</i>	32
<b>CHAPTER IV - INSTRUCTIONAL STAFF</b>		33
I.	<i>Qualifications for Employment</i>	33
II.	<i>Duties and Responsibilities (Job Descriptions)</i>	33
III.	<i>Assignment</i>	34
IV.	<i>Payment of Salary</i>	34
V.	<i>Reappointment</i>	34
VI.	<i>Access to Buildings</i>	34
VII.	<i>Absences</i>	34
VIII.	<i>In-Service</i>	35
IX.	<i>Retirement</i>	36
X.	<i>Outside Employment</i>	36
XI.	<i>Resignation</i>	36
XII.	<i>Vacancies and Transfers</i>	36
XIII.	<i>Contracts</i>	36
XIV.	<i>Communications with the Board</i>	36
XV.	<i>Field Trip and Tour Policy</i>	36
XVI.	<i>West Central Rise Model (Located on the webpage)</i>	37
XVII.	<i>Substitute Teachers</i>	37
XVIII.	<i>Reduction in Force</i>	38
XIX.	<i>Student Teachers</i>	39
XX.	<i>Teacher Appreciation Grants</i>	39
<b>CHAPTER V - NON-INSTRUCTIONAL STAFF</b>		41
I.	<i>Policy Applying To All</i>	41

II.	<i>Secretaries, Assistant Treasurers and Treasurer .....</i>	42
III.	<i>Instructional Assistants .....</i>	42
IV.	<i>Custodians .....</i>	43
V.	<i>Bus Drivers .....</i>	44
VI.	<i>Cafeteria Personnel.....</i>	44
VII.	<i>School Nurse .....</i>	45
	<b>CHAPTER VI – STUDENTS .....</b>	46
I.	<i>Residence Policy .....</i>	46
II.	<i>Entrance Requirements.....</i>	47
III.	<i>Student Evaluation .....</i>	49
IV.	<i>Classification of Students .....</i>	51
V.	<i>Student Retention Policy/Grades 1-8 .....</i>	51
VI.	<i>Graduation Requirements .....</i>	51
VII.	<i>Postsecondary Enrollment Program .....</i>	56
VIII.	<i>Remediation Guidelines .....</i>	57
IX.	<i>Homework Policy.....</i>	58
X.	<i>Curriculum .....</i>	59
XI.	<i>Media Center.....</i>	60
XII.	<i>Transportation .....</i>	60
XIII.	<i>School Cafeteria .....</i>	61
XIV.	<i>Social Activities.....</i>	61
XV.	<i>Married Students .....</i>	62
XVI.	<i>Interscholastic Athletics .....</i>	62
XVII.	<i>Student Handbook.....</i>	62
XVIII.	<i>Student Attendance .....</i>	62
XIX.	<i>Student Conduct and Discipline Guidelines.....</i>	62
XX.	<i>Student Rights and Responsibilities .....</i>	63
XXI.	<i>Reasonable Suspicion of Search.....</i>	67
XXII.	<i>Student Due Process.....</i>	69
XXIII.	<i>Use of Metal Detectors .....</i>	69
XXIV.	<i>Transfer Students .....</i>	71
XXV.	<i>Homeless Students: Enrollment Rights and Services.....</i>	72
XXVI.	<i>Student Submission to Surveys, Personal Analysis or Evaluations of School Curriculum.....</i>	74
XXVII.	<i>Suicide Awareness and Prevention .....</i>	74
XXVIII.	<i>Administration of Medication at School.....</i>	79
XXIX.	<i>Use of Seclusion and Restraints.....</i>	81

CHAPTER VII - PERSONNEL AREAS .....	85
I. Non-discrimination Statements.....	85
II. Drug Free Workplace .....	85
III. Reporting Child Abuse/Child Neglect .....	86
IV. Court Leave.....	86
V. Universal Precautions.....	87
VI. Sexual Harassment .....	87
VII. Family and Medical Leave Act (FMLA)/Military Family Leave .....	98
VIII. Grievance Procedure.....	99
X. Criminal History Policy.....	99
XI. Possessing Firearms on School Property.....	100
XII. Reporting of Arrests by Employees .....	101
XIII. Employee Use of Social Media.....	101
CHAPTER VIII - PROGRAM AREAS.....	103
I. Adult Education .....	103
II. Media Center Programs .....	103
III. Testing Program.....	103
IV. Summer School.....	103
V. Guidance .....	104
VI. Speech Therapy .....	104
VII. Remedial Reading.....	104
VIII. Childhood Care Program.....	105
IX. Musical Instrument Rental Program .....	105
CHAPTER IX - CORPORATION GUIDELINES .....	106
I. Community Relations .....	106
II. The Selection of Instructional Media Materials .....	107
III. Books – Rental/Disposal .....	110
IV. Public Records .....	111
V. Instructional Materials Inspection .....	118
VI. Personal Inquiries Non-Related to Academic Instruction.....	118
VII. Senior Citizen Pass .....	118
VIII. Tobacco Free Environment .....	119
IX. West Central Device, Network, and Internet Acceptable Use and Safety Policy 119	
X. Pest Control Policy .....	122
XI. Federal Drug and Alcohol Testing Policy (CDL Drivers).....	122
XII. Display of Flag and Pledge of Allegiance .....	130

XIII.	<i>Moment of Silence</i> .....	131
XIV.	<i>Title 1 Parent Involvement Policy</i> .....	131
XV.	<i>West Central School Corporation Wellness Policy</i> .....	133
XVI.	<i>Animals in the Classroom</i> .....	137
XVII.	<i>Chemical Management Policy</i> .....	137
XVIII.	<i>Vehicle Idling Policy</i> .....	137
XIX.	<i>Criminal Gangs and Criminal Gang Activity in Schools</i> .....	137
XX.	<i>Use of Naloxone in Schools</i> .....	140
XXI.	<i>Criminal History Information for Applicants and Contractors</i> .....	143
XXII.	<i>Electronic Monitoring Policy</i> .....	144
XXIII.	<i>Notice of Procurement of Professional Services</i> .....	145
XXIV.	<i>Right to Inspect Certain Non-Academic Materials</i> .....	145
XXV.	<i>Elementary &amp; Middle School Released Time Religious Instruction (RTRI) Guidelines</i> .....	145
	<b>CHAPTER X - FORM APPENDIX</b> .....	154
	<i>Vacancies and Transfer Request</i> .....	155
	<i>Citizen's Request for Reconsideration of Instructional Material</i> .....	156
	<i>Request for Disclosure of Public Records</i> .....	157
	<i>Request for the Non-Disclosure of Information to Military Recruiters</i> .....	158
	<i>Notice of Restriction to Release Student Directory Information to Military Representatives</i> .....	159
	<i>Drug and Alcohol Testing Program Employee Acknowledgement and Consent</i> .....	160
	<i>School Vehicle Usage Agreement</i> .....	162

# INTRODUCTION

## Vision, Mission and Belief Statements

### Vision Statement

“Encourage Every Student, Every Day”

- Engage
- Empower
- Educate

### Mission Statement

West Central Schools commit to a comprehensive system of support, which ensures every member of the school community is prepared for further learning and successful career opportunities in a technology rich global economy. This is accomplished in an environment that fosters positive attitudes towards self, others, work, and responsible citizenship.

### Belief Statements

All students need:

1. A clean, safe, structured environment that fosters a sense of belonging, dignity, and respect, which promotes student achievement and appropriate social skills.
2. A well-developed rigorous curriculum, relevant instructional activities, and assessment measures that provide higher level learning opportunities and enables student success.
3. Parents, community, and a highly qualified staff to share the responsibility, through collaboration and communication, in advancing the school system's mission and goals.

### District Goal

“All students will improve their ability to use language to read, write, listen and speak for effective communication in a global workforce.”

### Focus Areas

Focus Areas would be the term used for the more specific building based needs

- Include technology as a part of the global workforce.

# **WEST CENTRAL SCHOOL CORPORATION STRATEGIC PLAN 2016**

## **Educational Goals:**

1. Promote rigor, relevance, and relationships in the classroom.
  - a. The district will demand and support classroom instruction that challenges every student, every day.
  - b. The district will create a learning environment that is relevant to a global economy that will empower our graduates to compete in a worldwide employment market.
  - c. The district will encourage all staff to establish relationships with the students in order to create and maintain an awareness of their social needs, so that these needs can be met and educational growth will be achieved at a high level.
  - d. The district will demonstrate an effort to establish a positive rapport with parents as a part of improving student success. Parents will be encouraged to check frequently on student academic progress through the use of technology or written and verbal communication.
2. Assure student growth through the evaluation of programs and resources.
  - a. The staff will be introduced to “Next Practices” of classroom instruction and be willing to terminate processes that no longer satisfy the needs of students. The curriculum will be aligned across grade levels to assure that the Indiana Academic Standards will be taught in a vertical and horizontal aligned curriculum.
  - b. Data must be used to drive classroom instruction and to determine student growth.
  - c. Resources, both material and human, must be used to its fullest potential. During this time of economic struggle, there can be no waste.
  - d. Resources will be evaluated to determine the continued use, altered use, reallocation or termination.
  - e. The governing body must ensure that each school is meeting the Advanc-ED and Indiana Department of Education standards and expectations.
3. Continue to utilize technology to enhance classroom instruction.
  - a. Continue to expand the use of technology in the physical and virtual classroom. We must use technology to collect and disseminate information.
  - b. The district must make technology an everyday instructional tool.
  - c. Explore the creation and use of E-Courses.

## **Finance Goal:**

1. Maintain sound financial practices to ensure financial stability.
  - a. Build a sufficient General Fund operating balance that is at minimum 18% of the General Fund Budget.
  - b. Maintain a Rainy Day Fund balance that provides support for our other taxable funds.
  - c. The school community is informed of circumstances that surround financial decision-making.
2. Facilities will be energy efficient and well maintained.
  - a. Evaluate buildings for replacement and/or updates in the areas of structural, mechanical, roofs, interiors (i.e. media centers, kitchens, entrances, utilization of space), grounds and equipment.



- b. Pursue additional “green” programs.
- c. Continue to pursue additional school safety initiatives.

**Policy Goal:**

- 1. Review, evaluate, and develop policies that address the needs of the students and school community.
  - a. Policies are reviewed and evaluated each year.
  - b. Policies are established to address legislative mandates.
  - c. Policies are established or eliminated to meet the needs of the school community.

## **CHAPTER I - BOARD OF EDUCATION**

### **I. Legal Status**

The government of the West Central School Corporation shall be vested in a Board of School Trustees which shall consist of seven (7) members, elected in a manner hereinafter provided.

#### **Board of School Trustees**

The following apply to the qualifications, number, officers, method of selection, powers and duties and other requirements and factors relating to the board of school trustees of the West Central School Corporation.

1. The control and administration of the schools of the West Central School Corporation shall be vested in a board of school trustees whose rights, powers, and duties shall be those of the board of school trustees of a fifth class city.
2. The West Central School Corporation shall have an elected board of seven (7) members, each having residence in the school corporation's geographical area. Of the seven (7) members, six (6) will have residence in a different township of the corporation, and one shall be elected as a member-at large.
3. The members of the board of school trustees shall serve until their successors are elected or appointed and qualified.
4. Candidates for membership on the board of school trustees shall compete against one another for election on a school board member residence district basis. They shall be voted upon by the voters residing within the boundaries of the School Corporation.
5. Each member of the board of school trustees shall be elected on a non-partisan ballot, in accordance with the provisions of Act 1959, Chapter 202, summarized as follows:
  - a. Nominations for members of the board of school trustees shall be made at the time provided by law for the filing of notice of candidacies for the primary election. Nominations shall be made by a petition signed by the candidate and ten (10) registered voters residing within the boundaries of the residence district in which the nominee resides, which shall be filed with the clerk of the circuit court in the county.
  - b. Voting and tabulations of votes shall be conducted in the same manner as voting and tabulation in general elections are conducted. In the event of a tie vote for any of said candidates, the judge of the circuit court shall select one (1) of said candidates who shall be declared and certified elected.
  - c. All board members shall take office and assume their duties on the first day of January after their election. All members shall be elected for four (4) year terms of office, said election to be held at the general election immediately preceding

the expiration of the terms of office in question, to take office at the expiration of said term.

- d. If at any time there shall occur a vacancy on the board of school trustees for any reason including but not limited to the failure of the sufficient number of petitions for candidates being filed, and whether or not a majority of the board, shall by a majority vote fill such vacancy by appointing a qualified person residing within the boundaries of the district where the vacancy occurred to serve for the term or balance of the unexpired term. In the event of a tie vote among the remaining members of the board of their failure to act within thirty (30) days after such any vacancy occurs, it shall be the duty of the judge of the Pulaski County circuit court to make such an appointment.
6. Candidates for election to the board of school trustees shall be:
    - a. A U.S. citizen
    - b. High school graduate
    - c. Resident of school corporation area two (2) years immediately preceding the election and area of district from which nominated one (1) year immediately preceding the election.
  7. Other provisions regarding the board of school trustees shall be in accordance with P.L. 179-2011.

Legal Reference I.C. 3-5-4-11 et seq.  
Revised: 2015

## **II. Powers of the Board of Education**

The Board of Education shall act as the general agent of the State in carrying out the will of the people of its corporation in the matter of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws.

## **III. Functions of the Board of Education**

1. Three functional activities are recognized in respect to the Board of Education's administering public education within the corporation.
  - a. Policy Making: Planning is basic to all organized activity. Policy making is that function which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation, and provides the financial means for their achievement.
  - b. Executive: The executive phase is that function which is concerned with the placing into operation the plans and policies, keeping the Board of Education informed, and furnishing the leadership to the board and the profession.
  - c. Appraisal: Appraisal is that function which attempts through careful examination and study of facts and conditions to determine:
    1. The efficiency of operation of the general activities and

2. The worth and value of the activities in relation to the efficiency and value of instruction.

#### **IV. Organization of Board of Education**

1. Officers: The organizational meeting of the Board shall be within the first fifteen days after the first of January each year by electing one member President, one member Vice-President, and one member Secretary.
2. Duties of Officers:
  - a. The president of the Board shall have the usual powers. He shall appoint all committees unless otherwise ordered by the Board.
  - b. The Vice-President shall preside in the absence of the President.
  - c. The Secretary shall keep records of all meetings, post all legal notices, prepare and sign all legal documents, and perform such other duties as may be prescribed. The Board may delegate the writing of Board minutes to the Superintendent of Schools.
3. Duties of School Corporation Treasurer/Assistant Treasurer:
  - a. The Treasurer, along with the Assistant Treasurer, shall receive, hold in custody, and expend all funds as directed by the Board of Education. The Treasurer & Assistant Treasurer shall each furnish a bond in compliance with state law.

November 9, 2000
  - b. The Treasurer. Is the authorized school employee to oversee the safe keeping of the corporation credit card.
    1. Issuance of the credit card will be by the designated custodian.
    2. The corporation treasurer shall maintain a log which will include the names of individuals requesting usage of the card, their position, estimated amounts to be charges, fund and account number to be charged, date the card is issued and the date the card is returned.
    3. Once the purpose for which the card was issued the card shall be returned to the corporation Treasurer.
4. Meetings:
  - a. All meetings will be conducted in accordance with Indiana State Law.
  - b. Regular Meetings: The regular meetings of the Board of Education shall be held on the 1<sup>st</sup> Thursday of each month unless a meeting is cancelled by a majority vote of the board. The Superintendent shall prepare an agenda for all meetings.
  - c. Special Meetings: A special meeting of the Board of Education shall be called by the president or Superintendent by serving on the members a notice which shall be at least seventy-two hours before the meeting. No business shall be

transacted except that for which the meeting is called and which is stated in the call.

- d. Place of Meeting: All meetings of the Board of Education shall be held in the Central Office unless the Board as a whole shall designate a different place.
- e. Start of Meeting: The President shall start all meetings promptly at the appointed hour.

Legal Reference: IC 20-5-3-2  
Revised: 2015

## **V. Minutes of Proceedings**

- 1. Minutes of the proceedings of the Board of the previous meeting shall be prepared by the Secretary and ready for Board review.
- 2. The minutes of preceding meeting (s) shall be approved and signed by the President and Secretary as its first act of the regular meeting.
- 3. The Official Minutes shall be bound and kept in the office of the Superintendent of Schools.

## **VI. Records**

The Indiana Access to Public Records Act allows this Board to exempt certain records from public disclosure (unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery).

This Board:

- 1. Intends to comply with the Indiana Access to Records Act: and
- 2. Exempts the following public records from disclosure (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery);
  - a. Those declared confidential by state statute;
  - b. Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute;
  - c. Those required to be kept confidential by federal law;
  - d. Records containing trade secrets, confidential commercial information, or confidential financial information;
  - e. Investigatory records of law enforcement agencies;
  - f. The work product of attorneys representing the school corporation, the board members, or any employee;

- g. Test questions, scoring keys and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again;
- h. Scores of tests or license examinations if the person is identified by name and has not consented to the release of his scores;
- i. Records that contain interagency or interagency advisory or deliberative material that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making;
- j. Diaries, journals, or other personal data serving as the functional equivalent of a diary or journal;
- k. Personnel files of public employees, except for:
  - 1. The name, compensation, application for employment or appointment, job title, business address, business telephone number, job description education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency;
  - 2. Information relating to the status of any formal charges against the employee; and
  - 3. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged;

However, all personnel file information shall be made available to the affected employee or his representative;

- l. Administrative or technical information that would jeopardize a record-keeping or security system;
- m. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it;
- n. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1
- o. The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making the gift;
- p. Library records which can be used to identify any library patron: and
- q. Any other record which current or future legislation allows a public agency to exempt. Further action by the Board is unnecessary. (November 3, 1983)

Revised: October 21, 1993

Legal Reference: IC 5-14-3-4  
Revised: October 21, 1993

## **VII. Quorum**

Four members shall be present in order to conduct business. A majority of the members present and voting shall constitute a quorum for the transaction of business. Except where a larger vote is required by law with respect to any matter a majority of the members present may adopt a resolution or take any action.

Legal Reference: IC 20-5-3-2(f)  
Revised: October 21, 1993

## **VIII. Compensation and Expenses**

The members of the Board of Education shall receive \$2,000.00 per year as compensation. Members of the Board shall be reimbursed for expenses incurred in performance of Board functions. The Board of Education shall approve a regular claim for all such expenses. The members of the Board of School Trustees will be covered by a \$30,000 term life insurance policy at the corporation's group rate. This will be deducted from the Board Member's compensation. Compensation will be evenly divided and payable on June 30 and December 31. Board Members may participate in the corporation's medical insurance program by paying their own premiums.

Legal Reference: IC 20-5-3-6  
Revised: June 25, 2009

## **IX. Policy Development**

Proposed policies must be submitted in writing to the West Central Administrative Office. Copies will be provided to the members of the board of school trustees. A recommendation will be offered by the Superintendent on each proposal. In order for a proposal to become a policy it must be approved by a majority vote of the school board members at two consecutive board meetings.

Revised: December 21, 1993

## **X. Revision of Policies**

Policies can only be adopted after being approved by a majority vote at two consecutive school board meetings.

Revised: October 21, 1993

## **XI. Agenda Preparation**

The Superintendent shall prepare the agenda for school board meetings. Often this will be done after consulting with the President of the board. Copies of the agenda will be made available to the board members, patrons and news media. In addition, the agenda will be posted in the Central Administrative Office, elementary, middle and senior high schools.

November 9, 2000

## **XII. Order of Business**

The Board of School Trustees shall transact all business at the legal meeting of the Board. No member of the Board shall have the power to act in the name of such Board outside of Board meetings, unless designated by the Board. The following order of business shall be followed in transacting school affairs:

1. Routine Matters:
  - a. Reading, correcting, and approving the minutes of the previous meeting.
  - b. Financial matters (requisitions)
  - c. Personnel matters (teachers, students, administrators, non-teaching employees, parents, and delegations.)
    1. Request to attend meetings
    2. Resignations
    3. Employment
    4. Other items deemed necessary
2. Old Business
3. New Business
4. Items For Discussion
5. Future Business
6. Claims
7. Adjournment

## **XIII. Rules of Order**

The rules of Parliamentary Procedure comprised in Robert's "Rules of Order", newly revised, 1981, shall govern the Board in its deliberations. (April 10, 1986)

## **XIV. Citizen Participation**

The Board of Education shall solicit the advice and counsel of Citizens in planning and operating the schools. Meetings of the Board of Education shall be open to the public. All citizens' communications to the Board of Education shall be addressed to the Board of Education. Citizens who wish to present to any matter of concern to the schools shall make written requests to the Secretary of the Board of Education at least 24 hours prior to the meeting. The Board may; in case of emergency, by majority vote, give visitors who have not presented a written request an opportunity to present problems to the Board. The President may limit a visitor to five minutes unless the time is increased by a majority vote of the Board.

## **XV. Membership on Board of Education and Contracts**

A Board Member shall not knowingly or intentionally enter into a contract that will cause a conflict of interest with the corporation. The public servant will follow the guidelines governing such matters as related in IC 35-44-1-3.

Revised: October 21, 1993



## **XVI. Official Papers and Documents**

Official school papers and documents shall not be entrusted to any person not having official connection with the school. If outside individuals desire to see or copy such documents, they must do so during regular business hours at the place where such papers are kept and in the presence of the Superintendent or proper school officials. According to action of Board of Education the President and Secretary of the Board of Education shall sign all official papers and documents needing signatures.

Legal Reference: IC 5-14-3-1 et seq.  
Revised: October 21, 1993

## **XVII. School Attorney**

An attorney shall be employed at the annual Board of Trustees organization meeting each year to be the representative of the school district for legal affairs. The attorney shall perform such services as are required and needed by the Board of School Trustees. His duties shall be to advise and represent, when requested, the Board, Superintendent, and all others designated by the Board in all legal matters pertaining to the operation of the school district.

## **XVIII. Length of Office Tenure**

The members of the Board of Education are encouraged to practice democratic principles, share responsibilities, and develop an understanding of the duties performed by the officers and to strive to foster unity among the group. One means of promoting these goals is to provide an opportunity for a greater number of individuals to serve in a position of leadership.

No individual is to serve more than two succeeding years in the office of President, Vice-President, and Secretary.

Revised: November 9, 2000

## **XIX. Code of Ethics**

Indiana School Board Association Code of Ethics

## **XX. Use of Facsimile Signatures**

At the annual organizational meeting of the Board of School Trustees after the election of officers, or at any other meeting, the Board may authorize the making and use of facsimile signatures of the Board President and Board Secretary. For purposes of this policy, facsimile signature includes a facsimile signature stamp or an electronic signature.

With the exception of the Superintendent's employment contract, all other employment contracts and any changes made in the terms of these employment contracts may be signed by use of the facsimile signatures only after the Board approves the contracts by a majority vote of all the members of the Board.

Specific use of a facsimile signature on any other school corporation document(s) can only be authorized by the Board by its own motion or resolution. The Board motion or resolution must state the type of facsimile signature to be used.

The school corporation treasurer is responsible for securing and safe keeping of the facsimile signatures and for the use of same on all board-approved documents.

Legal Reference: IC 5-1-3-2(a)

IC 23-15-4-1

IC 20-26-4-8

IC 26-2-8-202(b)

Revised: March 1, 2007

## CHAPTER II - FINANCIAL AND BUSINESS POLICIES

### I. Investment Guidelines

1. The local board of finance is to meet in January each year. A president and secretary are to be elected. The board will determine the local institutions to be designated as depositories for the year.
2. The designated treasurer(s) shall serve as the investing officer(s). Deposits in any account shall be made according to the following guidelines:
  - a. Make the deposit in a manner consistent with standard accounting procedures described in a protocol filed with and approved by the state board of accounts; or
  - b. Obtain quotes of the specific rate of interest each designated depository will pay on that account for the period contemplated for that investment.

Quotes may be solicited and taken by telephone. A memorandum of all quotes solicited and taken shall be retained by the investing officer as a public record of the political subdivision under IC 5-14-3.

3. Any deposit in a deposit account of a designated depository under this section shall be placed in the depository quoting the highest rate of interest. In addition, that investment in any designated depository or depositories shall not be counted in the amount of public funds to be prorated under subsection (a). If more than one (1) depository submits a quote of the highest interest rate quoted for the investment, it shall be prorated in accordance with the respective portions to which each is entitled to receive in accordance with their respective assets or deposits as determined by the methods set out in IC 5-13-8-10. That prorating shall be determined by the respective deposits of only those depositories submitting the highest quote. However, if more than one (1) designated depository bids the same highest rate but payment of the rate is conditioned on receiving the entire investment, choice of the designated depository to receive the investment shall be made by the investing officer in the following priority:
  - a. To the designated depository determined by the investment officer with regard to amounts received in other situations by the respective designated depositories, if any.
  - b. By lot.
4. Subsections (b) and (c) do not apply to deposits made in accounts that pay interest and that are subject to withdrawal by check or negotiable orders of withdrawal without limitations as to amount or number and without penalty.
5. If all of the designated depositories of a political subdivision decline to issue or receive any deposit account, or to issue or receive the account at a rate of interest equal to the highest rate being offered other investors, investments may be made in the deposit accounts of any financial institution designated as a depository by the state board of finance.

6. Funds may be deposited in a checking, savings, or NOW account. Funds may also be invested in overnight investments or CD's.

Revised: January 23, 1997

## **II. Budget Preparation and Adoption**

The Superintendent shall, with the help of other administrative employees, develop a tentative budget for the fiscal year. A tentative budget shall be submitted to the Board of Education for approval before publication in August. The budget must be published for public inspection as per state law. The Board of Education shall conduct a public hearing on the last Thursday in August. The budget is adopted by the Board of Education after the hearing

## **III. Financial Statement**

The Superintendent shall direct the School Corporation Treasurer to prepare a monthly statement concerning budget appropriations balances for each account. As well as, a report of the cash balance in bank and/or investments.

Revised: 2015

## **IV. Purchasing Policies**

1. A teacher or other employee shall requisition all materials, supplies, and equipment through the building principal
2. The building principal is responsible for the proper preparation of the requisitions and forwarding same to Superintendent of Schools.
3. The Superintendent shall approve or disapprove requisition and direct the preparation of purchase order when materials are to be purchased.
4. The Superintendent shall present a requisition list to the Board of Education for approval as a part of each agenda for the regular board meetings.
5. The Superintendent shall present claims to the Board of Education when all documents indicate a service has been rendered or equipment and supplies have been delivered.
6. The Superintendent shall direct the claims to be paid after the Board of Education's approval and on a schedule coordinated with the cash balance in the bank.

October 20, 1983

## **V. Rainy Day Fund**

The Board of School Trustees of the West Central School Corporation has established a Rainy Day Fund. The Rainy Day Fund may receive transfers of unused and unencumbered monies from other funds raised by a general or special tax levy. Such transfer cannot exceed ten percent (10%) of the total budget of the School Corporation for the fiscal year in which the transfer occurs. Transfers to the Rainy Day Fund may be made at any time during the fiscal year.

**The intent of the Board of School Trustees is to use the monies in the Rainy Day Fund only for any one of the following purposes:**

- a. **Source of funding for cash flow.**
- b. **Purchase of supplies.**

- c. **Purchase of Capital Outlay items.**
- d. **Payment of fixed cost.**
- e. **Payment of salaries and benefits.**

The Rainy Day Fund is subject to the same appropriation process as are the other school corporation funds. Prior to the appropriation, the Board will make a determination that the use of the appropriation is consistent with the intent of the Rainy Day fund as set out in this policy. The purpose for the appropriation will be stated at the time it is made.

Date Adopted: March 15, 2007  
Legal Reference: I.C. 36-1-8-5  
I.C. 36-1-8.5-1

## **VI. Extra-Curricular Funds**

1. The building principal is responsible for accurate accounting of all funds received through activities conducted at the school where a charge is made or dues collected, including school lunch and book rental receipts. In the case of book rental receipts, the revenue shall be deposited with the School Corporation Treasurer. In accordance with state law, an end of the school year financial report must be completed by the building principal and filed with the Board of Education and the Superintendent of Schools.
2. The money in the school extra-curricular account will be invested under the conditions specified in IC 5-13-9 and IC 5-13-10 for investment of state money. Investments under this section are at the discretion of the principal. The interest earned from any investment will be credited to the school extra-curricular account and not credited proportionately to each separate extra-curricular fund.

December 28, 1989

## **VII. Insurance – Fire and Liability**

1. Purpose of Program
  - a. Protect the community's investment in school buildings and equipment.
  - b. Conserve the financial resources of the district from the standpoints of property protection and protection against large liability claims.
  - c. Secure the type and form of protection most needed by the district.
  - d. Relate school property protection to students and school employee protection by removing hazards, which endanger the property and safety of students and employees.

2. Method of Selecting Agency

At the appropriate time bids will be sought from interested agencies. The members of the Board of Education will study the bids and make a final decision on an agency based upon the bids and the services to be rendered.

March 3, 1987

## **VIII. Inventories**

A running perpetual inventory of the contents of the school corporation buildings shall be recorded and kept up-to-date. Copies of the annual summary of this inventory shall be made and filed in two different building locations. (The school building and the central office.)

## **IX. Posting Notices**

Important public notices will be posted in the Central Administrative Office, the elementary, middle and high school.

Revised: November 9, 2000

## **X. Threshold for Material Loss, Shortage or Theft of School Fund and Property**

The Board of School Trustees of the West Central School Corporation recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.

The threshold for material losses, shortages, or theft for the West Central School Corporation which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

### **Cash Losses, Shortage, or Theft**

*A loss, shortage, or theft of cash from any school corporation fund is an amount over \$2,500.*

### **Other Assets, Loss, Shortage or Theft**

*A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$5,000.*

Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.

Legal Reference: IC 5-11-1-27(j)

Legal Reference: IC 5-11-1-27(l)

Approved: February 4, 2016

## **XI. Review and Second Audit of Free and Reduced Lunch Applications**

All schools should process Free and Reduced Lunch applications following the most current USDA and State rules and regulations. The employees processing the applications are to be trained and to understand the requirements of the program and the application process. More than one employee must be involved in the approval process of Free and Reduced Lunch applications. An additional employee should be reviewing the Free and Reduced Lunch applications approval to verify the original approver is correctly and accurately processing the free and reduced applications.

### *Electronically Logging to Determining Eligibility*

Since West Central School Corporation manually inputs the Free and Reduced Lunch applications into a computer program, a second audit will be performed of Free and Reduced Lunch applications on a yearly basis. The second audit will be completed by a school employee other than the original approver. The auditor will review 25% of the applications that are received by the school.

Approved: February 4, 2016

## **XII. Collection and Forgiveness of Debt**

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal Funds.

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

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

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollected debt is from a school lunch account, the documentation must also include how the expense was covered by non-Federal Funds.

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

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

Created 7/11/2019

Revised 5/5/2022

### **XIII. Capital Assets Definitions & Procedures**

The term capital asset includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible assets that are used in operations that have useful lives beyond a single reporting period. Some items that do not meet all capital asset criteria may be identified as “controlled” assets and will be recorded in the fixed assets system to maintain control.

For the purpose of this policy the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**“Tangible Assets”** - Assets that can be observed by one or more of the physical senses. They may be seen and touched and, in some environments, heard and smelled.

**“Fixed Asset”** - Tangible assets of a durable nature employed in the operating activities of the unit and that are relatively permanent and are needed for the production or sale of goods or services are termed property, plant, and equipment or fixed assets. These assets are not held for sale in the ordinary course of business. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, machinery and equipment, furniture and fixtures).

**“Capital Outlays”** - Expenditures which benefit both the current and future fiscal periods. This includes costs of acquiring land or structures; construction or improvement of buildings, structures or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the government’s general fixed assets.

#### **Capital Assets Acquisition**

Capital assets may be acquired through donation, purchase, or may be self-constructed. The asset value for donation will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost of the asset only and will not include the trade-in value of any old asset given up or costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction.

#### **Capital Assets Threshold**

The following threshold values will be used for the designated classes of assets:

<u>Class of Capital Asset</u>	<u>Significant Value</u>
Machinery, Equipment & Vehicles	\$10,000 or more
Buildings	\$10,000 or more
Infrastructure	\$10,000 or more
Improvements other than Buildings	\$10,000 or more



Construction Work in Progress	\$10,000 or more
Land	Any amount
Technology Equipment	\$10,000 or more

### **Capital Assets Classification**

Capital assets are classified as:

1. Land
2. Building
3. Improvements other than buildings
4. Machinery and equipment
5. Furniture and fixtures
6. Vehicles
7. Underground lines and other infrastructure
8. Construction in progress

### **Recording and Accounting**

The School Board shall maintain a fixed asset accounting system. The fixed asset system shall maintain sufficient information to permit a) adequate insurance coverage and b) control and accountability.

The School Corporation shall classify capital expenditures in accordance with the Indiana State Board of Account requirements. The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the School Corporation, the valuation of assets shall be based on historical cost or by estimation of such costs if historical costs are unknown.

The following information shall be maintained for all capital assets that meet the criteria:

- A. Description
- B. Asset Classification (land, building, equipment, etc.)
- C. Location
- D. Purchase Price
- E. Vendor
- F. Date Purchased
- G. Voucher Number
- H. Purchase Order number if one associated
- I. Method of acquisition (purchase, trade-in, donation, etc.)

Individual items that are valued at \$10,000 or greater are generally tagged. Once an item is identified as a capital asset and has received board approval for payment, the Treasurer or designee will add the item to the district's Capital Assets Inventory.

### **Capital Assets Inventory**

The School Corporation has a substantial financial investment in capital assets, and by law, a physical inventory must be maintained for auditing as well as reimbursement for loss due to theft, fire, or natural disaster. A complete and accurate inventory is absolutely essential for district financial accounting, planning and budgeting, purchasing, maintenance, insurance, etc. On a yearly basis, the Treasurer or designee provides to each Principal their building's inventory list. The

Principal or his/her designee is responsible for verifying the physical inventory of the equipment, furniture, and fixtures in their building that is included on the list. Once the physical inventory is completed, the building secretary completes the necessary changes that need to be made to their individual building list.

The building list is then returned to the Treasurer who will make the necessary changes in the Corporation's Capital Asset Inventory.

#### **Disposal of Surplus Property**

The Board of Education or its designee must declare an asset as surplus before it can be disposed of in any manner. Assets that are designated as surplus will be disposed of in accordance with IC 5-22-22 and IC 36-1-11 and IC 20-26-12. After these steps have been followed, the asset can be disposed of in any manner approved by the Board or its designee, as long as the best interests of the School Corporation are protected.

1<sup>st</sup> Reading: October 7, 2021

2<sup>nd</sup> Reading: November 4, 2021

#### **XIV. Federal Grants and Awards Administration**

The Board of School Trustees of the West Central School Corporation intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Indiana Department of Education, and/ or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

##### **1. Internal Controls**

The superintendent or designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the school corporation is managing the funds in compliance with all requirements for federal grants and awards. Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- a. Identification of all federal funds received and expended and their program source;
- b. Accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- c. Records sufficient to track the receipt and use of funds;
- d. Effective control and accountability over assets to assure they are used only for authorized purposes;
- e. Comparison of expenditures against budget; and
- f. Written procedures for cash management and determining the allow ability of costs.

At a minimum, the internal controls shall address the following areas.

1. Allow ability

Costs charged by the school corporation to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is reasonable and necessary for the program;

- a. In compliance with applicable laws, regulations, and grant or award terms;
- b. Allocable to the grant;
- c. Adequately documented; and
- d. Consistent with school board policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimizes the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest

The requirements for conflicts of interest are applicable to all purchases or services. Each employee, board member, or agent of the school corporation who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, board member, or agent of the school corporation, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award but they may accept a single unsolicited item with a

value of \$50 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

5. Mandatory Disclosures

The superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent shall fully address any such violations promptly and shall notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

6. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the board.

8. Monitoring and Reporting Performance

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

9. Audits and Corrective Action

- a. An annual independent audit will be conducted and the superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
- b. At the completion of the audit, the superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The superintendent shall present the plan to the board for approval.
- c. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

10. Training

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

11. Reporting Mismanagement of Federal Funds

Any employee who reasonably believes that federal funds have been misused or that the school corporation is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the superintendent or designee.

## **XV. Credit Card**

The Treasurer of the West Central School Corporation is the authorized school employee to oversee the safe keeping of the corporation credit card.

1. Issuance of the credit card will be by the designated custodian.
2. The corporation treasurer shall maintain a log which will include the names of individuals requesting usage of the card, their position, estimated amounts to be charged, fund and account number to be charged, date the card is issued and the date the card is returned.
3. Once the purpose for which the card was issued the card shall be returned to the corporation treasurer.

Adopted: January 23, 1992

## **XVI. Internal Controls**

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

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

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

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

Legal Reference: IC 5-11-1-27

Approved: June 2, 2016

## **CHAPTER III - ADMINISTRATIVE STAFF**

### **I. Superintendent of Schools**

#### **Qualifications:**

1. Earned at least a master's degree from an approved institution, with a major in educational administration.
2. Must have a valid superintendent's license as issued by the Indiana Department of Education.
3. Experience in teaching and school administration totaling at least 10 years.
4. Must be knowledgeable in curriculum matters and aware of current educational trends.
5. Must have demonstrated leadership qualities.

Reports To: The Board of School Trustees.

Supervises: All personnel employed by the school corporation.

Terms of Employment: The original appointment by the Board of a new superintendent shall be for a term of not less than three years. (State Law) The superintendent will receive four weeks paid vacation and the salary will be established by the Board.

Evaluation: Performance will be evaluated at least once yearly by the Board.

### **II. Secondary School Principal**

#### **Qualifications:**

1. Must have a Master's Degree in Administration from an accredited college or university.
2. Must have a valid secondary school principal's license as issued by the Indiana Department of Education.
3. Must have a minimum of five (5) years teaching experience.
4. Must be knowledgeable in curriculum matters and aware of current educational trends.
5. Must have demonstrated leadership qualities.

Reports To: Superintendent of Schools.

Supervises: All personnel assigned to his/her building and personnel working with the students of that school.

Terms of Employment: The yearly contract for the high school principal will consist of 230 days or as deemed appropriate by the Board.

Evaluation: Performance will be evaluated at least once yearly by the Superintendent of Schools.

Revised 2013

### **III. Secondary Assistant Principal**

#### **Qualifications:**

1. Must have a Master's Degree in Administration from an accredited college or university.
2. Must have a valid secondary school principal's license as issued by the Indiana Department of Education.
3. Must have a minimum of five (5) years teaching experience.

4. Must be knowledgeable in curriculum matters and aware of current educational trends.
5. Must have demonstrated leadership qualities.

Reports To: Building Principal

Terms of Contract: The yearly contract of the Secondary Assistant Principal will consist of 220 days or as deemed appropriate by the Board.

Evaluation: Performance of the Secondary Assistant Principal will be evaluated once yearly by the Secondary School Principal.

November 3, 1983

#### **IV. Elementary School Principal**

##### **Qualifications:**

1. Must have a Master's Degree in Administration from an accredited college or university.
2. Must have a valid elementary school principal's license as issued by the Indiana Department of Education.
3. Must have a minimum of five (5) years of successful teaching experience.
4. Must have a broad knowledge of elementary curriculum.
5. Must be knowledgeable in the psychology of learning of K through 5 grade children.
6. Must have demonstrated leadership qualities.

Reports To: Superintendent of Schools.

Supervises: All personnel assigned to his/her building and personnel working with the students of that school.

Terms of Employment: The yearly contract for the Elementary School Principal will consist of 220 days.

Evaluation: Performance of the Elementary School Principal will be evaluated once yearly by the Superintendent of Schools.

November 9, 2000

#### **V. Secondary Assistant Principal or (Administrative Assistant)/Athletic Director**

##### **Qualifications:**

1. Must possess a Master's Degree in Administration as issued by the Indiana Department of Education or other education as deemed appropriate by the school board of trustees.
2. Must have a valid secondary school principal's license as issued by the Indiana Department of Education or other certification as deemed appropriate by the school board of trustees.
3. A minimum of five (5) years teaching experience will be considered helpful.
4. Must be knowledgeable in curriculum matters and aware of current educational trends.
5. Must have the knowledge and interest in athletics in order to evaluate and promote a quality overall athletic program for both female and male students.
6. Knowledge of the proper techniques for treating athletic injuries will be helpful.
7. Must have demonstrated leadership qualities.

Reports to: Building Principal

Terms of Employment: The yearly contract of the Administrative Assistant/Athletic Director will consist of 220 days or as deemed appropriate by the Board.

Evaluation: The performance of the Secondary Assistant Principal/Athletic Director will be evaluated once yearly by the Middle and Secondary School Principal.

November 9, 2000

## **VI. Administrative Conferences**

The Board of Education recognizes the administrators as the educational leaders of the School Corporation. They are encouraged to attend educational workshops, conferences, and meetings in an effort to gain information that will make a good school corporation even better.

### **Conference Guidelines**

1. Superintendent:
  - a. State Conferences: The superintendent will be allowed to attend the conferences each year.
  - b. National Conference: The superintendent will be allowed to attend one national conference per year.
  - c. Other Conference: The superintendent will be allowed to attend other worthwhile conferences.
2. Elementary, Middle and High School Principals:
  - a. State Conferences: The Principals will be allowed to attend the conferences each year.
  - b. North Central Association Conference: The Principals will be allowed to attend the conference each year.
  - c. National Conference: The Principals will be allowed to attend one conference every other year.
  - d. Other Conferences: Attendance at other conferences will be decided upon by their value vs. cost.
3. Assistant Principal:
  - a. State Conference: The Assistant Principal will be allowed to attend the state conference each year.
  - b. Other Conferences: Attendance at other conferences will be decided upon by their value vs. cost.

### **Conference Procedure**

Administrators are to inform the Board of any conference that they desire to attend. The Board Members will grant or deny such request.

Adequate receipts must be submitted to the Central Office for reimbursement of expenses.



## **CHAPTER IV - INSTRUCTIONAL STAFF**

### **I. Qualifications for Employment**

1. The Board of Education wishes to employ and retain staff that demonstrates relentless pursuit of an exemplary, educational program. All instructional personnel appointed to the staff of the West Central Schools for the first time must have a minimum of a bachelor's degree issued from an institution approved by the state certification authority. Each teacher should hold a valid Indiana certificate and meet North Central Associations standards for the position to which he is assigned.
2. The Board of Education expects employees to set a wholesome example for the youth of the community.
3. Applications for teaching positions shall be made with the Superintendent of Schools and consideration for employment will be made upon his recommendations.
4. The Superintendent shall evaluate training and experience with reference as to how it will benefit West Central Schools. (Credit shall be allowed for all outside public school teaching experience.)
5. In order to achieve maximum flexibility in the assignment of teaching personnel, it is the policy of the Board of Trustees of West Central School Corporation:  
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.

Revised: December, 21 1993

### **II. Duties and Responsibilities (Job Descriptions)**

1. A teacher shall be a responsible agent for the school's direct teaching of children in and out of the classroom in accordance with the policies of the Board of Education and the master contract.
2. Teachers shall be in their respective buildings at times requested by the administration. During this period they should remain in or near their classrooms unless school assignment or school business takes them to some other part of the building or grounds. Teachers shall not leave the school building and grounds or conduct personal business during the hours school is in session.
3. Teachers are encouraged to attend as many school functions as possible.
4. Teachers are required to keep records and make reports as requested by the principal and the Superintendent of Schools. These must be filled out completely and signed or initiated in the proper place.
5. Every teacher is expected to assume the responsibility for the discipline of any and all students within any part of the system.
6. Every teacher must assume the duty of protecting the properties of the School Corporation. Defective equipment should be immediately reported to the principal. The responsibility of opening windows or adjusting window shades, thermostats, equipment, etc. is given to the teacher and must not be delegated to the students.
7. Requisitions for instructional supplies and equipment are to be made by the teacher through the building principal or department chairman.
8. As soon after employment as possible, a teacher must file in the superintendent's office a complete transcript of credits, a certified statement of teaching experience, a

record of license, retirement number, social security number, certified record of accumulative sick leave from the school corporation in which he was employed during the preceding year, permanent address, birthdate, statement of teacher salary earnings from January 1 to August 31 and W-4 tax exemption form. This information must be completed by November 1.

### **III. Assignment**

1. The Board of Education shall hold the administration responsible for making assignments of teaching personnel and for the establishment of a fair and equitable teaching load (including number of classes and class size).
2. Teachers are to be notified of any change in assignment within a reasonable length of time. Teachers will be assigned to teach in their licensed area in all cases.

### **IV. Payment of Salary**

1. Salary of a teacher shall begin on his first day of service. Pay days are every other Friday for a total of 26 payments.
2. New Compensation Model.

### **V. Reappointment**

1. Service records will be evaluated when consideration for reappointment is made. In the effort to maintain continuity and quality in an effective educational program, attendance of employees must be considered. An absence that results in forfeiture of pay may be considered reason for non-appointment the ensuing year.
2. Teachers shall be employed on an annual basis. The administration shall evaluate the service of instructional personnel and make recommendations to the Board of Education.

### **VI. Access to Buildings**

Certified staff members may arrange to gain access to the appropriate school building when school is not in session by checking out a key with the building principal. The staff member will be instructed in the use of the alarm system.

April 14, 1988

### **VII. Absences**

1. All certified employees shall comply with provisions of the Master Contract.
2. Immediately upon return to work each employee must complete a report for his service record listing the reason for absence. This report must be turned in to the Principal who will forward it to the Superintendent.

#### **3. Conferences**

The Board of Education is aware of the value of staff members attending professional workshops, conferences, and meetings. The faculty is encouraged to attend such meetings, but use discretion in choosing which workshops to attend.

- a. Employees desiring to attend professional meetings and conferences at corporation expense must first seek approval in writing from the building principal. If approved by the principal, the written request will be sent to the Superintendent and the Board of Education for their approval.
- b. The Superintendent shall have the authority to permit employees to attend one-day conferences and meetings at his discretion. Conferences or meetings that

require an employee to stay overnight or out of state must be approved by the Board of Education.

### **Conference Guidelines**

The importance of outstanding classroom attendance, by each professional staff member, cannot be overemphasized. Therefore, staff members are encouraged to attend professional meetings during the summer months or weekends whenever possible.

Requests will be considered on the value of attendance to the School Corporation. Normally, one member of the faculty will be granted approval unless the need for greater attendance can be substantiated. When more than one member attends, the corporation will normally pay reimbursement for one vehicle and lodging is normally expected to be shared by members of the same gender.

### **General Guidelines**

1. Preference will be given to conferences, which are reasonably close.
2. There should be a definite plan to use the information and to share such with the staff and the Board.
3. Preference will be given to academic areas over athletic workshops.
4. Normally a teacher shall attend no more than two days of workshops annually.
5. Serving on a North Central Association Evaluation Team will not count as a conference leave.
6. Special consideration will be given to those presenting a program as part of a conference.
7. Conference request should be submitted at least twenty (20) days in advance of the event.

### **Conference Priority List**

1. Within budget limits.
  2. Teacher that has students participating in a conference or workshop.
  3. A teacher that is serving as a presenter at a conference. To serve as a delegate is not a part of this item.
  4. Plans develop to benefit the educational process of the School Corporation, department or grade level, or individual subject matter or classroom.
  5. First filed – first recognized after items one (1), two (2), three (3), and four (4).
- February 27, 1986

## **VIII. In-Service**

1. All instructional personnel employed in the West Central Schools are expected to keep themselves informed concerning instructional improvement through membership in professional organizations, professional study, participation in in-service training programs, school visitation, etc.
2. It shall be the responsibility of the administration, and department heads to survey needs, make recommendations, and provide in-service training as needed and as funds are available.
3. Teachers are expected to participate in in-service, curriculum or other professional improvement meetings. To help eliminate scheduling conflicts such meetings will be scheduled well in advance.

**IX. Retirement**

All teachers in Indiana for the first time are required by law to have membership in the Indiana State Teachers Retirement Program. The employer will pay the required teacher's contribution.

**X. Outside Employment**

A teacher shall not engage in outside employment that may reflect unfavorably upon the teaching profession or hinder his/her performance in the classroom.

**XI. Resignation**

A written resignation shall be filed with the Superintendent at least 30 days prior to the effective date of resignation.

**XII. Vacancies and Transfers**

1. Vacancies: The Superintendent shall post in each building a list of announced vacancies for the present or coming year as they occur. Teachers already employed by the corporation will be given first consideration in the filling of the vacancy. For purposes of this paragraph, first consideration shall mean the granting of an interview.
2. Transfer: Transfer is defined as a change in teaching assignment. Teachers may apply for a transfer to be effective during the current school year or the next year, submitting such request in written form to the principal and superintendent stating reasons for wanting a transfer. The appropriate building principal and the superintendent will make the final decision.
3. Request: Vacancies and Transfers may be requested on the prescribed form. A copy of the Vacancies and Transfers Request Form may be acquired in the Principal's Office or the Central Administrative Office. Teachers desiring to state their position in greater explanation may use separate sheets of paper.

Revised: December 21, 1993

**XIII. Contracts**

1. Contracts, when signed, should be respected by both parties and dissolved by mutual consent.
2. Contract Renewal: The Board of Education will take action to re-employ or not to re-employ teachers in a scheduled school board meeting.

Revised: December 21, 1993

**XIV. Communications with the Board**

Staff members shall channel all official school business to the Board of Education using the chain of command.

**XV. Field Trip and Tour Policy**

The Board of School Trustees of the West Central School Corporation encourage field trips and tours when they can significantly augment and enrich classroom instruction and make classroom centered learning more relevant to life.

Field trips taken on school time shall be limited to those specifically related to classroom instruction and regularly scheduled co-curricular or extra-curricular activities.

Field trips or tours arranged as a reward for participating in contests, for general cultural betterment, etc. shall be planned in a manner which prevents interference with class activities or professional meetings.

All trips taken during a regular scheduled school day must be under direct supervision of a certified educator and/or responsible adult supervisor approved by the principal. Adequate supervision and safety precautions are to be part of the planning process. In so far as possible, the opportunity for participation should be non-discriminatory economically.

The Principal and Superintendent will approve requests for field trips. Whenever possible and practical the Board of School Trustees will provide transportation for curricular related field trips taken on school time. Administrative criteria to be considered in approving or disapproving a field trip request include the following:

1. The educational value of the trip.
2. Supervision and safety of students.
3. Parental permission.
4. Medical information and parental authorization for administration of medication.
5. That all trips and arrangements for them have advanced approval of the building principal.
6. That extended field trips (those of over-night duration) have advanced approval of the Board of School Trustees.
7. The personnel of the West Central School Corporation are extremely proud of the student body. It is especially gratifying when students gain favorable area, district and state wide recognition. There will be times when the sponsor will be unable to accompany a student or group of students to a particular overnight contest or conference. In such cases the School Corporation will reimburse a parent or guardian, in the absence of the sponsor, for the housing and/or transportation so that the student or students can attend such an educational experience. The arrangements shall be approved by the building principal and superintendent.

April 25, 1996

**XVI. West Central Rise Model** (Located on the webpage)

Revised: 2015

**XVII. Substitute Teachers**

A substitute teacher shall be compensated at the rate established per day of service by the Board of School Trustees. In accordance with state regulations, substitute teachers shall be limited to 15 days consecutive service in one position. If such a substitute teacher is to serve for an extended period of time, longer than 15 continuous days, for the same teacher then the substitute teacher will be issued a Temporary Contract or be approved as a permanent substitute.

## **XVIII. Reduction in Force**

Recognizing that it is the responsibility of the Board to supply a quality education to all students through employment to the best qualified staff at all times, the following policy shall be in effect should it be necessary to reduce educational programs, curricula, and/or certified staff due to financial difficulties.

Prior to commencing action to terminate teachers' contracts due to a Reduction in Force, the Board of Education will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Leaves
5. Cancellation of teachers' contracts for other statutory reason(s)

Should it be necessary to reduce the number of certified personnel, the Board, upon the recommendation of the Superintendent, shall determine the curriculum area(s) to be affected through a reduction of force. The Superintendent has the responsibility to determine the personnel whose services shall be terminated. The Superintendent shall follow the appropriate procedures to contact cancellation of such personnel.

### **Reduction in Force—Procedure**

#### **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 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 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
4. Highly Effective

Teacher effectiveness will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at this school corporation.

In cases where the teachers' effectiveness categories are the same, the administrator will weigh the following factors before making a determination as to which teacher(s) shall be subject to the non-continuance or cancellation:

1. The numerical rating of the teachers' evaluation
2. The academic needs of the students in the school corporation
3. Current instructional leadership roles
4. Degrees earned

5. Credit hours earned
6. Teaching experience
7. Any other relevant factors

If the teaching content area being reduced has only established teachers assigned to the area, the above guidelines apply to these teachers in the following manner:

- a. Teachers who obtained semi-permanent tenure status as of July 1, 2012 will be considered for reduction prior to the teacher described in number 2 below.
- b. Teachers who obtained permanent status as of July 2, 2012.

Those established teachers with permanent status who are licensed in another content area cannot be subject to the reduction in force if these established teachers are able to replace a probationary, a professional, or an established, semi-permanent teacher in the licensed area.

### **Recall**

Teachers whose contracts were non-continued and/or cancelled and who received a rating of Highly Effective or Effective will be considered for re-hire before new applicants are given consideration. Teachers will remain on the recall list for a period of two years or until offered a teaching position, whichever is sooner.

Updated August 2, 2018

### **XIX. Student Teachers**

West Central School shall accept a reasonable number of student teachers.

1. A supervising teacher should hold a Master's Degree and have at least three years teaching experience.
2. No teacher should supervise more than one student teacher during any school year.

After the supervising teacher's services are engaged, the Superintendent shall send approval to the college.

### **XX. Teacher Appreciation Grants**

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

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

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

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

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

Legal Reference: I. C. 20-43-10-3.5

Adopted: September 2, 2021



## CHAPTER V - NON-INSTRUCTIONAL STAFF

### I. Policy Applying To All

1. Communications with the Board of Education: Communications with the Board of Education shall be channeled through the building principal, to the Superintendent, and then to the Board of Education.
2. Workman's Compensation: Workman's compensation shall be paid for all non-instructional personnel.
3. Bereavement Leave: Up to five (5) consecutive school days of absence, without loss of pay, commencing no later than the day after death, shall be granted all non-instructional staff members for a death in the immediate family, to wit: parent, siblings, child, grandchild, spouse, son-in-law, daughter-in-law, parent of spouse, grandparent, grandparent of spouse, sibling of the employee's spouse, husband or wife of an employee's sibling, husband or wife of a spouse's sibling, or a person who has been living as a regular member of the household of the staff member.

December 15, 2005

4. Funeral Leave: Up to two (2) consecutive calendar days of absence, without loss of pay, will be granted to attend the funeral of a relative, outside the immediate family, to wit: aunt, uncle, niece, nephew, first cousin to the non-instructional staff member, or the aunt, uncle, niece, nephew, first cousin of sibling of the non-instructional staff members spouse.

June 13, 1996

5. Benefit Programs: Employees of the school corporation employed 17.5 hours or more per week, are entitled to participate in the corporation sponsored medical insurance program and Section 125.

October 13, 1994

- a. Insurance: All employees are encouraged to carry adequate medical insurance. Non-certified employees that desire to participate in the corporations group sponsored medical insurance program will have corporation contributions toward the premium based on the Administrative Handbook.

1

Revised: March 3, 2022

- b. Life Insurance: All but \$1.00 of a group life insurance policy in the face amount of \$30,000.00 with double indemnity for accidental death shall be paid for by the school corporation. This policy applies to all employees working a minimum of 17.5 hours per week except for cafeteria personnel working a minimum of 10 hours per week.

Adopted: May 18, 2006

6. Sick Days: Non-certified staff members may use annual sick leave when absent from work due to personal illness or quarantine without loss of compensation. Sick leave days may also be used for the employee's medical or dental appointments, illness of a spouse, child, and parent of the employee or a person who has been living as a regular member of the household of the employee. Sick leave days may be taken in one-half day units.
7. Due Process: The West Central School Corporation support staff members shall be allowed the due process rights afforded to said staff members under federal and/or state laws.

February 24, 1994

## **II. Secretaries, Assistant Treasurers and Treasurer**

1. School building secretaries shall be under the direct supervision and be responsible only to the building principal.
2. School building extra-curricular treasurer is responsible for the receipt and disbursement of all building monies to include food service funds and shall be bonded.
3. Central office secretary shall be under the direct supervision and be responsible only to the Superintendent.
4. Treasurer and assistant treasurer of the School Corporation are individuals appointed by the Board of Education. The Treasurers of the School Corporation shall be under the supervision of the Superintendent, and perform such duties as he may direct. They shall be bonded. (See Chapter 1, Section IV, Paragraph C, Subheading 1)
  - a. Work Load: The work load of the secretary shall be that specified by the Principal or Superintendent. The secretary's hours of employment shall be specified in her contract.
  - b. Transfers: The transfers of a secretary shall be made only upon the request and approval of the secretary and Principal or Superintendent involved.
  - c. Cause of Dismissal: Secretaries shall be dismissed for incompetence, dishonesty, unreliability, etc. Causes of dismissal shall be made in writing when requested and presented to the Superintendent and to the school board for their final decision.
  - d. Sick and/or Personal Leave:
    1. Each secretary employed for 12 months shall be granted 7 days of annual leave for either sickness or personal business. (A maximum of two (2) days for personal leave.)
    2. Each secretary employed for less than 12 months shall be granted 5 days of annual leave for either sickness or personal business. (A maximum of two (2) days for personal leave.)
    3. Sick or Personal leave may accumulate up to 200 days for twelve (12) month employees and 200 days for those employed less than 12 months.
  - e. Vacations: Each secretary employed for twelve (12) months shall be granted 10 days annual vacation after completion of the first contract. After three years' service this will be changed to 15 days annually. In all cases this must be scheduled in advance with the Superintendent.
  - f. Outside Employment: Other outside employment should not conflict with the character or reputation of the employee.
  - g. Salary: The salary shall be based upon training and experience and approved by the Board of Education.

July 9, 2015

## **III. Instructional Assistants**

1. Qualifications for Employment: The instructional assistant shall be a graduate of a high school with computer skills.
2. Duties and Responsibilities: (Job Description) The instructional assistant shall be under the supervision of the principal. They shall be assigned to teachers and perform such duties as the principal or teacher may direct.

3. Work Load: The work load shall be that specified by the principal. The hours of employment shall be specified in the contract.
4. Transfers: Transfers of instructional assistants may be granted with the approval of the instructional assistant, principal and superintendent.
5. Cause of Dismissal: An instructional assistant shall be dismissed for unreliability, incompetence, or lack of ability to perform her assigned duties in an efficient manner. The principal shall present causes of dismissal to the Superintendent, and to the school board for their final decision.
6. Salary: The salary shall be set by the Board of Education.
7. Sick and/or Personal Leave:
  - a. Each instructional assistant shall be granted five (5) days of annual leave for either sickness or personal business. (A maximum of two (2) days for personal leave.)
  - b. Personal business days must be taken in half day units and be approved by the building principal in advance.
  - c. The sick and personal leave days may accumulate to a total of 200 days.

July 9, 2015

#### **IV. Custodians**

1. Qualifications for Employment: The custodian shall be dependable and able to conduct janitorial duties. Consideration will be given for previous, similar employment.
2. Duties and Responsibilities: (Job Description) The custodians shall be under the direct supervision of the director of maintenance. Their duties and responsibilities shall be assigned by the principal.
3. Work Load: The work load of the custodian shall be that specified by the principal. The custodian's hours of employment, not to exceed forty (40) hours per week, shall be specified in their contract.
4. Transfers: Transfers of custodians shall be made only upon the approval of the custodian, principal and superintendent.
5. Cause of Dismissal: Custodians shall be dismissed for unreliability, incompetence, or failure to complete work assignments in a satisfactory manner. Cause of dismissal shall be made in writing when requested, presented to the Superintendent, and to the Board of Education for their final decision.
6. Sick and/or Personal Leave:
  - a. Each custodian contracted for twelve (12) months shall be granted seven (7) days of annual leave for either sickness or personal business. Sick or personal leave may accumulate to 200 days; a maximum of two (2) days may be used for personal leave in any one school year.

June 7, 2001

- b. Each custodian contracted for less than twelve months shall be granted five (5) days of annual leave for either sickness or personal business. Sick or personal leave may accumulate up to 200 days; a maximum of two (2) days for personal leave in any one school year.

July 9, 2015

7. Vacations: Each custodian employed for twelve (12) months shall be granted ten (10) days of annual vacation with the approval of the building principal and Superintendent, and not prior to the completion of the employee's first contract. After

three years' service this will be changed to 15 days annually for the director of maintenance and assistant director of maintenance.

March 3, 2022

8. Outside Employment: Other outside employment should not conflict with the character or reputation of the employee.
9. Salary: The salary shall be based upon experience and approved by the Board of Education.

## **V. Bus Drivers**

1. Qualifications for Employment: The bus driver shall be a person that is dependable, reliable, and that will be concerned for the safety and welfare of the pupils on the bus. The driver must have knowledge of good operation of machinery, must pass the Public Passengers License, must pass the performance standards and measurements for determining the physical ability necessary for a person to be a school bus driver and remain fully qualified. The School Corporation will pay for the driving test and reimburse the individual to an amount not to exceed \$100.00 for the physical examination.
2. Duties and Responsibilities: (Job Description) The bus driver shall be under the supervision of the principal and Superintendent. Their hours of work, assigned routes, etc. shall be determined by the building principal and Superintendent.
3. Work Load: The work load of the bus driver shall depend upon the length of the route assigned, and the time set for arrival and departure from the school building.
4. Transfers: Transfers of a driver from one route to another shall be made upon the recommendation of the principal or Superintendent.
5. Sick and/or Personal Leave: Bus drivers will be provided with five sick and/or personal business days per year; a maximum of 2 days for personal leave may be used in any one school year. Unused sick and/or personal days may accumulate to 200 days. The driver is responsible for signing a prescribed form indicating the usage of the day, the date, and the substitute driver's name.

July 9, 2015

6. Cause of Dismissal: Bus drivers may be dismissed for failure to drive in a safe manner, failure to keep the bus clean, failure to be punctual on arrival and departure from the school, failure to perform proper care and maintenance of the bus, or failure to follow the laws and regulations of the state.
7. Salary: The salary shall be determined upon a base pay and the number of miles driven from the time the first student is picked up until arrival at school. The rates of pay shall be set by the Board of Education.

## **VI. Cafeteria Personnel**

1. Qualifications for Employment: An employee hired for the cafeteria shall be clean and neat in appearance. Consideration shall be given to those applicants that have previous experience as a cook.

July 22, 2004

2. Duties and Responsibilities: (Job Description) The cafeteria personnel shall be under the direct supervision of the food services director.

3. Work Load: The work load of the cafeteria personnel shall be that specified by the principal. Their hours of employment shall be specified in their contract.
4. Transfers: Transfers of cafeteria personnel shall be the responsibility of the Administrative Staff and the employee concerned.
5. Cause of Dismissal: Cafeteria personnel may be dismissed for health reasons, for incompetency, or failure to complete work assignments in a satisfactory manner.
6. Salary: The salary shall be based on experience and assignment and the Board of School Trustees will set it.
7. Sick and/or Personal Leave: Each cafeteria employee shall be granted five (5) days of annual leave for either sickness or personal business. (A maximum of two (2) days may be used for personal leave.) The sick and personal leave days may accumulate to a total of 200 days.

July 9, 2015

## **VII. School Nurse**

1. Qualifications for Employment: The nurse shall be licensed.
2. Duties and Responsibilities: (Job Description) the school nurse shall work under the supervision of the principal.
3. Work Load: The work load shall be that specified by the principal. The hours of employment shall be specified in her contract and she shall divide her time among the schools.
4. Cause of Dismissal: A school nurse shall be dismissed for unreliability, incompetency, or lack of ability to perform her assigned duties in an efficient manner. The principal shall present causes of dismissal to the Superintendent, and to the school board for their final decision.
5. Sick and/or Personal Leave: The school nurse shall be granted seven (7) days of annual leave for either sickness or personal business. Sick or personal leave may accumulate 200 days; a maximum of two (2) days may be used for personal leave in any one school year.

July 9, 2015

Salary: The salary shall be set by the Board of Education.

## CHAPTER VI – STUDENTS

### I. Residence Policy

These procedures establish the criteria under which students will be classified as residents or nonresidents of the school corporation.

1. "Residence" as the term, or any of its variations (e.g., "resided"), is used in the context of these procedures, means the place where an individual has his or her principal and permanent home, at which he or she remains when not called elsewhere for labor, studies or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence and a residence cannot be lost until another is gained.
2. A person shall be classified as a "resident student" if he or she resides in the school corporation. "Resident student" means legal settlement has been established within the school corporation, transfer tuition will not be assessed and expulsion will not be sought.
  - a. The residence of an unemancipated person follows that of the parents or of a legal guardian who has actual custody of such person. In the case of divorce or separation, the custodial parent's residence determines the status of the student unless a court order or written agreement provides evidence to the contrary.
  - b. If an unemancipated student moves independent of his or her parents from another school corporation for any purpose including for the primary purpose of attending school here, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, but only upon the basis of a legally appointed guardian's residence, if the student is living with the guardian.
  - c. An exception to b. above, is when the student's parents are unable to support the student and the student does not reside with the parent.
  - d. A student will be classified as a resident student if his or her presence in the school corporation results from the establishment by his or her parents of their residence within the school corporation.
3. The foreign citizenship of a person shall not be a factor in determining resident student status of such person.
4. A student moving into the school corporation must show by clear evidence that he or she is a resident of the school corporation at the time enrollment is sought. The following factors will be considered relevant in evaluating whether a student is a resident student in the school corporation. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more require a finding of nonresident status. All factors will be considered in combination.
  - a. The residence of a student's parents or guardians.
  - b. Utility bills – dated within the last 8 weeks.
  - c. To whom a student or parent pays his or her taxes, including property taxes.
  - d. The county in which a student or parent's automobile is registered.
  - e. The address shown on the student's or the parent's driver's license.

- f. Where the student and parent/guardian are registered to vote.
  - g. The residence claimed by the student or the parent on loan applications, federal income tax returns, and other documents.
  - h. The facts and documents pertaining to the person's past and existing status as a student.
  - i. Parents' tax returns and other information.
  - j. Student's tax returns, particularly when emancipation is claimed.
5. Where a person pays taxes and votes does not in itself establish residence, but will be considered for such purposes.
  6. The school corporation may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
  7. A student or prospective student and/or parent/guardian who shall knowingly provide false information, shall refuse to provide, or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the school corporation, as well as to such other punishment which may be provided for by law.
  8. When a residence lies in two distinct and separate school districts, the parents shall designate the school district of legal settlement by enrolling their children in the school of one of the two districts.

1<sup>st</sup> Reading: October 7, 2021

2<sup>nd</sup> Reading: November 4, 2021

## **II. Entrance Requirements**

1. Children are required by law to attend school from the age of seven (7) until they are eighteen (18) years of age. A physical examination is expected of each child entering kindergarten or the first grade. It is expected that the child will be immunized for polio, diphtheria, tetanus, whooping cough, hepatitis B, and measles.  
Legal Reference: IC 20-8.1-7-9.5  
Revised: August 5, 1999
2. Kindergarten: A child entering Kindergarten shall be five years of age on or before September 1<sup>st</sup> of the year enrolling. The child must be enrolled within the first 10 days of school. A birth certificate must be presented at the time of enrollment.  
August 4, 2005  
Legal Reference: IC 20-43-5-4  
Revised: September 5, 2019
3. First Grade: The child must be six years of age on or before August 1<sup>st</sup> on the year of enrollment. If a child has not attended any kindergarten program prior to school entrance, the local superintendent shall decide whether or not to place the child in kindergarten or first grade.  
July 10, 2008
4. Grades 2-12:
  - a. A new student must present evidence of having been promoted to the grade in which the student enrolls.
  - b. Students establishing residence in the West Central School Corporation following expulsion from school in another district shall not be permitted to enroll after the

first ten days of any semester and then only after their case has been reviewed by the principal.

Revised: October 21, 1993

5. Early Entrance Requirements: Any child who attains the age of five (5) on or before September 1 for the school year will be admitted to the kindergarten program of the West Central School Corporation. If the child is younger than 5 years and the parent/guardian(s) of the child wish to enroll the child in the kindergarten program they may submit an application to the Superintendent for consideration. Such application should be made no later than ten (10) days prior to the first day of school. The Superintendent will make the determination of whether the child will be admitted to the kindergarten program.

In evaluating the early admission application(s), the Superintendent will base his/her decision on the following:

- a. Whether or not there is space in the kindergarten program at the school that 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 Prime Time teacher-pupil ratio to be exceeded. If there are more applicants than the number of spaces available and it is determined that an excess number of applicants qualify for early entrance than space available, the determining factor for acceptance shall be the birthdate of the child; children with birthdates closest to the September 1 cutoff date will be admitted to the kindergarten program. If no space is available, or if it is determined that it is not in the best interest of the school or the children to admit additional students, no early entrance application(s) will be accepted.
- b. Any and all information submitted by the parent(s)/ guardian(s) of the child with the application. Such information should include age equivalent scores 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. 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 should be tested prior to the application being submitted. The parent(s) or guardian(s) must assume all costs for the assessment. The Superintendent shall not make his/her determination based upon only one single test score.
- c. Whether early entrance is in the best interest of the child. A child coming into the school corporation from an out-of-state kindergarten program (public or private) or an in-state kindergarten program (public or private) and who does not meet the Indiana state age-eligibility requirements, should be admitted to the kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.  
The Superintendent shall advise the parent(s)/guardian(s) of his/her decision in writing and send it to them by certified mail.  
The Superintendent, or his/her designee, may develop an application form for early entrance to aid him/her in the process of making his/her determination.

Legal Reference: IC 20-33-2-7

Adopted: August 4, 2005

Revised: September 5, 2019



6. Home School to Public School: Students desiring to attend the West Central Schools after attending a private/home school will be required to take a series of tests in order to determine the appropriate grade placement. The personnel of the West Central School Corporation will administer the tests. Credits towards graduation will be accepted from private/home schools that are accredited by the North Central Association. (Forms are contained in the Administrative Handbook)

April 23, 1987

7. Transfers: The Superintendent shall rule on all transfer requests.
8. Non-Resident Student Admission: The Board of School Trustees recognizes that a child must be a legal resident of the West Central School Corporation in order to attend its schools. The Board further recognizes that extenuating circumstances often arise and there are justifiable reasons to allow admission to a non-resident student.

Therefore, if a parent, guardian, or custodian of a student who does not reside in the West Central School Corporation requests the enrollment of their child, the following will be considered:

- a. Non-resident enrollment is for educational reasons, not athletic.
- b. Non-resident student is in good standing in their resident school corporation (suspended or expelled students will not be accepted)
- c. Parent agrees to provide transportation to and from school
- d. The board will establish dates for accepting requests for transfers annually. The dates will be published on the corporation's website and reported to the IDOE. I.C.20-26-11-32(f) requires the board to annually establish and advertise the capacity to accept transfer students at each grade level.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy. Written procedures and forms appear in the Administrative Handbook.

It is the intent of the Board that all applicable policies and laws shall be strictly enforced in regard to student transfers.

Adopted: July 11, 2013

### **III. Student Evaluation**

1. Report Cards: Report cards are sent home with students every nine weeks in grades Kindergarten through 5th. Student grades are determined from test scores, daily assignments, completion of all required work, etc. Parents are required to sign and return report cards promptly.
2. Grading System: The following symbols are used in:
  - a. Kindergarten and Grade One
    - + indicates-Mastered or at Standard
    - ✓ indicates-Progressing toward Standard
    - indicates-Below Standard
    - \* indicates-Not Evaluated at this time
  - b. Grades Two through Five - The following symbols will be used in Music, PE, and Art.
    - S indicates-Satisfactory
    - N indicates-Needs Improvement
    - U indicates-Unsatisfactory

- c. Grade Two: The following symbols will be used "S," "N," and "U" in Science/Health, Social Studies, and Penmanship. Letter grades will be given in Math, Language Arts, and Spelling.
- d. Grades Three and Four: The following symbols will be used "S," "N," and "U" in Penmanship. Letter grades will be given for Science/Health, Social Studies, Math, Language Arts, and Spelling.
- e. Grade Five: Will use letter grades for Science/Health, Social Studies, Language Arts, and Math.
- f. Grades 2-12: Will use the following scale to determine letter grades.
 

100	-	A+	84-80	-	C+
99-96	-	A	79-74	-	C
95-94	-	A-	73-70	-	C-
93-92	-	B+	69-67	-	D+
91-87	-	B	66-63	-	D
86-85	-	B-	62-60	-	D-
59-0	-	F			

Revised: July 9, 2015

#### Weighted Grading Scale – Grades 9-12

Beginning with the Class of 2010 weighted grades would start. This will allow a class to begin their high school career with weighted grades.

Recommended courses to be weighted are AP courses and Honors Courses.

Currently, the courses would be Calculus AP, Chemistry AP, English 9 Honors, English 10 Honors, English 11 Honors, and Composition/Advanced Composition, Honors Algebra, Honors Algebra II, Honors Geometry and Pre-Calculus. Other courses might be recommended later.

The weight for these courses would be 1.2

#### Examples:

A+	12	x	1.2	=	14.4
A	11	x	1.2	=	13.2
A-	10	x	1.2	=	12.0
B+	9	x	1.2	=	10.8
B	8	x	1.2	=	9.6
B-	7	x	1.2	=	8.4
C+	6	x	1.2	=	7.2
C	5	x	1.2	=	6.0
C-	4	x	1.2	=	4.8
D+	3	x	1.2	=	3.6
D	2	x	1.2	=	2.4
D-	1	x	1.2	=	1.2
F	0	x	1.2	-	0.0

- a. A teacher may give an incomplete, which must be made up within the first two weeks of the next grading period at which time a grade shall be assigned. Incompletes not made up by the end of two weeks will be recorded as zero. An incomplete should be given only in an emergency situation such as illness.
- b. Computerized grade reports will be given to the students at the end of the fourth week of the grading period. Students receiving a grade of C- or below in a course will have a copy of that grade report sheet mailed home. Report cards will be given to the students at the end of the nine weeks grading period.

- c. Repeating Courses for the purpose of changing the GPA – Students may repeat a course for the purpose of changing a grade if the required grade to advance to the next course was not earned and/or a C- earned in any class. Both grades will be printed on the transcript, but only the highest grade will be calculated into the GPA.

Revised: July 9, 2015

#### **IV. Classification of Students**

High school students are based upon the year they enrolled in high school with the expectation of graduating in four years.

Revised: July 9, 2015

#### **V. Student Retention Policy/Grades 1-8**

Retention of students is something that must not be taken lightly. Some steps must be instituted to make sure that retention of students is in the best interest of that student. These guidelines must be followed to insure that the retention will benefit the child.

1. The child must benefit from another year in the same grade.
2. Grades on the report card must show the need.
3. Parents are to be notified in writing if the child's promotion is in danger at the close of the second term and a conference held.
4. Parents of students who enroll during the third or fourth term, or students who show a drastic decline in academic achievement, will be notified as soon as the teacher suspects a retention is possible.
5. At the end of the third grading period, another conference will be held with the parents, teacher, and principal for those still under consideration.
6. Two weeks before the end of the school year, the teachers will make their final recommendations to the principal.
7. Students not meeting the Department of Education standards on the ISTEP results are expected to attend summer school, be retained, or considered for a waiver by the school principal and the superintendent. Towards the end of the summer school experience the student will be expected to successfully pass an appropriate academic assessment. Successful results on the test will qualify that student for promotion to the next grade level. Unsuccessful results will cause the student to be retained or considered for a waiver. The educational well-being of the student is of the utmost importance in any decision that is reached.

October 27, 1988

8. At the discretion of the principal, students that have not performed adequately in the area of academics during the school year may be required to attend summer school or risk the chance of being retained. Flexibility will exist in the placement of all students in the various remediation classes or in substituting students in the ISTEP classes.

June 14, 1990

9. In no case is a student to be retained solely for athletic purposes.
10. The principal has the final decision on the grade placement of the child.

January 26, 1984

11. Follow 511 IAC 6.2-3.1-3 as it pertains to I Read/retention

#### **VI. Graduation Requirements**

All students must complete the local requirements for graduation:

- a. Preparing for College & Careers
- b. Prerequisite earned grades

All students are required to take six subjects per semester. These subjects should enable the students to have the broad background that is so very essential in the highly competitive world. This allows academic, and career and technical courses to be taken at the same time, which is also often very desirable.

The decision to “opt-out” of the Core 40 diploma will be made no earlier than the end of the junior year unless a case conference committee makes this decision. Parents must be informed of the student’s desire to opt-out of the Core 40 diploma requirements. Indiana Department requirements will be followed during the opt-out decision.

All students will be required to take and pass all mandated Indiana Department of Education exams, tests, standardized test, etc. If a student is not successful in passing, any waiver offered by the Indiana Department of Education may be applied for if qualifications are met.

Course and Credit Requirements	
English/ Language Arts	<b>8 credits</b> Including a balance of literature, composition and speech.
Mathematics	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
Physical Education	<b>2 credits</b>
Health and Wellness	<b>1 credit</b>
Electives*	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

**C•RE40 with Academic Honors***(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    - 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    - 2. 2 credits in AP courses and corresponding AP exams,
    - 3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

**C•RE40 with Technical Honors***(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - 1. State approved, industry recognized certification or credential, or
  - 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information–Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

## Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- 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.

### Course and Credit Requirements (Class of 2016 & Beyond)

<b>English/Language Arts</b>	<b>8 credits</b> Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b> 2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
<b>Science</b>	<b>4 credits</b> 2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
<b>Social Studies</b>	<b>4 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b> Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
<b>Flex Credit</b>	<b>5 credits</b> Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b> Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

### 40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

(Updated Dec., 2011)

- a. Credits towards graduation will be accepted from private/home schools that are accredited by AdvancEd. West Central Graduation/Commencement guidelines will be followed as follows:

## GRADUATION – COMMENCEMENT 2000 GUIDELINES

Classification	Credits Earned	Graduation Qualifying Exam/Waiver	Diploma	Certificate of Completion	Ceremony	Award
Regular Ed	40 or More	Passed/Granted	Yes	No	Yes	Diploma
Regular Ed	40 or More	Failed/Denied	No	Yes	Yes	Certificate
Regular Ed	Less than 40	Passed/Granted	No	No	No	None
Regular Ed	Less than 40	Failed/Denied	No	No	No	None
Special Ed	40 or More	Passed/Granted	Yes	No	Yes	Diploma
Special Ed	40 or More	Failed/Denied	No	Yes	Yes	Certificate
Special Ed	Less than 40	Passed/Granted	No	No	No	None
Special Ed	Less than 40	Failed/Denied	No	No	No	None
Special Ed (non-diploma track)	IEP Completion	Did Not Take/ Failed/Denied	No	Yes	Yes	Certificate

- b. Students failing to qualify for graduation with their class, but who complete the requirements and qualify thereafter, may be issued diplomas upon completion. Students must meet all requirements for graduation in order to participate in a ceremony.
- c. Students are required to successfully complete four years of study. Any unusual circumstance that requires special consideration will be evaluated by the high school principal. The principal shall determine eligibility and make recommendations to the Superintendent for final approval.
  - NOTE: With approval, a student may enroll in government before completing three years of attendance in high school.
- d. In addition to the minimum course requirements prescribed in 511 IAC 6-7-6, courses counting toward an academic or technical honors diploma are specified.

Revised: June 2, 2016

- e. Students that are classified as special education (non-diploma track) may participate in a commencement ceremony after attending four (4) years of high school and return to school the following school year(s). A student may only participate in one (1) commencement ceremony.

April 28, 2011

### **VII. Postsecondary Enrollment Program**

The West Central School Corporation policies governing post-secondary enrollment program as described under Title 511 State Board of Education are listed below:

Revised: October 21, 1993



1. The school will assume responsibility to inform students in grades 10 and 11 of the postsecondary enrollment program. This notification will occur prior to February 1 of each year
2. Each student who intends to enroll in an eligible institution under the program will notify the principal by March 1 of each year.
3. School eligibility for the program will be determined by the school principal. The principal shall make a determination by April 1 of each year. **An eligible institution and the school corporation of the student who is enrolled at the eligible institution must enter into a contract for dual credit. Such agreement must provide the terms and conditions under which the school corporation will award credit to the student for courses successfully completed at the eligible institution and the eligible institution will award credit to the student for successfully completed courses.**
  - a. To be eligible for the program the student must have successfully completed the highest level of the offerings in one of the following course areas:
    1. Mathematics
    2. Science
    3. Language Arts
    4. Foreign Language
    5. Social Studies
    6. Technical/Vocational Major

The student must be enrolled and maintain a status of full-time student.
  - b. Secondary credit will be granted for only the courses which come from the six academic areas of Mathematics, Science, Language Arts, and Foreign Language, Social Studies or a Technical/Vocational area. Upon review of the course (s) description the high school counselor will make a recommendation to the principal regarding approval of the course (s) for secondary credit.
4. Failure to successfully complete a course (s) could result in a student not being granted a high school diploma.
5. Credits earned at a postsecondary institution will be placed on the student's high school transcript with a footnote explaining where the credit was earned.

Revised: June 2, 2016

## **VIII. Remediation Guidelines**

Students that fail a grade level may not demonstrate the same learning deficiencies. Therefore, a more individualized approach will be initiated in meeting the needs of retained students.

### **Planned Strategies for Implementation at Start of School**

1. The school psychologist may conduct an assessment of those students retained, providing recent testing has not been completed.
2. The school nurse will provide a routine physical to focus on hearing and visual deficiencies.
3. The attendance officer will compile an attendance record, noting the number of absences, tardies, etc. during the student's education.
4. Conferences will be held on a regular basis with the student and counselor. In addition, the student's teacher will meet periodically with the counselor discussing any changes needed in the student's behavior.
5. The Retention/Failure Intervention Committee will discuss and evaluate the data collected on the student to formulate an individualized approach to meet the needs

of the retained student. A written evaluation and remediation report will be presented to the receiving teacher in the fall semester.

### **Alternative Strategies That May Be Considered For An Individualized Remediation Plan**

1. Adult tutors
2. Group counseling with student/family/counselor
3. Basic skill remediation using alternate materials
4. Community mentors
5. Analysis of learning styles of each child and learning plan appropriately developed
6. Increased use of manipulatives
7. Integration of remediation techniques with all subject areas.

\*\* It is understood that not all strategies will be appropriate for all students.

### **West Central Currently Addressing Needs of Retained Students**

1. Prime Time
2. Title I
3. Adult Tutors and Peer Tutors
4. Remedial Reading
5. Juvenile Court Officials and School Attendance Officers
6. At Risk Programs

August 25, 1988

## **IX. Homework Policy**

Homework builds a bridge between children's lives in school and out of school. It is a tool that reinforces newly learned skills and encourages self-discipline.

Homework is an out-of-school assignment that is an extension of classroom instruction. There are three types: Practice (applying recently acquired learning in a direct and personal way), Preparation (obtaining sufficient background information for future discussion or lecture, usually reading of material on a specified subject), and Extension (aims at individual application, research, and study-might be an in-depth extension of classroom activities or independent project related to subject).

### **Statement of Purposes**

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To enhance responsibility, organizational skills, and orderly use of time.
3. To foster initiative and independence.
4. To link school activities and leisure interests and career goals.
5. To strengthen the relationship between school and home.

A cooperative effort among teachers, students, and parents must be maintained for homework to be a learning experience. The following role suggestions may be helpful:

### **Teachers' Role**

1. Homework assignments should be specific, clear and concise.
2. Homework should include activities that have direct application to classroom studies.
3. Teachers should develop procedures for monitoring the completion of assignments.

4. Care and good judgement should be exercised by teachers to instill a positive attitude towards all homework.
5. At the recommendation of the teacher, parents should be notified if a student consistently fails to do homework assignments.

#### Students' Role

1. Students should clarify with the teacher any questions pertaining to the instruction before leaving class – its purpose, when it is due, and how it should be done.
2. Students should take home any materials and information needed to complete the assignment.
3. Students should learn to budget time.
4. With parental support and encouragement students should:
  - a. Set aside a special time in which to do the assignment.
  - b. Find a special place free from excessive noise and distractions in which to work.
  - c. Organize time so that assignments can be completed in a reasonable length of time.
  - d. Check carefully the completed assignments.

#### Parents' Role

1. Parents should provide a quiet, well-lighted place for their children to study and establish a regular "homework time".
2. Parents should encourage and support their children's efforts.
3. Parents should communicate with the teacher whenever their children have consistent difficulty with homework assignments.
4. Parents should encourage their children to seek help and ask questions of the teacher, when in doubt, about an assignment.

November 7, 1985

### **X. Curriculum**

1. Alignment: The West Central School Corporation endeavors to align its curriculum with the State Standards.
2. Drug Education: In keeping with IC 20-10.1-4-9.1 the corporation shall for students in grades Kindergarten through Grade 12 provide instruction concerning the effects that alcoholic beverages, tobacco, prescription drugs and controlled substances have on the human body and society at large.  
Revised: December 21, 1993
3. AIDS Instruction: The school corporation shall include in its curriculum instruction concerning the disease known as acquired immune deficiency syndrome (AIDS) and shall integrate this effort to the extent possible with instruction on other dangerous communicable diseases.  
Legal Reference: IC 20-10.1-4-10  
Revised: December 21, 1993
4. Breast and Testicular Cancer: The School Corporation shall include in the School Corporation's high school health education curriculum instruction regarding breast cancer and testicular cancer as adopted by the state board, including the significance of early detection of these diseases through monthly self-examinations and, in the case of breast cancer, a regularly-scheduled mammography.  
Legal Reference: IC 20-10.1-4-13  
Revised: December 21, 1993

5. Career Preparation: The Corporation will include in the school's curriculum for all students in grades K through 12, instruction concerning employment matters, work values and career opportunities.

Legal Reference: IC 20-10.1-4-12

Revised: December 21, 1993

6. Personal Finance: Indiana Code 20-30-5-19, as added by Public Law 154-2009 (House Enrolled Act 1591) effective July 1, 2009, requires Indiana accredited schools to include instruction concerning personal financial responsibility in the curriculum for all students in grades 6-12. To meet the requirements of the legislation, schools may (1) integrate instruction within the curriculum; or (2) conduct a seminar designed to foster overall personal financial responsibility.

Revised: June 25, 2009

## **XI. Media Center**

Students are encouraged to make use of the Media Center facilities for research information, pleasure reading and browsing.

1. The borrower will be held responsible for all material charged to him.
2. Any material to be taken from the Media Center must be registered at the circulation desk and returned promptly when due.
3. Questions pertaining to use of the Media Center should be directed to the Media Center staff.

## **XII. Transportation**

1. School Bus
  - a. Buses will not leave the roadway to pick up students unless it is necessary for the bus to make a turn-around.
  - b. School owned buses may be used for approved classroom field trips during the school day. Extra-curricular groups may use buses for approved school sponsored field trips by completing the School Sponsored Field Trip Form. Each building principal is responsible for all field trips and shall require all bus drivers to have Trip Form before going on trip. In all cases the groups are responsible for the cost of the driver.
  - c. There are occasions when a student desires to take a friend home from school for a visit and they desire to use the school bus as a means of transportation. The school corporation will cooperate in this situation providing the student follows the guidelines listed below:
    1. The student desiring to ride a different bus in order to accompany a friend home is asked to provide a note of approval signed by the parent or guardian to the Principal's office. The Principal will sign the note to indicate approval.
    2. Once the parent/guardian and the Principal have signed the note, it should then be presented to the driver of the bus that the student desires to ride.
    3. The bus driver will assign the guest rider a seat on the bus.
    4. Courtesy should prevail from all parties and it is expected that all other school bus rules will be followed.

Revised: October 21, 1993

2. Fan Bus Regulations
  - a. All students riding to an athletic contest on a fan bus are required to return on the fan bus unless the bus supervisor is contacted in advance by parents or guardians.

- b. A student who fails to comply with the rules and regulations for the fan bus will lose the privilege of riding the bus, and may be subject to disciplinary action.
3. Trip Guidelines For Students Participating in Activities:  
The West Central School Corporation expects that students, who are members of the participating group, ride the school bus/van to and from the out-of-town activity. Students will not be permitted to drive to or from the activity on their own. In cases of emergencies or conflicts, students who wish to be transported by their parents must have their parents make a request to the director in charge of the activity. Students requesting to ride with someone else's parents must also have their parents make a request to the director in charge. All requests should be taken care of prior to the trip. The principal must approve any exceptions to the guidelines in advance.
4. Student Driving  
The school feels a responsibility toward the student driver before and after school hours as well as during school hours. This includes driving to vocational class, work-based classes, and post-secondary classes. The high school has specific rules regarding student driven cars. These rules are for the protection of the person or persons riding in the car and the children walking to school. The Board of Education backs the high school rules with the following policy:  
Students must be properly licensed by the State of Indiana in order to legally drive a vehicle to and from school.
5. Transportation of Homeless Students. Follow I.C. 20-27

### **XIII. School Cafeteria**

1. Breakfast program shall be provided at the elementary, middle and high schools. The breakfast program is a non-profit operation; prices may be increased or decreased periodically as changes in commodity costs may require.
2. Hot lunch service shall be provided at all buildings. The hot lunch program is a non-profit operation; prices may be increased or decreased periodically as changes in commodity costs may require.
3. Hot lunches and breakfast may be furnished free to children of indigent families on the recommendation of the school principal. All others, including school employees shall pay for their lunches and breakfasts at prevailing prices.

### **XIV. Social Activities**

1. All students' social activities conducted by the school organizations shall be under the sponsorship, direction, and chaperonage of members of the school staff. All such activities shall be appropriate to the ages of the students participating, shall be consistent with sound educational and health practices, and shall not create unreasonable financial demands upon students.
2. Over Night Trips: Any activity involving an overnight trip must receive Board approval prior to the trip. The building principal, athletic director and superintendent will give approval for athletic overnight trips.
3. The activities connected with the Junior Senior Prom shall be limited to the school and its immediate community. If the wishes of the Junior Class are for the Prom to be held outside of the Corporation these plans must be approved by the Board of Education.
4. Dance Rules

- a. No drinking, use of tobacco, or illegal use of drugs will be allowed at any school dance. If any chaperone or faculty member discovers a violation, the parents and legal authorities will be called and school disciplinary action will be taken.
- b. Rowdy conduct will not be tolerated. West Central students are considered mature enough to control themselves in public.
- c. Anyone wearing outlandish dress, showing bad taste or uncleanness, will not be permitted to enter school dances.
- d. The approximate time of the dances will be 1-½ hours. Exceptions: Prom and Homecoming, or others previously approved by the administration.
- e. High School dances are restricted to the high school students and their approved registered guests.
- f. Students Sign Systems. High school students desiring to bring guests to a dance must register the person's name by noon on Friday prior to the dance. The West Central high school student becomes responsible for the conduct of his or her guest and must accept responsibility for any punishment brought about by the conduct of his or her guest.
- g. Students or guests leaving the building without authorization will not be allowed to re-enter.

**XV. Married Students**

Married students shall be treated like any other students in as much as school activities are concerned.

**XVI. Interscholastic Athletics**

The standards set forth by the Indiana State High School Athletic Association and the West Central Athletic Handbook shall be adhered to in detail in all inter-school athletic contests.

**XVII. Student Handbook**

The Board of Education and Superintendent approve the student handbook as utilized by the elementary school, middle school, high school and athletic department.

**XVIII. Student Attendance**

Principals are authorized to formulate and enforce reasonable rules and regulations, which shall promote good attendance and discourage unnecessary absence. The Board of Education and Superintendent support the attendance policy as stated in the annually approved student handbooks.

Whenever the Principal shall be of the opinion that the attendance record of any student is such as to be detrimental to the school, he may suspend such student in which case the parents or guardian and the Superintendent of Schools shall be notified immediately.

**XIX. Student Conduct and Discipline Guidelines**

1. Obedience to a properly constituted authority is an important part of citizenship training. Because of the position a teacher holds, every teacher is entitled to the respect of the pupils and obedience to reasonable rules and regulations. The teacher must see that proper respect, courtesy, and obedience are forthcoming from the pupil.

2. Principals in their schools and teachers in their classrooms are authorized and expected to formulate and enforce reasonable rules and regulations to provide good pupil discipline and obedience.  
Most cases of disobedience can be corrected without corporal punishment. However, when other methods of discipline have proven unsuccessful, corporal punishment may be used as a last resort. Corporal punishment must be reasonable and not administered with anger or malice. It shall only be administered by a certified staff member and a second staff member must be present in order to serve as a witness to this form of discipline. Such punishment shall not be administered in the presence of other children. A written report will be filed in the office of the Principal and a copy shall be sent home to the parent and the Superintendent.
3. Indiana courts consistently have held that a teacher acts in the place of a parent and that reasonable corporal punishment may be used when justified, and the fact that a pupil suffers hurt is not an indication that the teacher is brutal.
4. To be an effective school there must be a combination of good order and respect for the rights, privileges and safety of others. To attain these objectives, the governing body has established written rules and standards concerning student conduct, which are reasonably necessary to carry out or to prevent interference with carrying out the educational functions of the school. A copy of the discipline policy is distributed to each student and parent or legal guardian of each student.  
Any administrator, teacher or other personnel of the school corporation shall be authorized to take action in connection with student behavior, in addition to the actions specifically provided in the student handbook, when attempting to prevent or correct interference with school purpose. Specific forms of disciplinary action are:
  - a. Refer to counselor for problem solving;
  - b. Conference with a parent by phone or in person;
  - c. Assigning additional work;
  - d. Rearranging class schedule;
  - e. Before or after school detention;
  - f. Restriction of participating in or attendance at extra-curricular activities;
  - g. School related work activities as an alternative to other means of discipline
  - h. Remove from the classroom for a period of time;
  - i. Attendance at Saturday School;
  - j. Corporal punishment may be administered at the discretion of an administrator but shall not be administered with anger or malice toward the student. An adult witness employed by the school corporation shall be required to be present and serve as a witness to this form of discipline;
  - k. Contact outside authorities for assistance – welfare department, probation department, law enforcement, etc.
  - l. Suspension from school attendance;
  - m. Expulsion from school attendance; and
  - n. Any other action deemed necessary and appropriate to maintain discipline.

Revised: December 21, 1993

## **XX. Student Rights and Responsibilities**

To run an effective school there must be a combination of good order and respect for the rights and privileges and safety of others. To attain these objectives, the school has a variety of rules regarding keeping appointments, using cars, drinking alcoholic beverages, using tobacco in any form, using illegal drugs and abusing school property. In addition, it is expected that all students will exhibit normal good

manners in their personal relationships to encourage an atmosphere in which courtesy and consideration toward others are observed.

When students fail to live up to the standards set forth by the school, they are worked with individually to try to improve their behavior and attitude. Students are sometimes disciplined by restricting their privileges when it is believed this will have the effect of promoting conformity to reasonable routines. If this attempt is unsuccessful and problems continue, parents will be contacted. It has been found that this practice provides a very useful cooling off period both for the students and for those at school whose routine has been disturbed by the actions.

1. Removal from Class or Activity – Teacher: Students are expected to exercise self-discipline and cooperation in the classroom, study hall, extra-curricular activities and all phases of school life. Unacceptable behavior may result in a student being removed from a class or activity. The teacher after consulting with the building principal, or designee, may recommend a student be suspended from that particular class or activity for a period of up to three school days if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from School – Principal: A school principal (or designee) may deny the student the right to attend school or take part in any school function for a period of up to ten school days.
3. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

### Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, schools grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense



- or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
  7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription form a physician is not a violation of this subdivision.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
    - a. engaging in unacceptable sexual behavior on school property;
    - b. disobedience of administrative authority;
    - c. willful absence or tardiness of students;
    - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
    - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
    - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd vulgar, or offensive to school purposes.
  12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
  13. Students who are habitual discipline offenders may face out of school suspension and/or expulsion.
  14. **POSSESSION OF A FIREARM**
    - a. No student shall possess, handle or transmit any firearm on school property.
    - b. The following devices are considered to be firearm as defined in Section 921 or Title 18 of the United States Code:
      1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
      2. The frame or receiver or any weapon described above
      3. Any firearm muffler or firearm silencer
      4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile

- having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- 5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- 6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- c. The penalty for possession of a firearm: Ten days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office which a student is expelled under this rule.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

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

### Suspension Procedures

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

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

### Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Legal Reference: 20 U.S.C. 8001  
20 U.S.C. 8002  
IC 20-8.1-5.1-1 et seq.  
Revised: July 13, 1995

### Exclusion Procedures

Any student may be excluded from school in the following circumstances, subject to procedural provisions:

1. If he has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the community.
2. If his immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account hereof the student's presence in school would constitute an interference with school purposes.

Revised: July 13, 1995

## **XXI. Reasonable Suspicion of Search**

1. Student Lockers/Desks: When appropriate lockers and desks will be assigned for student use on the school premises. These items will remain the property of the school corporation and they are subject to inspection, access for maintenance and search when reasonable suspicion exists for such.

Revised: December 21, 1993

2. Personal Search: The principal or another member of the staff may search a student during any school activity if there is reasonable suspicion to warrant such. Searches of the person shall be limited to:
  - a. Searches of the pockets of the student.
  - b. Any object in the possession of the student such as a purse or briefcase, and/or
  - c. A "pat down" of the exterior of the students' 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 subsection D of this section. 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 the 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.
3. Automobile Search: The privilege of bringing a student-operated motor vehicle onto school premises provides consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable suspicion for a search of the motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of 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 other staff member may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection D of this section.

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

  - a. 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.
  - b. Returned to the parent or guardian of the student from whom it was seized.
  - c. Destroyed if it has no significant value, or
  - d. Turned over to any law enforcement officer in accordance with subsection D.

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

  - a. Returned to the parent or guardian or the student from whom it was seized.
  - b. Destroyed, or
  - c. Turned over to any law enforcement officer in accordance with subsection D.
4. The principal, or other staff member, may request the assistance of a law enforcement officer to:
  - a. Search any area of the school premises, any student, or any motor vehicle on the school premises.
  - b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Revised: December 21, 1993

## **XXII. Student Due Process**

The West Central School Corporation administrative staff, the superintendent, the principals of each school, teachers and other personnel having charge of any educational function, shall allow students the due process rights afforded to them under federal and state laws when disciplining students.

Revised: February 24, 1994

## **XXIII. Use of Metal Detectors**

### **Reasonable Suspicion**

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

### **Administrative Search**

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

### **Use of Metal Detectors – Procedures**

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

### **Metal Detector Random Checks**

1. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals
2. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
3. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
4. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
5. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

### **Metal Detector Checks of Individual Students**

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in

possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

Date Adopted: 9/6/2018

#### **XXIV. Transfer Students**

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the West Central School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly followed. A transfer student is one whose legal settlement is not within the boundaries of the West Central School Corporation.

##### **School Employee Requests**

Requests for transfer made by any school employee whose annual salary is at least \$8000 for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees. If there is not adequate capacity in a grade level to accept all of the transfer requests, a publicly verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

##### **Other Transfer Student Requests**

If there is capacity remaining after the acceptance of school corporation employees' transfer requests, parents, guardians, or custodians who are not school corporation employees of Indiana students who do not reside in the West Central School Corporation but who wish to enroll their child in the school corporation may request a transfer and will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the West Central School Corporation Superintendent's Office prior to May 1<sup>st</sup> of the preceding school year. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a publicly verifiable random selection process will be necessary to determine who will be accepted. The random selection process will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons. The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

- a. The student has been suspended or expelled for 10 or more school days in the 12 months preceding the request for transfer.
- b. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
- c. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
- d. The student was suspended or expelled for violating a drug or alcohol rule.
- e. The student has a history of unexcused absences and based upon the location of the student's residence, attendance of the student would be a problem if enrolled in the school corporation.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References: I.C. 20-26-11-2  
I.C. 20-26-11-6 I.C. 20-26-11-6.5  
I.C. 20-26-11-32  
Adopted: September 7, 2017  
Revised: September 5, 2019

#### OPTION B:

Transfer students will not be charged transfer tuition regardless of the date of enrollment of the transfer student.

Legal Reference: I.C. 20-26-11-2

## **XXV. 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:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
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. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or
7. Are migratory children living in conditions described in the previous examples.
8. An unaccompanied youth is a homeless student who is not in the physical custody of a parent or guardian.

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

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 or student choice or transfer policies are available to homeless families on the same terms as families who are resident in the school corporation.

If there is an eligibility or 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 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 to determine the responsibilities and costs of each corporation to provide the transportation services necessary for the student. If the two school corporations do not agree upon an arrangement, the responsibilities and costs for the transportation services will be shared equally by the two school corporations. 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 education and appeal rights of homeless students in a manner understandable to the homeless students, their parents or guardians, and unaccompanied youth. The notice shall be disseminated in locations frequented by homeless students, their parents or guardians, and unaccompanied youth.

The corporation's liaison will be responsible to 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  
11431-42 U.S.C. Section 11432(g)  
42 U.S.C. Section 11432a  
Date Adopted: 6/6/2019

## **XXVI. Student Submission to Surveys, 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 the 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 a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

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

## **XXVII. 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 has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges 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, at bus stops, 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 principal 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**

All 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 programs used will be research-based that are demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

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 and school nurses.

### **Suicide Prevention Programming**

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 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,
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 in cooperation with community-based suicide prevention services 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 or administrator will fill this role until a mental health professional can be brought in.

For students at risk:

1. School staff will continuously supervise the student to ensure their 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. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
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 or designee will appoint a crisis team, which will be a multidisciplinary team consisting of primarily administrative, mental health, and safety professionals, and support staff 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, and may provide mental health services for effective crisis interventions and recovery supports.

### **Publication and Distribution of Policy**

This policy and its regulations will be distributed annually to all corporation employees and included in all student handbooks and on the school website.

Legal Reference: IC 20-26-5-34.4

Revised: August 2, 2018

### **Administrative Regulations**

#### **Parental Notification and Involvement**

If a staff member becomes aware of a suicide attempt by a student that is in progress, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention coordinator and principal.

If a student contacts a staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional.

If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on limiting the child's access to mechanisms for carrying out a suicide attempt.

Staff will also seek parental permission to communicate with outside mental health care providers regarding their child.

Through discussion with the student, the principal or mental health professional will assess whether there is a further risk of harm due to parent or guardian notification.

If the principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

## **Postvention**

### **1. Development and Implementation of an Action Plan.**

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

- a. **Verify the death:** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide, but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- b. **Assess the situation:** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide.
- c. **Share information:** Before the death is officially classified as a suicide, the death should be reported to staff, students, and parents/guardians with an acknowledgment that its cause is unknown. Inform the faculty that a sudden death has occurred. Write a statement for staff members to share with students. The statement should include the basic facts of the death and

- known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. The crisis team may prepare a letter with the input and permission from the student's parent or guardian to send home with students that include facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
- d. Avoid suicide contagion: It should be explained to staff that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. The crisis team will review suicide warning signs and procedures for reporting students who generate concern with the staff.
  - e. Initiate support services: Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of counseling. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.
2. External Communication
- The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
- a) Keep the corporation suicide prevention coordinator and superintendent informed of school actions relating to the death.
  - b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about the victim's motivation, means of suicide, or personal family information.
  - c) Answer all media inquiries.

If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, and not to describe the method of suicide. They should also be encouraged not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

### **In-School Suicide Attempts**

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.

2. School staff will supervise the student to ensure their safety.
3. Staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, staff will immediately request a mental health assessment for the student.
5. The mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.
6. Staff will immediately notify the principal or school suicide prevention coordinator regarding in-school suicide attempts.
7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

### **Re-Entry Procedure**

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A mental health professional or another designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with the student to help the student readjusts to the school community and address any ongoing concerns.

## **XXVIII. 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. 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. Medication prescription and/or over the counter must be in the original container. 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.

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.

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.

### **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 administered.

Legal Reference: IC 20-19-2-8  
IC 20-19-2.9 IC 20-35-2-1  
IC 34-30-14 IC 20-33-8-13  
IC 20-34-3-18  
IC 24-4-21 511 IAC 7-21-8  
Adopted: June 22, 2006  
Revised: August 2, 2018



## **XXIX. Use of Seclusion 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 and school resource officers within the school corporation. The Board recognizes that there are times when it becomes necessary for employees or school resource officers to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

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

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures. Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience. The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees and school resource officers in each building as determined by the superintendent and the building principal.

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

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

### **Seclusion**

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

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

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;

2. Be constructed of materials 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 area enclosure is prohibited. An adult must supervise the student while confined and must be able to see the student at all times.  
A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent risk of injury to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

### **Physical Restraint**

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

Physical restraint should be employed only when:

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

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

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

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

A verbal threat shall not be considered as constituting a physical danger unless 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 or school resource officer using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

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

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan. When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed 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 seclusion will be investigated according to the provisions of board policy on public complaints. The school board shall adopt a restraint and seclusion plan as develop by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

LEGAL REFERENCE: IC 20-20-40

## **CHAPTER VII - PERSONNEL AREAS**

### **I. Non-discrimination Statements**

West Central School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and taken for consideration of complaints alleging such discrimination should be directed to Principal, West Central High School, 1852 South US 421, Francesville, Indiana 47946, 567-9119.

West Central School Corporation has a policy, which is currently being practiced. All courses are open to all students regardless of age, race, color, national origin, sex, and handicapped condition.

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Central School Corporation as the result of his or her age, race, color, national origin, sex, or handicapped condition. For further information clarification, or complaint, please contact the following persons:

Title IX Coordinator (sex)

West Central High School

Principal

1852 South US 421

Francesville, IN 47946

(219) 567-9119

Section 504 Coordinator (handicapped)

West Central Elementary School

Principal

1842 South US 421

Francesville, IN 47946

(219) 567-9741

Any other information concerning the above policies may be obtained by contacting the corporation superintendent:

West Central School Corporation

Superintendent

P.O. Box 578

Francesville, IN 47946

(219) 567-9161

June 28, 1984

### **II. Drug Free Workplace**

1. The purpose of this statement is to notify employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the buildings or on the grounds of the West Central School Corporation. Any employee who violates this rule shall be terminated.
2. A drug-free awareness program has been established to do the following:
  - a. Employees should be aware that drug abuse is dangerous to one's health and it is a determinant in the work place;
  - b. West Central shall maintain a drug-free workplace policy;

- c. Employees will be counseled, informed, and encouraged not to become involved with drugs; and
- d. Employees will be dismissed for drug abuse violations occurring in the workplace.
- 3. All employees will be given a copy of the statement required by paragraph (A);
- 4. All employees will receive the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- 5. The agency shall be notified within ten days after receiving notice under subparagraph (D) – (2) from an employee or otherwise receiving actual notice of such conviction;
- 6. Employees shall be terminated immediately following notice under paragraph (D) – (2).
- 7. The West Central School Corporation shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

February 22, 1990

### **III. Reporting Child Abuse/Child Neglect**

The Board of Trustees of West Central School Corporation recognizes that school employees may be able to identify abused or neglected children due to their continuous contact with school age children.

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

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

All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person who is responsible for the welfare of the child named in a report. "Reason to believe" as used in this policy means evidence which, if presented to individuals of similar background and training, would cause individuals to believe that a child was abused or neglected.

Legal Reference: I.C. 31-33-5  
Adopted: September 7, 2017

### **IV. Court Leave**

The corporation shall grant an employee the time necessary to serve on a jury. The employee will receive full compensation for the work time missed.

## **V. Universal Precautions**

Any employee of the West Central School Corporation shall use designated universal precautions when coming into contact with blood or other body tissues. This training shall be provided to each employee in a timely manner. The training shall include instruction in the use of universal precautions and other infection control measures.

First Reading: February 4, 2021

Second Reading: March 4, 2021

## **VI. Sexual Harassment**

### **Policy Statement**

It is the policy of the West Central School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the School Corporation to harass another employee or student through unwelcome conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

The School Corporation will promptly:

1. investigate all complaints, written or verbal, of sexual harassment taken place at school or any school-sponsored activity within the United States;
2. take appropriate action to stop any harassment;
3. take appropriate action against any student or school employees who violates this policy; and
4. take any other action reasonably calculated to end and prevent further harassment of school employees or students.

The Title IX Coordinator is the person designated by the School Board to receive complaints of harassment and oversee the investigation of those complaints as described in this policy.

The Title IX Coordinator may be contacted at:

Central\_Office@wcsc.k12.in.us  
219-567-9161  
1850 S. US 421  
PO Box 578  
Francesville, IN 47946

The School Board will prominently display the contact information for the Title IX Coordinator and this policy on its website and in each student and employee handbook.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the School Board will be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. The notification must also include the School Board does not discriminate on the basis of sex in its education program or activity, it is required by Title IX not to discriminate in such a manner, the requirement not to discriminate extends to admission and employment, and inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

## **Definitions**

### **Prohibited Conduct**

#### *Harassment Based on Sex*

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual’s participation in unwelcome sexual conduct;
2. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board’s education program or activity; or
3. “sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

#### *Types of Sexual Harassment*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Denial of an employment or educational opportunity of others occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that employee or student.



5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

#### *Unwelcome Conduct of a Sexual Nature*

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. In the situation involving sexual harassment by an adult of an elementary student, unwelcomeness of the harassment is presumed and is not a factor to be considered.
4. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for any such subsequent conduct to be deemed unwelcome.

#### *Examples of Sexual Harassment*

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

### **Complaint Procedures**

#### Report

Any student or school employee who believes he or she has been the victim of sexual harassment prohibited by this policy by a student, a school employee, or a third party should report the alleged harassment to the Title IX Coordinator or any school employee. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence.

Any student who has knowledge of conduct which may constitute sexual harassment should report such conduct to the Title IX Coordinator or any school employee. Any school employee who has notice that a student or a school employee may have been a victim of sexual harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent. Oral or written reports are acceptable.

The complaint, the identity of the person allegedly harassed, and the alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only

when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Corporation's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by this policy. If the allegations are deemed as such, the Title IX Grievance Process below must be followed.

### Definitions

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment prohibited by this policy to the Title IX Coordinator or any school official who has authority to institute corrective measures or to any school employee.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by this policy.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by this policy and requesting the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to the formal complaint. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process set out in this policy must be followed.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by this policy.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of school property, and other similar measures. Any supportive measures provided are confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### Title IX Grievance Process

Any person may report sexual harassment (whether or not the person reporting is the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving

the person's verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the address listed for the Title IX Coordinator.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Complainants and respondents will be treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

This process does not preclude a respondent from being removed from the education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

This process does not preclude an employee who is a respondent from being placed on administrative leave during the grievance process.

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to education programs or activities.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, or decision makers may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, and decision makers must receive training on the definition of sexual harassment, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision makers are required to receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators are required to receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in any disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is a preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

### Notice of Allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties:

1. notice of the grievance process, and
2. notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time. Sufficient details shall include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. This notice must be given with sufficient time to prepare a response before any initial interview.

The written notice must also include:

1. a statement the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
2. information the parties may have an advisor of their choice, and may inspect and review evidence; and
3. information about any provisions in the School Board's code of conduct or other policies that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations must be provided to the parties whose identities are known.

### Dismissal of Formal Complaint

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

1. would not constitute sexual harassment prohibited by this policy even if proved,
2. did not occur in the School Board's education program or activity, or

3. did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or policy.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. the respondent is no longer enrolled or employed by the School Board; or
3. specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

### Investigation of Formal Complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the School Corporation and not the parties. A party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party will not be accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure if such records are required as part of the investigation or determination of responsibility.

The parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and any inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator must consider prior to completion of the investigative report.

The investigator shall write an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

The investigative report will be provided to the parties and the decision maker within 35 days from the date the formal complaint is filed.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker must afford each party the opportunity to submit written, relevant questions the party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker must explain to the party proposing the question of any decision to exclude a question as not relevant.

#### Determination Regarding Responsibility

The decision maker, who is not the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include the following:

1. identification of the allegations potentially constituting sexual harassment prohibited by this policy;
2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. findings of fact supporting the determination;
4. conclusions regarding the application of the School Board's code of conduct or other policy provisions to the facts;
5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary actions recommended against the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and

6. the procedures and permissible bases for the complainant and respondent to appeal.

A determination of responsibility decision will be issued within 10 working days from the date the investigative report is submitted to the decision maker.

The decision maker must provide the written determination regarding responsibility to the parties simultaneously.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

### Appeals

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Either party may appeal from a determination regarding responsibility or a dismissal of a formal complaint or any allegations therein, on the following bases:

1. procedural irregularity that affected the outcome of the matter;
2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

For all appeals, the Title IX Coordinator will

1. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. ensure the decision maker for the appeal is not the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
3. ensure the decision maker for the appeal complies with the standards outlined in this policy.

The appeal decision maker will

1. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
2. review the evidence gathered by the investigator, the investigator's report, and the decision maker's written decision;
3. issue a written decision describing the result of the appeal and the rationale for the result; and
4. provide the written decision simultaneously to both parties and the Title IX Coordinator.

Any appeal will be resolved with 15 calendar days from the filing of the appeal.

The determination regarding responsibility becomes final if an appeal is filed on the date the parties are provided with the written determination of the result of the appeal or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; disciplinary processes required by law or School Board policy; or the need for language assistance or an accommodation of disabilities.

### Recordkeeping

The School Board will maintain for a period of seven years records of:

1. each investigation of allegations of sexual harassment prohibited by this policy including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
2. any appeal and the result of the appeal; and
3. all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Corporation's website.

For each response required under this policy and federal law, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by this policy. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

### **Retaliation**

Retaliation against students or school employees who report harassment or participate in any related proceedings is prohibited. The school corporation shall take appropriate action against students or school employees who retaliate against any student or school employee who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent retaliatory actions.



## **False Charges**

Students or school employees who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Legal Refs: 20 U.S.C. §§ 1681-1688.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 2000e-2000e-17.  
42 U.S.C. § 2000ff-1.  
34 C.F.R. 106.2, 10

## **VII. Family and Medical Leave Act (FMLA)/Military Family Leave**

In accordance with Federal Law, the provisions of the Federal Family and Medical (ACT), 29 U.S.C. 2601 et seq., shall apply to all employees of the school corporation who have worked for the corporation at least 12 months and have worked for at least 1,250 hours over the previous 12 months.

1. The school corporation shall not interfere with, restrain, or deny the exercise of any right provided under the FMLA.
2. The school corporation shall not discharge or discriminate against any person for opposing any practice name unlawful by the FMLA.
3. The school corporation shall not discharge or discriminate against any person because of involvement in any proceeding under or related to the FMLA.
4. The employee is requested to provide 30 days advance notice when the leave is "foreseeable".
5. The employee is required to provide a letter of medical certification to support a request for any type of leave because of a serious health condition.
6. Any employee using extended paid sick and/or personal business days will not have these days counted towards the days available under the provisions of the FMLA.
7. The 12 week counting period for any 12 month period of time will begin the first day of the employee's FMLA leave.
8. Nothing herein shall diminish any right or benefit now enjoyed by an employee of the West Central School Corporation.
9. Further information and Certification of Physician form are contained in the Administrative Handbook.

Revised: July 9, 2015

*\*\*Vacancies and Transfer request form can be located in the back of this document*

## **VIII. Grievance Procedure**

### **1. Definitions:**

- a. "Corporation" means the West Central School Corporation.
- b. "Days" means working days, for grievances filed by employees and the school attendance days, for grievances filed by students unless otherwise specifically stated.
- c. "Employee" means a person, who is, on a permanent basis, as opposed to a temporary basis, on the payroll of the Corporation.
- d. A "grievance" is a complaint alleging action by the corporation in violation of policy or regulation.
- e. "Student" means a person enrolled in one of the schools operated by the corporation.
- f. "Superintendent" means the superintendent of schools or his designee.
- g. "Board" means the governing body of the school corporation.

### **2. Procedure:**

All grievances brought by students or employees, except those provided for in the master contract with teachers, shall be handled in the following manner:

- a. Informal: Within ten (10) days of the time that the grievant knew, or reasonably should have known of the grievance, the grievant shall present the grievance orally to the immediate supervisor. Within five (5) days after presentation of the grievance, the immediate supervisor shall orally answer the grievance.
- b. Principal:
  1. Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant and submitted to the principal on the form provided as part of this procedure.
  2. The grievance shall:
    - a. Name the employee or student involved,
    - b. State the facts giving rise to the grievance,
    - c. Identify the specific policy or regulation alleged to have been violated and
    - d. Indicate the specific relief requested.
- c. Within five (5) days after receiving the written grievance the principal shall give an answer to the grievant.
- d. Superintendent:

If the grievance is not resolved in step one, the grievant may within five (5) days of receipt of the principal's answer, appeal to the Superintendent by filing the grievance and the Principal's appeal answer, along with any written response of the grievant to the office of the Superintendent, which shall receive therefore.
- e. The School Board:
  1. Within thirty (30) calendar days after receiving the decision of the Superintendent, an appeal from the decision may be made to the Board of Education if the grievance and the Superintendent's answer, along with any written response of the grievant to the answer of the Superintendent.
  2. Within sixty (60) calendar days after receipt of the appeal of the Superintendent's answer to the grievant, the Board of Education shall give its answer in writing to the grievant. Such answer shall be final and binding.

## **X. Criminal History Policy**

To help insure a safe environment and as required by state law, the West Central School Corporation will conduct an expanded criminal history check on each

employee once every five (5) years. *The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of an expanded criminal history check will be the responsibility of the employee unless otherwise collectively bargained with the exclusive representative of the employee.*

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

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

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

Any information obtained from any criminal history check *and an expanded child protection index check* is confidential and shall not be released or disseminated. All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. *In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.*

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

I.C. 20-26-5-11

Adopted: September 7, 2017

## **XI. Possessing Firearms on School Property**

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

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

Legal Reference IC 35-47-9-1  
IC 34-28-7-2

Adopted: August 7, 2014

## **XII. Reporting of Arrests by Employees**

All employees are required to promptly report all arrests in writing to the Superintendent or designee. For purposes of this policy, arrest includes being charged with a crime without being arrested. Any employee arrested or charged with a crime of violence or an act against a child will be immediately placed on suspension pending investigation and any possible action the Board deems appropriate which may include but not limited to unpaid suspension and/or termination of employment.

When an employee reports an arrest for an offense, the Superintendent or designee, in consultation with the school corporation's legal counsel, will consider whether immediate action should be taken to protect the safety of students and staff and the integrity of corporation operations prior to the completion of criminal proceedings or prior to the completion of formal action by the corporation in response to the conduct for which arrested. Other considerations may include whether or not under the circumstances and in light of the available evidence formal action by the corporation in response to the conduct should be initiated without waiting for the outcome of criminal proceedings and whether the nature of the offense affects the employee's ability to perform the functions of his/her position in the corporation. Additionally, the employee's history may also be used as a consideration.

The report submitted by the employee should be kept in the employee's personnel file together with a notation as to the school administrator who reviewed the report and include the disciplinary action taken, if any.

If the Superintendent or other administrator has a reasonable belief that an employee has been arrested and the employee has not reported the arrest, the Superintendent or designee will investigate and determine the appropriate disciplinary action to be taken against the employee.

An employee who fails to disclose an arrest for a felony offense is subject to discipline up to and including termination of employment.

An employee who fails to disclose an arrest for a misdemeanor offense may be subject to discipline other than termination of employment.

## **XIII. Employee Use of Social Media**

As professionals, all West Central employees are expected to support a positive public image of West Central Schools. Any and all references to West Central Schools made on social media should be positive and support our mission and vision statements.

For the purpose of this policy, **social media** is defined as: primarily internet or cellular phone-based applications and tools to share information among people. Considerations for staff:

1. Any reference to West Central Schools should be made only in a professional manner.
2. Exercise good judgement in on-line conduct.
3. Public airing of grievances or communications of matters that are outside the scope of the employee's professional responsibilities are not professional and may result in disciplinary action.

4. Maintain a strict segregation of personal and school-related accounts.
5. Review the privacy settings on social media accounts to limit the access of information to pertinent people.

#### Employee Use of Social Media When Communicating With Students

An employee may communicate through social media with students who are currently enrolled in the corporation; however, the communications must comply with the provisions outlined below. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. Any contact with currently enrolled students should be done in a professional and transparent manner. When communicating with students through social media, employees shall observe the following:

1. The employee shall limit communications with students to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests); for an employee with an extracurricular duty, matters relating to the extracurricular activity.
2. The preferred method of communicating with students is with a group texting app which conceals the sender's number.
3. Improper fraternization with students in any form is strictly prohibited.
4. The employee does not have a right to privacy with respect to communications with students and parents.
5. Employees are prohibited from soliciting or engaging in sexual conduct or a romantic relationship with a student.
6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of social media the employee uses to communicate with any currently enrolled student(s).

Upon written request from a parent or student, the employee shall discontinue communicating one-to-one with the student through electronic media.

## **CHAPTER VIII - PROGRAM AREAS**

### **I. Adult Education**

1. The purpose of adult education shall be to provide continuing education for those no longer enrolled in the public schools. Courses shall be developed to help adults increase skills in their vocational interests, experience recreational and hobby activities, develop cultural, aesthetic and academic interest.
  - a. A program of adult education shall be conducted when sufficient interest is exhibited. Such a program shall be self-supporting.
  - b. Enrollment: Courses shall be open to all adults living in the West Central School Corporation. A minimum enrollment, which will satisfy current requirements for state reimbursement, will be necessary to organize a class.
  - c. Fees: A fee charged for any course shall be to pay for all costs incurred by the school to offer the course. Charges shall be commensurate with the materials needed to teach the course.
  - d. Schedule of Classes: Classes may be scheduled on Monday, Tuesday, and Thursday evenings. Meeting day and time shall be decided by the administration.
  - e. Instructors: Teachers shall be selected from the regular professional staff or from other qualified persons. All must meet state licensing requirements.

### **II. Media Center Programs**

1. The West Central School Corporation shall provide print materials for Academic as well as pleasure reading.
2. The elementary school offers a computerized reading incentive program for all students. The middle-high school offers an incentive-based reading program called the Electronic Bookshelf/Reading Counts!
3. The West Central School Corporation shall provide audiovisual materials to increase the instructional effectiveness of the classroom teacher.
4. Materials: Video cassette records, television monitors, laser disc players, tape cassette players, phonograph players, overhead projectors, opaque projectors, filmstrip projectors, videocassettes, laser discs, phonographic records, and sound filmstrips shall be kept in each school. Building the collection of materials deemed necessary shall be organized and distributed by the designated building media specialist.
5. Catalog: A catalog of print and audio-visual materials shall be available on any school computer.

### **III. Testing Program**

A system wide testing program under the direction of the building principals and guidance personnel shall be conducted according to the schedule devised by the guidance department, administration, and the department of education.

1. Results of all tests shall be recorded on cumulative records and should also be reported to the Superintendent's Office.
2. The testing program shall be revised as needed by approval of the Guidance Department, Administration, and the Department of Education.

### **IV. Summer School**

1. Purpose: The summer school program may be conducted to allow students an opportunity to make-up lost credits, for personal improvement or to take courses they may not otherwise be able to take during the regular academic year.

2. Summer school may be established whenever sufficient interest is evident.
3. Enrollment:
  - a. Courses shall be open to all students of the West Central School Corporation. A minimum enrollment of fifteen (15) students shall be required to organize a class or a waiver will be required from the Department of Education.
  - b. Students not meeting the Department of Education standards on the ISTEP results are expected to attend summer school, be retained, or considered for a waiver by the school principal and the superintendent. Towards the end of the summer school experience the students will be expected to successfully pass an academic assessment. Successful results on the test will qualify that student for promotion to the next grade level. Unsuccessful results will cause the student to be retained or considered for a waiver. The educational wellbeing of the student is of the utmost importance in any decision that is reached.
  - c. At the discretion of the principal, students that have not performed adequately in the area of academics during the school year may be required to attend summer school or risk the chance of being retained. Flexibility will exist in the placement of all students in the various remediation classes or in substituting students in the ISTEP classes.

June 14, 1990

4. Fees: If a fee is charged it shall be determined by the books and other materials needed to offer the course.
6. Schedule of Classes: A schedule of classes shall be determined by the administration and so organized to meet the various state requirements and guidelines.
7. Instructors: The building principal shall adequately publicize all openings for summer school. A survey shall be taken of the faculty to determine interest in teaching summer school. Teachers regularly employed in the School Corporation shall fill all positions in summer school that possess a current teaching certification. In case a course is offered for which no teacher on staff is certified the corporation may seek prospective candidates from elsewhere. Teachers shall be selected for employment based on grade level or subject matter needs, proper certification, interest, and teaching experience in the West Central School Corporation.

June 9, 1988

## **V. Guidance**

Professional guidance counselors shall be provided in addition to teachers and administrators to assist students with academic, social and vocational problems and decisions.

## **VI. Speech Therapy**

To help students with special problems in their speech a professionally trained speech therapist shall be provided whenever possible.

## **VII. Remedial Reading**

To help students with reading difficulties, a professionally trained reading specialist shall be provided, whenever possible.



## **VIII. Childhood Care Program**

1. Administration: The administration of the program shall be handled by the director who shall report to and confer with the building principal and the Superintendent of the WCSC. An advisory board with representation from the WCSC administration (or their designee) shall set policy with the Director.
2. Staffing: Staffing for the childcare program shall be based on the ratio of 1/15 students, exclusive of the Director. Involvement of special education students may cause the ratio to be revised downward.  
The director of the program shall be responsible for any health care needed for students.
3. Fees: Fees for students attending shall be set by the childcare program Advisory Board and shall be collected and dispersed by them.
4. Facilities: Facilities at West Central Elementary School shall be available to the childcare program. Activities of the program shall not be detrimental to the educational program of the West Central Elementary.

## **IX. Musical Instrument Rental Program**

The West Central School Corporation shall provide an opportunity for a student enrolled in band to rent a school-owned musical instrument.

1. The rental fee will cover the estimated cost of cleaning and general maintenance of the instrument at the end of each school year.
2. The party renting the instrument will pay for any needed repairs due to damage to the instrument that is caused by misuse and/or carelessness on the part of the renter.
3. If the instrument is lost or stolen, the renter will pay the replacement cost.
4. A "School-owned Instrument Rental Contract" will be signed by the student renting the instrument and the student's parents.

Revised: March 8, 2001

## CHAPTER IX - CORPORATION GUIDELINES

### I. Community Relations

1. Communicating with the public: Recognizing the need for full cooperation and communication with the community. The Superintendent is authorized to select a person or persons to gather information for the local news media.
2. Parent-Teacher Club: Organization and maintenance of a strong P.T.C. is recognized as an important part of communication and interaction between home and school.
3. Community Use of School Facilities: It shall be the policy of the school authorities to encourage the proper use of school properties by organizations and individuals of the community under the following regulations:
  - a. The time and nature of such use shall not interfere with the scheduled school activities.
  - b. School facilities shall not be rented to individuals or organizations for non-benevolent profit making through charged admission, sale of program advertising, or required donation. Under no circumstances shall school facilities be rented for repeated or multiple occasions for private profit or for club room purposes.
  - c. The organization or individual using the building shall be responsible to the Superintendent or his representative as designated by him in writing, for the care of school property and for the conduct of participants and spectators. The use of liquor, profane or indecent language, or of any vulgar act or move, and for the practice of gambling in any form shall not be permitted on the school premises.

Revised: October 21, 1993
  - d. A separate application form shall be required for each date requested except for school sponsored organizations and parent-teacher groups, which may use one application for a series of meeting dates. All – applications shall be directed to the Superintendent of schools. Requests for use of building facilities are to be made from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. on days school is in session at the office of the Superintendent, 117 East Montgomery Street, or the building principal's office.
  - e. Building and grounds shall not be rented to organizations located outside the school corporation without special approval by the Board of Education at a regularly scheduled meeting. All other applications may be acted on by the Superintendent of Schools.
  - f. Buildings shall not be available for adult parties unless such activities are sponsored by a school organization or class reunions.
  - g. Regular rubber soled gym shoes are required for play on a gym or activity room floor.
  - h. Appropriate supervision must be provided whenever the school building is in use. A cook must be present whenever a kitchen is used.
  - i. The principal, without seeking the approval of the administrative office, may grant the use of school rooms without charge to the community recreation, Boy Scouts, Girls Scouts, Parent/Teacher Association, local 4-H groups, employee groups, or any organizations regularly affiliated with and promoting the public schools, for any event to which no admission is charged so long as all the rules and regulations are complied with. In scheduling, such events are to be arranged on evenings when the buildings normally are open.

- j. Any individual or organization that has failed to meet all obligations growing out of previous rental is to be denied further renting privileges until settlement has been made in full.
- k. In each case, a written contract is to be entered into between the Superintendent and the individual or organization renting the facility, setting forth the date, the nature of the program, the rental charges and other conditions. The person signing the rental contract must be a resident of the West Central School Corporation; and if representing an organization must be an established, recognized and generally accepted group.

Revised: October 21, 1993

- l. The Board of Education reserves the right to revoke any applications for use of school facilities, and refund any payment made by the applicant if it is found that such applicant has misrepresented the facts as to the character of his organization, purpose of the program contemplated or use of proceeds therefrom. The Board of Education reserves the right to refuse privileges to any and all organizations.

Revised: October 21, 1993

## **II. The Selection of Instructional Media Materials**

- 1. Philosophy: An instructional media center promotes the intellectual, cultural, social and ethical development of students: provides materials which extend and deepen the experiences encompassed in the curriculum; and encourages students to become productive citizens in an ever changing democracy. These principles are fulfilled through the selection, provision and utilization of expertly selected books and other media of learning which contribute to the growth of the individual student. Since financial and other limitations prevent purchasing all materials, it is necessary to apply certain well-conceived criteria in the selection of each item.
- 2. School Library Bill of Rights: The American Association of School Librarians has adopted a policy, to which we subscribe, for the selection of materials for school libraries. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:
  - a. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
  - b. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
  - c. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards
  - d. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgements.
  - e. To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
  - f. To provide qualified professional personnel to serve teachers and students.

3. Responsibility for Selection:
  - a. The Board of Education is legally responsible for materials selected.
  - b. The Board of Education delegates to the Superintendent of Schools the responsibility for the selection of all instructional materials. Through the principal, authority for selection is given to each building media specialist. (Librarian)
  - c. Faculty is encouraged to cooperate in selection of materials.
  - d. It is the responsibility of the media specialist to make the selection based on budget, balance of subject areas, and need for duplication.
4. Criteria For Selection:
  - a. Reading, examination and previewing of materials will be done whenever practical. Preview or examination of material may be waived when recognized authorities have recommended the specific items.
  - b. Unbiased professional aids, such as Children's Catalog, Middle School Catalog, Senior High School Library Catalog, Basic Book Collection for Elementary Grades, Basic Book Collection for Middle School Schools, Basic Book Collection for Senior High Schools, recommended bibliographies in subject areas, and periodicals which review books and audio-visual materials will be used in the process of selection.
  - c. Basic Criteria – format, scope, subject matter, reliability, and price – shall always be considered.
  - d. All forms of instructional media shall be chosen for values of interest and enlightenment. Needs of the individual school based on knowledge of the curriculum and needs of the individual student shall be considered, but nothing shall be excluded because of race, nationality, or political or religious views.
  - e. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times – international, national and local.
  - f. A wide range of materials for all levels of ability, with a diversity of appeal and the presentation of different points of view, shall be provided.
  - g. Gifts of books and other media may be accepted only if they meet the above established criteria.
  - h. Highly specialized books, unless there is heavy demand, will not be purchased.
5. Procedure for Handling Protests of Material: Citizens of the school community may register their criticism of any materials in the instructional media centers.
  - a. Criticism of materials that are in the media center shall be submitted in writing to the principal. The form to be used shall be available at the school building.
  - b. Upon receipt, the principal will inform the Superintendent of the request for re-evaluation of material and may, at his discretion, pull the materials from the shelf.
  - c. A committee consisting of the principal, or his designee, the media specialist whose collection contains the material, a teacher representing the department or grade level, and the citizen who initiated the re-evaluation, shall review the material and made recommendations concerning it.
  - d. The committee shall make its recommendation to the Superintendent and he shall present it at the next regularly scheduled meeting of the school board unless an extension of time is requested and granted, or the problem has resolved itself at some point in the process.

- e. Upon receipt of the recommendation of the re-evaluation committee, the school board shall act upon the recommendation and shall notify in writing the originator of the request for re-evaluation of the Board's decision in the matter.

*\*\*Citizens request for reconsideration of Instruction material from can be located in the back of this document.*

### III. Books – Rental/Disposal

1. West Central School Corporation purchases and owns all textbooks and workbooks and rents them to students. The Superintendent administers the program, which shall be reviewed each year to determine rental fees based on initial cost and life. Rental books should be used by the students in the same manner as a book that has been purchased. Students may take their books home but they must replace them if they are lost or stolen.  
If a textbook is lost, it is to be paid for according to the following schedule:
  - a. A new, 1, 2, or 3 year old book ...100% of cost price
  - b. A 4 or 5 year old book.....75% of cost price
  - c. A 6 year old book.....\$1.00
2. Fees shall be collected for the full year or for the remainder of the year at the time of enrollment. Any part of the nine weeks period shall be considered as whole.
3. A student moving into the West Central School Corporation during the school year will pay a book rental fee according to the following schedule:
  - 1 – 9 weeks.....100%
  - 10-18 weeks.....75%
  - 19-27 weeks.....50%
  - 28-36 weeks.....25%
4. Refunds: Rental charges to pupils are refunded to those pupils withdrawing from the system on the following basis: If the withdrawal occurs:
  - 1 – 9 weeks.....70%
  - 10-18 weeks.....45%
  - 19-27 weeks.....20%
  - 28-36 weeks.....NoneDecember 19, 1997
5. Disposal of Textbooks: The Board of School Trustees upon determination that a certain textbook will no longer be used in the school corporation, may attempt to sell, exchange, transfer, donate, or otherwise suitably dispose of the textbooks. Prior to destroying the textbooks the following provisions must be followed:
  - a. Any parent of a child who is enrolled in the school corporation and who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the parent, subject to the availability of the textbook; if any textbooks are available after distribution to all parents requesting such textbooks, any resident of the school corporation who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the resident.
  - b. The textbooks are to be stored for at least three (3) months. Storage area shall be provided by each elementary and secondary school in the corporation.
  - c. A list of all textbooks in storage shall be created and maintained. The list will contain the title of the textbook, the publisher of the textbook, the number of volumes being stored, and the location where they are being stored. This list will be mailed to the Indiana State Department of Education.
  - d. The textbooks shall be maintained and stored in accordance with the state and local health regulations.  
The Superintendent, or his/her designee, will have the responsibility of overseeing that the provisions of this policy have been met.

Legal Reference: IC 20-10.1-10-3  
IC 20-10.1-10-4  
IC 20-10.1-10-5

Adopted: September 11, 1997  
Revised: December 5, 2002

#### **IV. Public Records**

The Superintendent of Schools is hereby designated as the person responsible for public records release decisions and will be referred to as the "records access officer".

Requests will be received between 8:00 a.m. and 3:30 p.m. on regular business days, and must identify, on forms provided by the School Corporation, the record for which disclosure is sought.

The fee for copies is as follows:

1. Ten cents per page for non-color copies.
2. Twenty-five cents per page for color copies.

Fees are payable before any record is duplicated and may be paid by cash or money order payable to the School Corporation.

The records access officer shall have 24 hours in which to respond; but whenever a request is received on a Friday or on a day preceding a legal holiday, the person responsible for release decisions shall have until the same hour on the next business day in which to release, copy, or refuse disclosure, whichever is applicable. With respect to records which are determined not to be available, the records access officer will certify upon the request form that the school corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requester.

Records may be inspected only at the office or location where they are regularly maintained.

Requests by mail for copies of records may be addressed to the records access officer and will be honored upon payment of the regular fee, provided the requested record is sufficiently identified to make compliance practicable.

The records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by state and federal law regarding privacy, confidentiality, and disclosure of requirements of certain public records from disclosure.

When a request for disclosure is denied by the person responsible for release decisions, the person making the request may appeal the decision to the Board of School Trustees.

This school corporation will not create or provide lists of names and addressed unless it is required to publish such lists and disseminate them pursuant to statute.

Legal Reference: HEA 1379

Revised: July 10, 2008

*\*\*Request for Disclosure of Public Records can be located in the back of this document*

## Student Records/Student Directory Information

Preamble: During a student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student or parents, and the student's or parent's right to correct inaccurate data is equally essential. The school system is adopting this policy to achieve these ends. Further, it has designated this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974".

Revised: October 21, 1993

### Definition

1. Education Records: Education records are those records, files and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluation tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the school corporation. Access to and correction of education records is governed by this policy.
2. Official Transcripts: Transcripts are available upon request from a parent or eligible student. Transcripts may include any or all of the following:
  - a. Academic records of classes and their grades.
  - b. Attendance records.
  - c. Immunization and health records.
  - d. Standardized test scores.
  - e. Special education records.
  - f. Discipline records.
  - g. Transfer records from other schools or institutions.
  - h. Date and place of birth.
  - i. Class rank and grade point average.
  - j. Enrollment and withdraw information.
  - k. Graduation date.

The most common transcript request is for students intending to enroll in post-secondary education. The post-secondary institution normally requires academic records, standardized test results, graduation date, class rank and grade point average. Some post-secondary institutions will request health and immunization records.

November 22, 2000

3. Exclusions: Education records do not include the following:
  - a. Data which relates to a student or group of students but by which the student cannot be identified.
  - b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aids.
  - c. Privileged communication made under IC 20-6.1-6-15 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 31-6-11.
  - d. Grades on peer-graded papers before they are collected and recorded by the teacher.



4. Parent: Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and noncustodial parent of a student.
5. Student: Student is any individual who is or has been in attendance at the school corporation.
6. Eligible Student: Eligible student is a student who has reached eighteen (18) years of age or is attending a postsecondary education institution.
7. Disclosure: Disclosure is to permit access to, release of, transfer of, or communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means to any party except the party identified as the party that provided or created the record.
8. Personally identifiable information: Personally identifiable information is information by which it is possible to identify a student with reasonable certainty including, but not limited to, the following:
  - a. The name of a student, a student's parent, or any other family member.
  - b. The address of a student or student's family.
  - c. A personal identifier such as a student's social security number, student's number, or biometric record.
  - d. A list of personal characteristics, including disability designation.
  - e. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
  - f. Other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
  - g. Information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

Legal Reference: 20 U.S.C. 1232g

Revised: April 8, 2010

### **Rights of a Parent and an Eligible Student**

1. Rights of a parent: The rights afforded to a parent under this policy shall be given to either parent, including a custodial and noncustodial parent, unless the school corporation has been provided with evidence of a court order or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
2. Rights of an eligible student: The rights afforded to a parent under this policy shall transfer to a student when the student becomes an eligible student, as defined in this policy, unless the student has been adjudicated incompetent by a court or the type and severity of the student's disabling condition would make a transfer inappropriate.

### **Custody and Protection of Education Records**

1. Place records are kept: Education records will generally be maintained in the cumulative record folders either in the administrative office of the School Corporation, in the special services office, or in the school in which the student is currently enrolled. With the consent of the Superintendent of Schools, or his designee, a portion of education records may be kept in other places for reasons of effective school administration. Upon request, a list of the types and locations of education records will be provided to a parent or eligible student.

2. Control of the records: Education records shall be under the immediate control of the person in charge of the building where the education records are maintained. This person shall be responsible for carrying out this policy.
3. Record of access to education records: Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:
  - a. The identity of such person.
  - b. The specific record examined.
  - c. Purpose of the examination.
  - d. The date on which, or in the case of a person whose job within the school system requires repeated examinations, the period of time over which such examinations were made.No such record need be kept when the disclosure was to a parent or eligible student, school staff members with legitimate educational interests, a party with a written consent from the parent or eligible student, or a party seeking directory information.

### **Access to Education Records**

1. Right of access: A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof. A representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.
2. Manner of exercising such rights: Such right shall be exercised by presenting a written request to the office of the Superintendent or his designee. The request shall specify the specific education records which the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee will immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of records to be inspected.

Compliance with all requests to access educational records must occur without unnecessary delay and in no case more than forty-five (45) days after a request has been made. If requested, a parent or eligible student must be given access to the student's education records before any meeting regarding an individualized education program or pending due process hearing.

All inspections of education records shall be made during regular business hours. A school official shall be present during any such inspection to assist in the interpretation of the records.
3. Records involving more than one student: Where the records requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student of the parent or the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student of the parent or the student making the request.

### **Disclosure of Education Records to Third Parties**

1. Disclosure without the consent of the parent or eligible student. The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parents or the eligible student:

- a. School officials within the school system who have legitimate educational interests. Officials with legitimate educational interests are those individuals who, at the time of access, are directly involved in the development and/or delivery of educational services to the student.
  - b. Officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
  - c. Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services so long as the disclosure is for purposes related to the student's enrollment or transfer. The parent or eligible student will not be notified of the disclosure of educational records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.
  - d. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
  - e. Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
  - f. Accrediting organizations in order to carry out their accrediting functions.
  - g. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
  - h. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
  - i. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event no less than 24 hours before disclosure.
  - j. Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
2. Disclosure with Consent: Education records may be furnished to any other person only with the written consent of the parent or eligible student. Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school corporation shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.
  3. Correction of the Student Records: A parent or eligible student shall have an opportunity for a hearing to challenge the content of the student's education

records to ensure that they are not inaccurate or misleading or otherwise in violation of the rights of privacy or the constitutional rights of the student. If the parent or eligible student believes that such records should be corrected, or deleted, the parent or eligible student shall advise the Superintendent or the superintendent's designee, who shall provide the parent of eligible student an informal conference. If the school corporation agrees to amend the contents of the records, the change shall occur within ten (10) business days of the date the request is received. The school corporation shall provide the parent or eligible student with notification of the change and a copy of the amended contents if the parent or eligible student requests.

In the event no agreement is reached the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing shall be held thereon, and appeals taken to the school board. In the same manner as under the school student discipline rules or, in the case of a student with disabilities, under 511 IAC 7.

4. Copies of Education Records: Copies of education records may be provided to a parent or eligible student at no charge where such a person is unable because of distance or other valid reason to personally inspect and review the education record. Fees for the actual costs of the copies shall be assessed by the superintendent or superintendent's designee. No fees may be assessed for the search or retrieval of education records.

### **Release of Directory Information**

The school corporation may release certain "directory information," which means the information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, and telephone listings, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, date of birth, and grade level, without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local governmental agencies.

A parent or eligible student who desires to object to disclosure of any or certain of the categories of directory information should request form (Denial of Permission to Release Certain Directory Information without Prior Written Consent) from the superintendent's office. An objecting parent or eligible student may use this form to deny consent for release of all directory information, or the parent or eligible student may selectively deny consent by circling those categories of directory information the parent or eligible student does not wish released.

Building principals shall ensure that parents and eligible students are informed of their right to object to the release of directory information and that they have fourteen (14) calendar days from the date of receipt of the Annual Notice to Parents and Students of Their Rights Concerning Education Records in which to file an objection.

Legal Reference: 511 IAC 7-23-1, 2, 3  
: April 8, 2010

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Central School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, West Central School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Central School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want West Central School Corporation to disclose information from your child's education records without your prior written consent, you must notify the District in writing by \_\_\_\_\_ date. West Central School Corporation has designated the following information as directory information:

- |                          |  |
|--------------------------|--|
| -Student's name          | - Participation in officially recognized activities and sports |
| -Address                 |  |
| -Telephone listing       | -Weight and height of members of athletic teams                |
| -Electronic mail address | -Degrees, honors, and awards received                          |
| -Photograph              | -The most recent educational agency or                         |
| -Date and place of birth | or institutional attended                                      |
| -Major field of study    | -Student ID number, user Id, or other unique                   |
| -Dates of attendance     | personal identifier used to communicate                        |
| -Grade level             | in electronic systems that cannot be used to access            |
|                          | education records without a PIN,                               |
|                          | Password, etc. (A student's SSN, in whole or in part,          |
|                          | cannot be used for this purpose.)                              |

**\*\* Student directory information sheet can be located at the back of this document**

## **V. Instructional Materials Inspection**

A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:

1. Teachers' manuals.
2. Student texts.
3. Films or other video materials.
4. Tapes, CD's, laser disks.
5. Instructional materials which will be used in connection with any survey, analysis or evaluations as part of any school program or curriculum.
6. Other materials.

## **VI. Personal Inquiries Non-Related to Academic Instruction**

1. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning;
  - a. Political affiliations;
  - b. Religious beliefs or practices;
  - c. Mental or psychological conditions that may embarrass the student or the student's family;
  - d. Sexual behavior or attitudes;
  - e. Illegal, antisocial, self-incriminating, or demeaning behavior;
  - f. Critical appraisals of other individuals with whom the student has a close family relationship;
  - g. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister or physician; or
  - h. Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an un-emancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.
2. The department and the governing body shall give parents and students notice of their rights under this section.
3. The governing body shall enforce this section.

Legal Reference: IC 20-10.1-4-15

Revised: July 13, 1995

## **VII. Senior Citizen Pass**

Patrons, 65 years of age or older, living or owning property within the West Central School Corporation are eligible for a "Senior Citizen Pass". The pass will permit the recipient free admission to any school activity that is sponsored solely by the elementary school, the middle school, or the high school.

Interested senior citizens should stop by the Central Administrative Office for their pass. Upon proof of age a decorative Senior Citizen Pass will be presented.

Revised: December 21, 1994

## **VIII. Tobacco Free Environment**

Effective June 1, 2009 West Central School Corporation is declared a "Tobacco Free" campus. This includes all buildings, grounds, in vehicles while on school grounds and school owned vehicles at any time. This policy applies to all staff, students and visitors to the West Central campus and is in effect twenty-four hours per day. Tobacco Free includes electronic devices and nicotine delivery devices of any kind.

This policy is in keeping with the Pro-Children Act of 1994, revised in 2001.

Legal Reference: IC 16-41-37-1  
through 9

IC 16-41-39

Revised: April 9, 2009

Updated: August 2, 2018

## **IX. West Central Device, Network, and Internet Acceptable Use and Safety Policy**

Users are encouraged to use the West Central School Corporation's devices, network, and Internet connection for educational purposes. Users must conduct themselves in a responsible, efficient, ethical, and legal manner. It is the joint responsibility of the student, parent, and staff of West Central Schools to monitor the use of the Internet, WCSC network, and equipment. Unauthorized or inappropriate use, including any violation of this acceptable use policy, may result in disciplinary action, and/or civil or criminal liability.

Operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are posted on the WCSC website and provided so that users are aware of their responsibilities. Network is defined as the WCSC internal data network that includes the Internet and all resources derived from either internal or external connection.

- A. Users are responsible for their behavior and communication on the Network.
- B. Users may only access the Network by using their assigned network user account. Use of another person's account/address/password is prohibited. Users may not allow others to use their accounts.
- C. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Users may not use the Network to engage in "hacking" or other unlawful activities. Harassment or "bullying" is strictly prohibited.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited.
- G. Users may have the opportunity to publish documents on the Network. Published works will not contain user information or location and will conform to Board policies and guidelines.

- H. Users are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Network.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Never respond to unsolicited on-line contacts or advertisements.
- I. Use of the Network to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's devices and network are also prohibited.
- J. Network filtering and monitoring systems have been implemented and shall be maintained in place on all corporation workstations connected to the Network.
- K. Intentional use of the Corporation's devices and network to develop programs that harass or bully other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system are prohibited. Users may not use the Corporation's device and network in such a way that would disrupt their use by others.
- L. All communications and information accessible via the Network should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- M. Users are prohibited from accessing or participating in external online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher, administrator, or IT personnel. All such authorized communications must comply with this AUP and users should adhere to all school and corporation policies and guidelines when participating in direct electronic communication with other students and school staff.
- N. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with this AUP, the Corporation reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent/received using the Corporation's devices and network. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- O. Use of the Internet and any information procured from the Internet is at the user's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or



service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources, must be cited the same as references in printed material.

- P. The Corporation is not responsible for unauthorized financial obligations resulting from WCSC provided Network access.
- Q. Proprietary rights in the design of web sites and any applications hosted on the Corporation's servers or developed on Corporation's time or with Corporation's resources, remain at all times with the corporation.
- R. This policy and all of its provisions are subordinate to local, state, and federal statutes.

*\*\*Contract, Violation Chart, and School-Issued Device Fee Schedule for the Device, Network, and Internet Acceptable Use and Safety Policy are located in the Student Handbooks.*

## **X. Pest Control Policy**

The School Corporation is committed to providing students & staff a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the beginning of the school year by a separate memorandum or as a provision in the student & staff handbooks.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurse.
6. Maintain written record for at least 90 days of any pesticide application.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Adopted: November 9, 2000

## **XI. Federal Drug and Alcohol Testing Policy (CDL Drivers)**

### **Purpose**

It is the policy of West Central School Corporation that federally regulated employees and employees in safety sensitive positions are free of substance abuse and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol or engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a drug and alcohol-free environment and to reduce accidents, injuries, and fatalities. A copy of this policy and information regarding the harmful effects of drugs and alcohol is available to all employees. The Designated Employer Representative (DER) is designated as the person to answer questions regarding this policy.

### **Safety Sensitive Function**

Definition: ***Safety-sensitive function*** is all time spent either waiting to be dispatched; inspecting equipment or otherwise inspecting, servicing, and/or conditioning any

commercial motor vehicle; driving; in or upon a commercial motor vehicle; loading/unloading a vehicle, supervising or assisting in the loading/unloading process, attending a vehicle being loaded/unloaded, remaining in readiness to operate a vehicle, or giving or receiving receipts for shipments loaded/unloaded; performing accident-related duties; or repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. A supervisor, mechanic or clerk, etc., who is on call to perform safety-sensitive functions may be tested at any time they are on call, ready to be dispatched while on-duty (§382.305).

### **Types of Tests**

Pursuant to regulations promulgated by the Federal Motor Carrier Safety Administration (FMCSA) and the Department of Transportation (DOT), West Central School Corporation has implemented six circumstances for drug and alcohol tests: (1) pre-employment, (2) reasonable suspicion, (3) random, (4) post-accident, (5) return-to-duty, and (6) follow-up

### **Refusal to Test**

Substitution, adulteration, or refusal to submit to the types of drug and alcohol tests employed by West Central School Corporation will be grounds for refusal to hire employee/applicants and to terminate employment of existing employees. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. A delay in providing a urine or breath sample could be considered a refusal. If an employee cannot provide a sufficient urine specimen or adequate breath sample, a physician of West Central School Corporation's choice will evaluate him or her.

If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the employee has violated one of the prohibitions of the regulations.

### **Refusal to submit (to an alcohol or controlled substances test) means**

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a) of this title);
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see §40.63(c) of this title) a pre-employment test is not deemed to have refused to test;
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c) of this title) for a pre-employment test is not deemed to have refused to test;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen (see §40.67(l) and §40.69(g) of this title);

5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2) of this title);
6. Fail or declines to take a second test the employer or collector has directed the employee to take;
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
9. Is reported by the MRO as having a verified adulterated or substituted test result.

### **Consequences of Policy Violation**

Any employee who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

### **Pre-Employment Testing**

Before an employee performs any safety-sensitive functions for an employer, the employee must submit to testing for drugs. The employer must receive a negative result from the medical review officer (MRO) prior to allowing the employee to drive or perform other safety-sensitive functions. (Note: The pre-employment regulations are listed in §382.301. However, §382.301(e) suspends pre-employment alcohol testing as of May 1, 1995.)

### **Random Testing**

West Central School Corporation conducts random drug/alcohol testing. West Central School Corporation or its agents will submit all mandated employees to a computerized random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. West Central School Corporation will drug test at no less than the requirements of the FMCSA, however may choose to test at a higher rate, the average number of safety sensitive/mandated positions per calendar year. West Central School Corporation will select at a minimum 10 percent of the average number of safety sensitive/mandated positions for random alcohol testing. Random selection by its very nature may result in employees being selected in successive selections or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.

If an employee is selected at random for either drug or alcohol testing, a West Central School Corporation official will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

### **Post-Accident Testing**

Both drug and alcohol testing is performed following any accident involving a fatality; or any accident in which the employee receives a citation under state or local law for a

moving traffic violation arising from the accident. (An accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or where a vehicle is towed from the scene.) After any accident, the employee must contact the employer as soon as possible.

The FMCSA/DOT requires that any time a post-accident drug or alcohol test is required, that it be performed as soon as possible following the accident. If no alcohol collection can be made within eight (8) hours, attempts to collect a breath sample shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such a collection shall cease. All attempts shall be documented.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to an applicable federal, state, or local requirements. The employee will sign a release allowing West Central School Corporation to obtain the test results from federal, state, or local officials.

In the event an employee is so seriously injured that the employee cannot provide a urine specimen or breath sample at the time of the accident, the employee must provide necessary authorization for West Central School Corporation to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the employee's system at the time of the accident.

### **Reasonable Suspicion Testing**

A covered employee must be tested for alcohol misuse when West Central School Corporation has reasonable suspicion to believe that the employee has violated the rules regarding use of alcohol. A determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing is authorized only if the required observations are made during, just preceding or just after the period of the workday that the covered employee is performing a safety-sensitive function. A supervisor trained in detecting the symptoms of alcohol misuse must make the observation and determination that a reasonable suspicion exists; however, the supervisor making the determination is not to conduct the reasonable suspicion test on that employee (§382.603). A written record of the observations leading to a controlled substance reasonable suspicion test must be made and signed by the supervisor who made the observations. This record must be made within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

### **Return-to Duty**

This testing is required for employees who want to return to work after being unqualified for a safety-sensitive function. The return-to-duty testing can be done once the referral/evaluation has been completed. All return-to-duty testing must be observed by a collector of the same sex except when performed by physicians or nurses (§40.67(b), and requires a negative result prior to the employee returning to a safety-sensitive function.

## **Follow-Up**

Follow-up testing is required after rehabilitation for a drug or alcohol misuse problem and a return-to-duty test. Six unannounced follow-up tests are required within one year of evaluation and treatment by a Substance Abuse Professional (SAP). All follow-up testing must be observed by a collector of the same sex except when performed by physicians or nurses (§40.67(b)).

## **WHAT ARE THE CONSEQUENCES OF A POSITIVE DRUG TEST?**

A driver must be removed from safety-sensitive duty if he/she has a positive drug test result. The removal CANNOT take place until the MRO has interviewed the driver and determined that the positive drug test resulted from unauthorized use of a controlled substance. A driver cannot be returned to safety-sensitive duties until he/she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the driver's continued abstinence from drug use is also required.

## **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 while having an alcohol concentration of 0.02 or greater.
2. No employee shall be on duty or operate a commercial motor vehicle while in possession of alcohol unless the alcohol is transported and manifested as part of a shipment.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within eight (8) hours after using alcohol.
5. No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, follow-up, or post-injury breath-alcohol or urine drug test.
7. No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to operate a commercial motor vehicle or perform a safety sensitive function.

If West Central School Corporation has actual knowledge or has reason to believe that an employee has engaged in prohibited conduct West Central School Corporation may require the employee to submit to drug and/or alcohol testing. If an employee engages in prohibited conduct, the employee is not qualified to drive a commercial motor vehicle or to perform a safety sensitive function and shall be immediately removed from service. West Central School Corporation may in its discretion and at the request of the employee, keep the employee's position open while such employee attempts to become re-qualified. At its discretion, West Central School Corporation may also take action against the employee up to and including termination.

### **Substance Abuse Evaluation**

Any employee who engages in prohibited conduct shall be provided with names, addresses, and telephone numbers of qualified substance abuse professionals. If the employee desires to become re-qualified, the employee must be evaluated by a Substance Abuse Professional (SAP) and submit to any treatment prescribed by the SAP. Following evaluation and treatment, if any, in order to become re-qualified the employee must submit to and successfully complete a return-to-duty drug and/or alcohol test. Such an employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to West Central School Corporation's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. West Central School Corporation does not guarantee or promise a position to the employee should he/she regain qualified status.

### **Authorization for Previous Test Records**

Within 30 days of performing a safety-sensitive function, federal regulations require that West Central School Corporation obtain certain drug and alcohol testing records from employee's previous employers for the previous 3 years of employment. (Other forms: work record 3 years, DMV and Hazmat 7 years, drug and alcohol authorization form for past employers, 2 years.)

As a condition to employment, the employee shall provide West Central School Corporation with a written authorization for all previous employers within the three years to release such drug and alcohol testing records as are required under federal regulation.

### **Drug Urinalysis**

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites that adhere to the drugs listed in 49 CFR Part 40.

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

### **WHO REVIEWS AND INTERPRETS THE LABORATORY RESULTS?**

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) who is designated by West Central School Corporation. Negative test results shall be reported by the MRO to West Central School Corporation. Before reporting a positive test result to West Central School Corporation the MRO will attempt to contact the employee (in person or by phone) to conduct an interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver

provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer. If the MRO is unable to contact the employee directly, the MRO will contact a West Central School Corporation management official designated in advance by West Central School Corporation who shall in turn contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to FMCSA/DOT regulations, individual test results for applicants and employees will be released to West Central School Corporation and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. A SAMHSA certified laboratory will test the secondary vial different from the one that tested the primary specimen. The individual making the request for a test of the second specimen must pre-pay all costs associated with the test. The request for testing of a second specimen must be made to the MRO within 72 hours of the individual being notified by the MRO of a positive test result.

### **Alcohol Test**

West Central School Corporation will perform alcohol tests using an evidential breath-testing device. West Central School Corporation may provide use of an evidential breath-testing device through a vendor or agent. The employee shall report to the site of an evidential breath-testing device as notified by West Central School Corporation. A breath alcohol technician will operate the evidential breath-testing device. The employee shall follow all instructions given by the breath alcohol technician.

### **WHAT ARE THE CONSEQUENCES OF ALCOHOL MISUSE?**

In the event that an employee has a blood alcohol content of 0.02 to 0.0399 on the basis of the evidential breath, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Employees are not medically qualified until after the 24-hour time frame expires. Employees with tests indicating a blood alcohol concentration of 0.04 or greater are considered to have prohibited conduct which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after duty.

### **WHAT ALCOHOL USE IS PROHIBITED?**

Alcohol is a legal substance; therefore, the rules define specific prohibited alcohol-related conduct. Performance of safety-sensitive functions is prohibited:

- While using alcohol
- While having a breath alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test
- Within four (4) hours of using alcohol. For Bus Drivers or HAZMAT carriers within eight (8) hours of using alcohol.



- In addition, refusing to submit to an alcohol test or using alcohol within eight (8) hours after an accident or until tested (for drivers required to be tested) are prohibited.

### **WHAT ALCOHOL TESTS ARE REQUIRED?**

The following tests are required based upon the circumstance:

- **POST ACCIDENT** – conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving violation) and for all fatal accidents even if the driver is not cited for a moving violation
- **REASONABLE SUSPICION** – conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse
- **RANDOM** – conducted on a random unannounced basis just before, during or just after performance of safety-sensitive functions
- **RETURN-TO-DUTY and FOLLOW-UP** – conducted when an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced. At least 6 tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

### **Training**

#### **For Designated Employer Representative (DER) and Supervisors:**

West Central School Corporation shall ensure that Supervisors who are designated to determine whether reasonable suspicion exists to require an alcohol test must receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Supervisors who are designated to determine whether reasonable suspicion exists to require a controlled substance test must receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable use of controlled substances under §382.307.

#### **For Employees:**

West Central School Corporation shall provide educational materials that explain the requirements of §382.601, consequences of violating the regulations, materials that explain the harmful effects of alcohol and drug abuse, and the employer's policies and procedures with the respect to meeting these requirements. The materials supplied to employees may include information on additional employer policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have a specified alcohol or controlled substances level based on the employer's authority independent of §382.601. West Central School Corporation **shall ensure that each employee sign a required statement certifying that he/she has received a copy of these materials described in §382.601. (See the "Driver Education Packet" for information and signature page.)**

This policy is not intended, nor should it be construed, as a contract between West Central School Corporation and the employee. This policy may be changed at any time at the sole discretion of West Central School Corporation.

### **FMCSA Clearinghouse Mandate, Jan 6, 2020:**

The Clearinghouse is an electronic database containing records of violations of CDL drivers in regards to the regulated drug and alcohol program in Part 382. Any violation for positive drug or alcohol test results, including refusals will be entered into the Clearinghouse database and recorded based off the driver's Commercial Driver License #, name, and date of birth. SSNs will NOT be used in the Clearinghouse. The Clearinghouse regulations require employers, like <West Central School Corporation>, to both query and report information regarding CDL drivers. Motor carrier employers must report these things:

Alcohol confirmation test result with an alcohol concentration of 0.04 or greater.

Alcohol refusal to test as specified in 49 CFR 40.261.

Drug refusal to test not requiring a determination by the MRO as specified in 49 CFR 40.191.

Negative return-to-work test result.

Completion of follow-up testing.

Actual knowledge as defined in 49 CFR 382.107.

There are two types of queries. First, a **limited query** checks for the presence of information in the queried driver's Clearinghouse record, and the driver's written consent is obtained outside the Clearinghouse through the *General Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse* form. A **full query** discloses to employers and designated C/TPAs detailed information about any resolved or unresolved violations in a driver's Clearinghouse record. **Full queries are used for ALL prospective pre-employment new hires and for currently employed CDL drivers that have a limited query that returns a result recorded in the Clearinghouse.** However, full query consent must be given ONLY through the FMCSA Clearinghouse website within 24 hours. The Clearinghouse will email the driver and the driver must login to the Clearinghouse site and give full consent within 24 hours or the employer must remove that driver from safety-sensitive functions immediately. **Therefore, the bottom line is that a driver who will not consent to a query cannot drive until consent is given and the query is conducted.**

Employers will be required to report Clearinghouse specified violations of the DOT drug and alcohol testing program incurred by their current or prospective CDL drivers; in addition, all employers of CDL drivers must conduct pre-employment full queries to determine whether the prospective new hire has unresolved drug and alcohol violations that prohibit them from performing safety-sensitive functions. Employers will also be required to run a limited query through the Clearinghouse annually to determine whether any current CDL employees have incurred drug and alcohol violations while working for another employer while also working for you. Any violations reported in the Clearinghouse on behalf of a driver will remain for 5 years from the date of violation determination or until the driver completes the return-to-duty process, whichever is later.

## **XII. 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:

1. The student chooses not to participate; or
2. 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 superintendent (building principals) may establish procedures to implement this policy.

Legal Reference: IC 20-30-5-0.5

Date Adopted: August 4, 2005

### **XIII. 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, meditate, 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 superintendent (building principals) may establish procedures to implement this policy.

Legal Reference: IC 20-30-5-4.5

Date Adopted: August 4, 2005

### **XIV. Title 1 Parent Involvement Policy**

West Central School Board intends to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. West Central School Board will distribute this policy to parents of students participating in the Title I program.

## **Policy Guidelines**

1. Involve parents in jointly developing our district's local plan under section 1112 and in the process of school review and improvement under section 1116;
2. Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
3. Build the schools' and parents' capacity for strong parental involvement;
4. Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs such as Head Start and other State-run preschool programs;
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including –
  - a. Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - b. Using the findings of the evaluation to design strategies for more effective parental involvement; Revising, if necessary, the LEA's parental involvement policies; and
  - c. Involve parents in the activities of schools served under Title I, Part A. (Section 1118(a) (2), ESEA.)

## **Expectations for Parent Involvement**

The West Central School Board intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the West Central School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

## **School Policy**

Each school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. The policy must be updated annually. A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Central Office.

Reference: Section 1118 of *No Child Left Behind Act* (NCLB) of 2001

## **XV. West Central School Corporation Wellness Policy**

### **Philosophy**

The Board of School Trustees of West Central School Corporation supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of the school corporation's students.

Therefore, in accordance with the Child Nutrition Act, it is the policy of the Board to:

### **Statement of Purpose**

Provide students access to nutritious food and beverages; provide opportunities for physical activity and developmentally appropriate exercises; and require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

### **Coordinated School Health Advisory Council**

West Central School Corporation will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing our corporation's nutrition and physical activities policies. A Coordinated School Health Advisory Council will oversee the development, implementation and evaluation of the school corporation's wellness policy.

1. In accordance with Indiana Code 20-26-9-18, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes some of the following:
  - a. Parents/guardians.
  - b. Foodservice director & staff.
  - c. Students.
  - d. Health care professionals.
  - e. School board member.
  - f. School administrators.
  - g. Teachers (physical education teachers).
  - h. School nurse.
  - i. Members of the general public/community organizations.
2. The Advisory Council shall meet annually to review nutrition and physical activity policies and develop an action plan for the coming year. The council shall meet as needed during the school year to discuss implementation activities and to address barriers and challenges.
3. The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the wellness policy and any changes or revisions that are recommended.
4. The School Board will adopt or revise policies based on the recommendations made by the Advisory Council. The School Wellness Policy shall be made available to students, staff and families by means of school registration, corporation's website, and the student/staff handbook.

### **Standard for USDA Child Nutrition Programs and School Meals**

All schools at West Central will provide and promote breakfast and lunch through the USDA National School Breakfast and Lunch Program.

1. School meal content
  - a. Meals served through the National School Breakfast and Lunch Programs will:
    1. meet or exceed the USDA Dietary Guidelines for Americans
    2. offer a minimum of 2 fruits and/or vegetables at all meals
    3. offer only 1% fat free milk
    4. include whole grains for at least 50% of the grains served
    5. contain 0 percent trans fats
  - b. All cooked foods will be baked or steamed
  - c. Fresh fruits and vegetables will be from certified local farmers when practical.
2. School Meal Participation
  - a. Schools will, to the extent possible, utilize methods to serve school breakfast that encourages participation, including serving breakfast in the classroom and grab and go breakfasts.
  - b. Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.
  - c. Schools in which more than 50% of students are eligible for free or reduced priced meals will sponsor the Summer Food Program when feasible.
3. Mealtimes and Scheduling
  - a. Students will be provided adequate time to eat (at least 20 minutes to eat lunch and 10 Minutes to eat breakfast).
  - b. School meals will be served in clean and pleasant settings.
  - c. Students will be able to wash and sanitize their hands before meals.
  - d. Potable water will be available at all mealtimes.
  - e. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.
4. Professional development and training will be provided and tracked for the foodservice department according to the CEU's required by the USDA.

### **Nutrition Standards for Competitive and Other Food and Beverages**

All schools at West Central will provide and allow foods and beverages that support proper nutrition and promote healthy choices throughout the school day.

#### **Approved Nutrition Standards**

1. K-12 a la carte and competitive foods sold outside the school meals up to 30 minutes after school hours shall be limited to:
  - a. No more than 30% of total calories from fat
  - b. Less than 10% of total calories from saturated fats
  - c. 0% trans fat
  - d. No more than 35% of calories from total sugars
2. K-12 a la carte and competitive beverages sold outside the school meals up to 30 minutes after school hours shall be limited to:
  - a. There are to be no caffeinated beverages
  - b. Low-fat and nonfat milk (in 8oz. portions)

- c. 100% fruit juice in 8oz. portions as packaged for elementary/middle school and 12oz. for High school.
  - d. All beverages other than water, milk, or juice shall be no larger than 8 oz. for elementary, 12 oz. for middle school and 20 oz. for high school.
3. Availability
- a. Vending machines for middle/high school students will have timers allowing their use only after school hours. An exception is for vending machines dispensing 100% healthy snacks and drinks.
  - b. Elementary students will have no access to vending machines during the school day.
  - c. Snack carts and the sale of food items by individuals/groups shall be permitted only with prior approval.
  - d. Students and staff will have free water for consumption available in water fountains throughout the school buildings.
4. Celebrations and Fundraisers
- a. All school sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participants.
  - b. Teachers will send home a healthy snack suggestion guide to parents.
  - c. Water or school beverages listed above are encouraged to be served for any celebration during school hours.
  - d. Fundraising activities will strive to support healthy eating and wellness.

### **Nutrition Education and Promotion**

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate, and will link with the coordinated school healthy program.

1. Nutrition education will be provided in the following ways:
- a. Lessons, using Team Nutrition materials, will be incorporated in all grade levels on nutritional values of meals/foods.
  - b. Lessons will be taught on various chronic diseases, such as diabetes, and their symptoms.
  - c. One focus for nutrition education will be to reach out to community resources such as Purdue Extension.
  - d. Effort will be made to market healthy foods and My Plate will be displayed throughout the school buildings and in every classroom including the cafeteria.
  - e. Nutritional tid-bits will be posted in each buildings cafeteria.
  - f. The food service department will share and publicize information about nutritional content of meals with students, staff, and parents on the schools website.
  - g. Periodic taste testing of proposed new healthy foods will be done in the cafeteria.
  - h. Special dietary, religious, and cultural need of students will be considered when planning meals.
  - i. Students are prohibited from leaving campus for lunch.

### **Physical activity and Physical Education**

1. Physical Education K-12

- a. All students in grades K-12 will be scheduled for physical education instruction in accordance with Indiana State Law.
  - b. Waivers will not apply toward the physical education courses required for a diploma.
  - c. A licensed instructor (when possible) will teach physical education.
  - d. All staff involved in physical education will be provided with opportunities for professional development.
2. Daily Physical Activity Breaks
- a. Each school day shall incorporate several minutes of physical activity or exercise (20 minutes in elementary school) in addition to the physical education curriculum.
  - b. Other goals for physical activity include recess, classroom physical activity breaks, and before and after school programs.
3. Physical Activity Opportunities Before and After School
- a. The school offers intramural teams, clubs, and voluntary activities to increase physical activity opportunities for students after school hours.
  - b. The corporation is encouraged to promote the use of school facilities (fitness center, weight room, pool, playground, etc.) outside of school hours for physical activity.
1. Education/Activities Punishment
- a. Physical education shall not be taken away as a consequence.

### **Staff Wellness**

- 1. Staff is encouraged to engage in health screenings, follow-ups, and healthy activities to improve and maintain their health
  - a. MASE annual health screenings
  - b. Free online monitoring ([www.sparkpeople.com](http://www.sparkpeople.com)) Example activities: walking, running, and biking
- 2. Staff is encouraged to eat healthy and be positive role models
  - a. Fresh fruit, vegetables, and salad bar are offered daily and staff is encouraged to partake in the breakfast and lunch program.
  - b. Staff is encouraged to adhere to and assist in enforcement of the above policies to aid in developing a healthy school and community.

### **Evaluation and Responsibilities**

West Central School Corporation's Superintendent or designee is responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students, including competitive food sales, vending machine items, fund raising activities, and student rewards. The superintendent should also prepare regulations for staff development, community involvement, and program evaluation.

- 1. The superintendent and each building principal or designee shall share the operational responsibility for ensuring the provisions of this policy and its regulations are met in each school.
  - a. The Advisory council will use the WellSAT tool to evaluate the policy.



- b. The Advisory council will be responsible to report to the principals and superintendent on an annual basis the results of the evaluation.
- c. The superintendent will be responsible for reporting to the school board the progress.
- d. This policy shall be reviewed once a year and revised as needed.

Revised: December 1, 2022

## **XVI. Animals in the Classroom**

Live animals are viewed as instructional tools for the classroom. A part of the instruction shall be "Air Quality" and the maintenance of the cage, aquarium or any such container where the animal is housed in order to prevent offensive odors and pest. The teacher prior to an animal entering the classroom will notify parents. Parents are to notify the teacher or principal if their student is allergic to the animal. At no time will animals considered dangerous be brought into the classrooms. Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminate identification card shall be requested for verification. The principal has the authority to determine if it is appropriate to bring an animal into the classroom and if air quality is being maintained.

Procedures may be found in the School Safety Plan.

Legal Reference: 410 I.A.C. 33-4-7  
Approved: December 15, 2011

## **XVII. Chemical Management Policy**

This policy applies to all chemicals purchased for the use in child occupied school buildings. The purpose of this is to reduce student and staff exposure to chemical hazards from chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products. Proper procedures will be followed in purchasing, using, storing, disposing and inventorying these items. Proper procedures dealing with spills, explosions, inhaling, ingesting and other direct contact will be followed.

Procedures may be found in the School Safety Plan.

Legal Reference: 410 I.A.C. 33-4-8  
Approved: December 15, 2011

## **XVIII. Vehicle Idling Policy**

The purpose of this policy is to reduce the exhaust emissions from unnecessary idling of vehicles while on school grounds. Exhaust can collect around idling vehicles and if parked near clean air returns, can enter the buildings and create health risks for the students.

Procedures may be found in the School Safety Plan.

Legal Reference: 410 I.A.C. 33-4-3  
Approved: December 15, 2011

## **XIX. Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the West Central School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on

school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destruction or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

1. Either:
  1. Promotes, sponsors, or assists in; or
  2. 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.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damage 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 gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

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

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

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

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

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

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 gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang 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 gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Legal Reference: IC 20-26-18

IC 20-33-9-10.5 IC 35-45-9-1

Approved: June 2, 2016

## **XX. Use of Naloxone in Schools**

As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

#### Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

6. Type of Naloxone (intranasal and auto-injector).
7. Date of issue.
8. Dosage.
9. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

#### Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete a training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be maintained on file in the corporation.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

#### Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

#### Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

#### Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

#### Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.

#### Indemnification

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.

2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

## **XXI. Criminal History Information for Applicants and Contractors**

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

The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

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

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

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

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

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

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

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for

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

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

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

LEGAL REFERENCE: I.C. 20-26-5-10

I.C. 20-26-5-10.5

I.C. 20-26-5-11

I.C. 20-28-5-8(c)

I.C. 20-26-14-9(b)

Adopted: July 9, 2009

Revised: September 5, 2019

## **XXII. Electronic Monitoring Policy**

The Board authorizes the use of video cameras, audio equipment, global positioning system equipment and other technological monitoring equipment on corporation property and in/on school corporation vehicles. The equipment shall be used to help ensure the health, welfare, and safety of all staff, students, and visitors. Additionally, the equipment is to help safeguard corporation assets including corporation property, facilities, and equipment from theft, vandalism, or misuse. This equipment will be used along with other security measures to enhance the corporation's overall safety/security strategies.

The Superintendent is responsible for approving the location, installation, and operation of electronic monitoring equipment in locations as deemed appropriate. The locations may be determined through consultation with building principals, Safety Specialists, architects, law enforcement officials, transportation personnel, and other appropriate personnel. Monitoring equipment may be placed in public areas of the school facilities and grounds including, but not limited to, hallways, entryways, offices, gymnasiums, cafeterias, libraries, shops, auditorium areas, parking lots, playgrounds, athletic fields, or other outdoor facilities. Additionally, the equipment may be placed on school or activities buses and on corporation vehicles.

The Superintendent may authorize corporation employees to carry and use video and audio recording equipment when video and audio documentation would assist in performing the duties of their position.



The corporation shall make an honest attempt to notify students, staff, and visitors of the use of electronic monitoring devices through the conspicuous placement of signage on school grounds, in school facilities, and in corporation owned vehicles. A person who blocks, moves, or alters the location or viewing angle of the monitoring equipment, or attempts to do so shall be subject to disciplinary action. Information obtained from the use of electronic monitoring devices may be used to support safe operation of the school corporation. Law enforcement may utilize the information gained from the monitoring devices including access to monitoring or recordings when it furthers the mission of the corporation to provide a safe and secure learning environment. Video recordings may become a part of a student's educational record or a staff member's personnel record. The corporation shall comply with all applicable state and federal laws related to record maintenance and retention. Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA").

The Corporation may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational/research purposes. However, this policy does not supersede any other policies enacted by the Board or state or federal laws.

### **XXIII. Notice of Procurement of Professional Services**

The School Board, pursuant to Indiana law, hereby determines to neither provide nor publish a notice for the requirement of professional services for a project under consideration by the Board involving the construction, remodeling, rehabilitation, or repair of any building or facility owned or leased by the School Corporation. However, the Board, by a majority vote, may determine to provide or to publish a notice for professional services required for a project. If the Board determines to provide or to publish a notice, the notice shall comply with the requirements of Indiana law.

For purposes of this policy, professional services mean those services performed by a licensed architect, a professional engineer, or a land surveyor.

### **XXIV. Right to Inspect Certain Non-Academic Materials**

The parent or guardian of a child enrolled in a school within the West Central 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 **or in connection with instruction on human sexuality.**

Any complaints arising under this policy may be submitted in accordance with the policy for parental [public] complaints.

### **XXV. Elementary & Middle School Released Time Religious Instruction (RTRI) Guidelines**

The West Central Board of Education 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.

The Board of Education authorizes a student to be excused from school to attend a Released Time Religious Instruction (RTRI) course, provided each of the following applies:

1. The student's parent or guardian gives written consent;
2. The sponsoring entity maintains attendance records and makes them available to the District;
3. Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent, guardian or student;
4. The sponsoring entity provides and assumes liability for the student while under the control of the sponsoring entity
5. No public funds are expended and no public school personnel are involved in providing RTRI;
6. Students assume responsibility for any missed school work. However, no student may be released from a core academic subject class to attend RTRI. While attending RTRI, a student is not considered absent from school.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

References: *Zorach v. Clauson*, 343 U.S. 306 (1952); Indiana Code § 20-33-2

First Reading 3/4/2021  
Second Reading 4/13/2021

## REPORT OF SEXUAL HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to sexual harassment. To insure full investigation, it should be completed as accurately as possible. It is not, however, critical to be 100 percent precise. An investigation may require the complainant to be interviewed.

Date: \_\_\_\_\_

PLEASE PRINT

Name of complainant making a

Charge of sexual harassment: \_\_\_\_\_

Address of complainant: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Position or Grade: \_\_\_\_\_

Name of individuals involved

In the harassment and indicate \_\_\_\_\_

Whether they are students or

Employees: \_\_\_\_\_

Please give a description of the sexual harassment in your own words:

\_\_\_\_\_  
\_\_\_\_\_

Names of any witnesses,

Indicating whether they are \_\_\_\_\_

Employees or students: \_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

Please see the West Central School Corporation's policy on Sexual Harassment for more information on the topic. Present this report to your most immediate supervisor not involved in the harassment.

\_\_\_\_\_  
Report Number

INVESTIGATIVE REPORT  
OF ALLEGED SEXUAL HARASSMENT

Note: If additional space is needed, please attach \_\_\_\_\_ separate sheets as references by report number.

Name of complainant: \_\_\_\_\_

School and/or position \_\_\_\_\_

Nature of complaint \_\_\_\_\_ Student \_\_\_\_\_ Employee

Specific complaint: \_\_\_\_\_

Date complaint filed \_\_\_\_\_

Name(s) of Respondent \_\_\_\_\_ Date notified \_\_\_\_\_

Respondent's answer \_\_\_\_\_ Agrees with the facts  
\_\_\_\_\_ Disagrees with the facts

Explanation: \_\_\_\_\_

Date complainant notified: \_\_\_\_\_

Complainant's response \_\_\_\_\_ Agrees with the facts  
\_\_\_\_\_ Disagrees with the facts

Explanation: \_\_\_\_\_

Complainant's Witnesses \_\_\_\_\_ (name) \_\_\_\_\_ (position)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ interviewed \_\_\_\_\_ (name of witness)

\_\_\_\_\_ response:  
(name of witness)

---

Respondent's Witnesses

\_\_\_\_\_

(name)

\_\_\_\_\_

(position)

\_\_\_\_\_

Date \_\_\_\_\_ interviewed \_\_\_\_\_

\_\_\_\_\_

(name of witness)

\_\_\_\_\_ response:

\_\_\_\_\_

(name of witness)

\_\_\_\_\_

Date \_\_\_\_\_ interviewed \_\_\_\_\_

\_\_\_\_\_

(name of witness)

\_\_\_\_\_ response:

\_\_\_\_\_

(name of witness)

Other records/documents reviewed:

1.

\_\_\_\_\_

(name of document)

\_\_\_\_\_

(date reviewed)

2.

3.

4.

Summary of review of above records/documents:

Investigator's Summary:

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Suggested Corrective Action:

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Investigator's Signature

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Date

(April 23, 1992)

# DRUG AND ALCOHOL TESTING PROGRAM

## EMPLOYEE ACKNOWLEDGMENT AND CONSENT

Employee Name: (please print) \_\_\_\_\_ Date: \_\_\_\_\_

### **EMPLOYEE ACKNOWLEDGMENT:**

I, the undersigned employee of the **West Central School Corporation**, acknowledge that I have received a copy of the **West Central School Corporation's** DOT Drug and Alcohol testing program, including its Employee Assistance Program. I certify that I understand the policy and provisions described in it and agree to follow the provisions contained therein.

I further acknowledge that I have received written information regarding FMCSA/DOT testing requirements, drug and alcohol testing procedures, the name(s) of person(s) designated to answer questions about the testing policy and procedures, the effects of drugs and alcohol on an individual's health, work and personal life, and the **West Central School Corporation's** Employee Assistance Program (EAP).

### **REFUSAL OF THE TEST**

I am fully aware and agree that I may be discharged or disciplined for any violation by me of said DOT Alcohol and Drug Policy for any failure or refusal to provide urine and/or breath specimens when requested by my employer, for the failure or refusal to identify and certify same, for the failure to cooperate with the forms and other documents, and/or for any failure or refusal to cooperate with my employer in its said DOT Alcohol and Drug Testing Program.

Under FMCSA/DOT regulations, substitution and/or adulteration of a specimen will be treated as a refusal to test. Such refusals shall be treated as a positive test result for the purpose of the regulations.

Any employee involved in a fatality accident who refuses to submit to a post-accident drug test in a timely manner shall be disqualified to drive a commercial motor vehicle for a period of one year.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employee

## Addendum to Drug and Alcohol Policy

All employees of **West Central School Corporation**, who test positive for drugs and/or alcohol, will assume responsibility for all incurred testing fees. This includes positive results on pre-employment, probable cause, random, post-injury and post-accident testing.

All employees who request that split specimens be forwarded to another laboratory will be responsible for the cost.

Any employee who is referred for a substance abuse professional (SAP) evaluation will be required to incur the costs for the return-to-duty testing and all follow-up testing required by FMCSA/DOT and/or **West Central School Corporation**.

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**Employer**

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**Employee Signature**

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**Date**

---

**Date**



**WEST CENTRAL SCHOOL CORPORATION**  
Consent Form for Formal Classroom Instruction on Human Sexuality

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

This form serves as the:

\_\_\_\_\_ First Notice      Date of Notice: \_\_\_\_\_  
\_\_\_\_\_ Second Notice      Date of Notice: \_\_\_\_\_

Please return consent form to: \_\_\_\_\_ By: \_\_\_\_\_

Date(s) Instruction will be provided: \_\_\_\_\_

Summary of the Contents and Nature of the Instruction that will be provided:

Parent(s), or an adult or emancipated minor student, have the right to review and inspect all materials related to the instruction on human sexuality.

Procedures of Reviewing and Inspecting Materials:

Please direct questions to: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please Check:**

\_\_\_\_\_ Consents to in Instruction      \_\_\_\_\_ Declines Instruction

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If the school does not receive a response within ten days after the school notice, the student will receive the instruction on human sexuality unless the parent, or the adult or emancipated minor student, subsequently opts out of the instruction for the student.**

## CHAPTER X - FORM APPENDIX

## Vacancies and Transfer Request

1. I wish to return to my present position \_\_\_\_\_
2. I wish to be considered for a transfer to \_\_\_\_\_
3. I wish to be considered for the following vacancy \_\_\_\_\_
4. I am uncertain about my plans for next year \_\_\_\_\_
5. I do not wish to be employed by the West Central School Corporation next year \* \_\_\_\_\_

\* Anyone not planning to return is requested to submit his/her resignation.

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_

## Citizen's Request for Reconsideration of Instructional Material

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents

\_\_\_\_\_ Himself  
\_\_\_\_\_ (name organization) \_\_\_\_\_  
\_\_\_\_\_ (identify other group) \_\_\_\_\_

1. To what in the instructional material do you object? (Please be specific)  
\_\_\_\_\_
2. What do you feel might be the result of using this material?  
\_\_\_\_\_
3. For what age group would you recommend this material? \_\_\_\_\_
4. Is there anything good about this material? \_\_\_\_\_
5. Have you read or previewed the entire material? \_\_\_\_\_  
What parts? \_\_\_\_\_
6. Are you aware of the judgement of this material by critics in the subject area?  
\_\_\_\_\_
7. What do you believe is the theme of this material? \_\_\_\_\_
8. What would you like your school to do about this material?  
Do not assign it to my child \_\_\_\_\_  
Withdraw it from all students as well as from my child \_\_\_\_\_  
Send it back to the subject area dept. for re-evaluation \_\_\_\_\_
9. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

## Request for Disclosure of Public Records

By filling out this form, you are helping us keep track of our records.  
Please print you answers.

Your name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Please identify with reasonable particularity the record being requested:

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This is a request for \_\_\_\_\_ you to allow me to inspect the record.  
\_\_\_\_\_ you to provide me with a copy of the record at  
(amount) per page. I understand that I must pay the copying  
fee before the record will be copied.

Please state the reason that you want to inspect the record or want a copy of the  
record.

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Thank you for your cooperation in completely filling-out this form.

DO NOT WRITE BELOW THIS LINE; FOR OFFICE USE ONLY

Date and Time request received: \_\_\_\_\_

Name of person receiving request: \_\_\_\_\_

Disposition of request: \_\_\_\_\_

Disposition date and time: \_\_\_\_\_

November 17, 1983

## Request for the Non-Disclosure of Information to Military Recruiters

Dear Parent and Student:

Student directory information, as defined below, must be released to any recruiting representatives of any military service or academy who requests it unless the parent or student provides a written request stating no student directory information is to be given to a military recruiting representative.

Student Directory Information is defined as follows:

1. Name of Student
2. Address
3. Telephone number(s)

This form must be completed and returned to the school counselor before the end of the student's sophomore year

\_\_\_\_The release of Student Directory Information to all military recruiting representative is denied.

\_\_\_\_\_  
Name of Student (Print)

\_\_\_\_\_  
Grade

West Central High School

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## **Notice of Restriction to Release Student Directory Information to Military Representatives**

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by federal law. (20 U.S.C. 7908; 10 U.S.C. 503) For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student if over the age of 18 has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release

### **Denial of Permission to Release Student Directory Information to Recruiting Representatives of the Military Services and Military Academies**

Dear Parent and Student:

Student directory information, as defined below, must be released to any recruiting representative of any military service or academy who requests it **unless** the parent or student provides a written request stating no student directory information is to be given to a military recruiting representative. If you do not want this directory information released to any military recruiting representative, please fill out the form below and return it to the principal's office. Thank you.

Student Directory Information is defined as follows:

1. Name of student
2. Address
3. Telephone number(s), if listed or published

\_\_\_\_\_The release of Student Directory Information to all military recruiting representatives is denied unless my written permission is given to release such information to a military recruiting representative.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Drug and Alcohol Testing Program Employee Acknowledgement and Consent

Employee Name (please print) \_\_\_\_\_

### EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WEST CENTRAL SCHOOL CORP.** Substance Abuse Policy. I certify that I understand the policy and provisions described in it and agree to follow the provisions contained therein.

I further acknowledge that I have received written information regarding FMCSA/DOT testing requirements, drug and alcohol testing procedures, the name(s) of persons(s) designated to answer questions about the testing policy and procedures, the effects of drugs and alcohol on an individual's health, work and personal life, and the School's Employee Assistance Program (EAP).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **REFUSAL OF THE TEST**

A person who refuses to be tested under provisions of the FMCSA/DOT regulations shall not be permitted to operate a commercial motor vehicle or to perform a safety sensitive function. Under FMCSA/DOT Regulations, substitution and/or adulteration of a specimen will be treated as a refusal to test. Such refusals shall be treated as a positive test result for the purposes of the regulations.

Any employee driver involved in a fatality accident who refuses to submit to a post-accident drug test in a timely manner, shall be disqualified to drive a commercial motor vehicle for a period of one year.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employee



## DRUG AND ALCOHOL ADDENDUM

All employees of **WEST CENTRAL SCHOOL CORPORATION** who test Positive for Drugs and/or Alcohol, will assume responsibility for all incurred testing fees. This includes positive results on Pre-Employment, Probable Cause, Random, Post-Injury and Post Accident testing.

All employees who request that split specimens be forwarded to another laboratory will be responsible for the cost.

Any employee who tests positive and is referred for SAP evaluation, will be required to incur the costs for the Return to Duty testing and all Follow-up testing required by FMCSA/DOT and/or the School, **WEST CENTRAL SCHOOL CORP.** will pay for all Negative Drug and Alcohol Testing.

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**WEST CENTRAL SCHOOL CORP.**

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**EMPLOYEE SIGNATURE**

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**DATE**

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**DATE**

## School Vehicle Usage Agreement

### WEST CENTRAL SCHOOL CORPORATION

Post Office Box 578 – 117 East Montgomery Street  
Francesville, Indiana 47946

Dan Zylstra  
Superintendent

219-567-9161  
Fax # 219-567-9761

RE: Operation of School Owned Vehicles

Dear Bus and Van Drivers,

Your employment responsibilities include the operation of a school owned vehicle. Operation of a school owned vehicle is a serious responsibility for both of us.

State laws require and we encourage that all drivers of school owned vehicles maintain a safe driving record. Accordingly, we will periodically request a copy of your driving record.

Please sign and return this letter to the central office as soon as reasonably possible. Failure to sign and return this authorization will result in the termination of your driving privileges.

If you have any questions, please contact this office. Thank you.

Sincerely,

Dan Zylstra

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DISCLOSURE UNDER FAIR CREDIT REPORTING ACT AND CONSENT TO  
PROCUREMENT OF CONSUMER REPORT FOR EMPLOYMENT PURPOSES

The undersigned hereby authorizes West Central School Corporation or its assigns, to obtain copies of consumer reports, including a motor vehicle report, pertaining to my employment and for use in underwriting insurance for which West Central School Corporation may apply, and any renewal thereof. I understand that in obtaining such consumer reports, a consumer reporting agency may be used, and I do hereby authorize such use.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Adopted: July 24, 2003