

Regular Session

Tuesday, November 1, 2016 7:30 PM

South Harrison Community School Corporation Administrative Center, 315 South Harrison Drive, Corydon, IN 47112

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Moment of Silence for Patricia K. Shaffer

V. Approval of Amended Agenda

VI. Special Recognitions

VI.1. Mary Smith, Food Service Coordinator -
School Nutrition Association Level 3
Certification

VI.2. CCHS - Academic All State Honorable
Mention by the Indiana High School Coaches
Association - Clayton Schreck

VI.3. CCHS - Wendy's High School Heisman Award
- Anna Bailey

VI.4. CCHS - Girls' Cross Country Team
Qualified for Semi-State

VII. Student Council Presentations

VIII. Special Presentations

VIII.1. National Manufacturing Day

VIII.1.a. <http://www.wave3.com/story/33490937/southern-indiana-students-tour-local-manufacturing-facilities>

VIII.1.b. <http://www.whas11.com/news/local/indiana/more-than-900-s-indiana-students-tour-area-manufacturing-facilities/342275875>

VIII.1.c. <http://www.wlky.com/article/students-get-hands-on-tour-at-amatrol/7598593>

VIII.2. Indiana School Improvement Plan (INSIP) Review **Presenter:** Sharon Mathes, Principal

VIII.3. South Central Elementary School National Honor Society

IX. Public Address to the Board

X. Consent Agenda

X.1. Board of School Trustee Minutes - Executive and Regular Sessions, Tuesday, October 4, 2016

X.2. Approval of Claim Docket

X.3. Personnel

X.3.a. Corporation

X.3.a.1) **Keith Barker - Bus Driver**

X.3.b. Harrison County Exceptional Learners
Cooperative

X.3.b.1) **Dawn Flock - Homebound Instructor**

X.3.b.2) **Cheryl Lone - Homebound Instructor**

X.3.b.3) **Kim Rowe - Homebound Instructor**

X.3.c. Corydon Central High School

X.3.c.1) **Paul Hamann - Family & Consumer Science
Teacher**

X.3.c.2) **Sonja Reed - Kitchen Helper**

X.3.c.3) **April Shireman - Kitchen Helper**

X.3.c.4) **Alisha Heitkemper - Kitchen Helper**

X.3.c.5) **Jeffery Carver - Co-Varsity/Assistant
Softball Coach**

X.3.c.6) **Josh Orme - Co-Varsity/Assistant Softball
Coach**

X.3.c.7) **Kevin Oskin - Co-Varsity/Assistant
Softball Coach**

X.3.c.8) **Patrick Clarke - Assistant Wrestling
Coach**

X.3.c.9) **Jared Nassiff - Volunteer Assistant
Wrestling Coach**

X.3.c.10) **Ezra Paden - Volunteer Wrestling Coach
Junior Assistant**

X.3.c.11) **Timothy Ettinger - Volunteer Assistant
Swim Coach**

X.3.c.12) **Kelsey Rogers - Volunteer Assistant Swim
Coach**

X.3.c.13) **Holly Strange - Volunteer Assistant Swim
Coach**

X.3.c.14) **Kyle Jones - Varsity Soccer Coach Women's**

X.3.c.15) **Varsity Soccer Coach Men's**

X.3.d. Corydon Central Junior High School

X.3.d.1) **Christine Randolph - Teacher**

X.3.d.2) **Kristin Drummond - 1/2 Junior High
Newspaper Sponsor**

X.3.d.3) **Karen York - 1/3 Academic Coach**

X.3.e. Corydon Intermediate School

X.3.e.1) **Anita Striegel - Treasurer**

X.3.f. Corydon Elementary School

X.3.f.1) **Kirsten Clarke - LPN/Preschool
Instructional Assistant**

X.3.f.2) **Sherryl Elias - Preschool Instructional
Assistant**

X.3.g. Heth-Washington Elementary School

X.3.g.1) **Virginia Jordan Noonan - Teacher**

X.3.h. New Middletown Elementary School

X.3.h.1) **Natalie Schoen - Kitchen Helper**

X.3.h.2) **Steven Smith - Custodian**

X.3.i. South Central Elementary School

X.3.i.1) **David Ferree - Volunteer Elementary
Basketball Coach Boys'**

X.3.i.2) **Jeremy Murphy - Volunteer Elementary
Basketball Coach Boys'**

X.3.i.3) **Chris Schmelz - Volunteer Elementary
Basketball Coach Boys'**

X.3.j. South Central Junior/Senior High School

X.4. Operational Matters

X.4.a. Corporation

X.4.a.1) **Indiana School Improvement Plans (INSIP)**

X.4.a.2) **Camp Invention - 2017 Fund Request**

X.4.a.3) **Indiana Department of Education -
Approval Request for Non Standard Courses &
Curriculum Waiver**

X.4.b. Harrison County Exceptional Learners
Cooperative

X.4.c. Corydon Central High School

X.4.c.1) **Facilities Agreement - YMCA Pool Lane
Rental**

X.4.c.2) **Agreement - Lifetouch - School Pictures
for the 2017-2018 School Year**

X.4.d. Corydon Central Junior High School

X.4.e. Corydon Elementary School

X.4.f. Corydon Intermediate School

X.4.g. Heth-Washington Elementary School

X.4.g.1) **Sycamore Land Trust**

X.4.g.2) **Customer Booking Agreement - Inter-State
Studios - School Pictures/Yearbook for the 2017-**

2018 School Year

X.4.h. New Middletown Elementary School

X.4.i. South Central Elementary School

X.4.j. South Central Junior/Senior High School

X.4.j.1) **Memorandum of Understanding for Dual Credit 2016-2017 - Ivy Tech Community College of Southern Indiana**

X.4.j.2) **Donation - \$1000.00 - H Lloyd Whitis - Girls' Golf Team**

X.5. Field Trips

X.5.a. Corydon Central High School

X.5.b. Corydon Central Junior High School

X.5.c. Corydon Elementary School

X.5.d. Corydon Intermediate School

X.5.e. Heth-Washington Elementary School

X.5.f. New Middletown Elementary School

X.5.g. South Central Elementary School

X.5.h. South Central Junior/Senior High School

X.5.h.1) **Overnight Fieldtrip- 6th Grade - Cincinnati, Ohio - Tentatively Scheduled for Wednesday, May 17, 2017 through Friday, May 19, 2017**

X.6. Other

XI. Unfinished Business

XI.1. Motions as the Result of Executive Session

XI.2. **Second Reading of Policy 0120, Powers and Philosophy**

XI.3. **Second Reading of Policy 2271, College and University Programs**

XI.4. **Second Reading of Policy 2421, Career and Technical Education Program**

XI.5. **Second Reading of Policy 2510, Adoption of Curricular Materials**

XI.6. **Second Reading of Policy 5200, Attendance**

XI.7. **Second Reading of Policy 5460, Graduation Requirements**

XI.8. **Second Reading of Policy 5461, Credit for Courses Completed Before Students Enter Grade 9**

XI.9. **Second Reading of Policy 5540, The Schools and Governmental Agencies**

XI.10. Second Reading of Policy 5840, Criminal Organizations and Criminal Organization Activity

XI.11. Second Reading of Policy 6152, Student Fees and Charges

XI.12. Second Reading of Policy 8510, Wellness

XI.13. Second Reading of Policy 8531, Free and Reduced-Price Meals

XI.14. Second Reading of Policy 8540, Vending Machines

XI.15. Second Reading of Policy 8606, Bus Drivers and Cellular Telephone Use

XII. New Business

XII.1. Boyce Maintenance Terms & Conditions Acceptance - Doc-E-Serve - from December 1, 2016 to November 30, 2017 - \$1,900

XIII. Superintendent's Communications and Reports

XIII.1. Skills Up Grant Award

XIII.2. NSBA Annual Conference & Exposition Registration

XIV. Board Members' Communication, Reports and Questions

XV. Upcoming Events

XV.1. Heth-Washington Elementary Fall Festival - November 4, 2016 - 5:00-7:00 pm - Auction 7:30

XV.2. New Middletown Elementary Fall Festival - Saturday, November 5, 2016 - Chili Supper 4:30-6:30 pm - Games and Silent Auction 5:00-6:30 pm - Live Auction 7:00 pm

XV.3. South Central Junior Senior High School Senior Carnival - Saturday, November 5, 2016 - 5:00 - 9:00 pm

XV.4. South Central Elementary School Color Run Fundraiser - Saturday, November 5, 2016, Registration 8:00 - 8:45 am - Race 9:00 am - Dance Following

XV.5. South Central Elementary School Veterans Day Program - Friday, November 11, 2016 - Breakfast 8:45 - 9:00 am, Program in the Auditorium 9:30 am

XV.6. South Central Elementary School Shoppers Extravaganza, Choir Concert, and Cookies with Santa - Saturday, December 10, 2016 - Extravaganza 10:00 am - 2:30 pm, Concert and Cookies 3:00 - 3:30 pm

XV.7. Harrison County Fair - Sunday, June 18 through Saturday, June 24, 2017

XVI. Adjournment

Board Secretary

REVISED BYLAW 0122 & 0123 - VOL. 28, NO. 2

POWERS AND PHILOSOPHY

0121 **Board Authority**

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

0122 **Board Powers**

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

~~The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out. The Board shall exercise all powers expressly granted to the Corporation by statute or through rules adopted by the State Board of Education and those powers necessary or desirable in the conduct of the Corporation's affairs, even if the power is not granted by statute or rule. The Board may exercise any power the Corporation possesses to the extent that the power is not expressly denied by the State Constitution, statute, or State Board rule and is not expressly granted to another entity.~~

~~The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition to act. The Board shall retain the power to act, through written policies, in situations in which there is no Constitutional or statutory provision requiring a specific manner for the Corporation to exercise a power and no Constitutional or statutory prohibition to the exercise of that power.~~

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

~~I.C. 20-26-3, 20-26-5-4, 20-26-5-5, 36-1-7~~I.C. 20-26-3, 20-26-5-4, 36-1-7

0123

Philosophy of the Board

A School ~~Board-Corporation~~ is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by, and is governed by, State statutes.

The School Board has the dual responsibility for implementing ~~the Corporation's~~ legal ~~requirements-obligations~~ pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the ~~School-Corporation~~, and the citizens shall be urged to bring their aspirations and concerns about the Corporation and its schools to the ~~Board's attention-of this body~~.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.

- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

REVISED POLICY - VOL. 28, NO. 2

COLLEGE AND UNIVERSITY PROGRAMS

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

The Board ~~will allow students in grades 11 and 12~~ may allow students who meet the criteria to enroll in approved postsecondary programs while in attendance in the Corporation. ~~Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the School Corporation and are offered by State educational institutions as defined in I.C. 20-12-0.5-1.~~

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

Definitions:

"Dual credit course" means a course taught by a high school faculty member, a college faculty member, or a college adjunct faculty member that a high school student may take to earn both high school and college credits. Dual credit courses may include any of the following:

- A. A concurrent enrollment college course that is taught:

 - 1. in a high school classroom;
 - 2. by a regular high school faculty member who is approved by an eligible institution; and
 - 3. to high school students who earn high school credit for the course and may also earn college credit through an agreement between an eligible institution and a school corporation under I.C. 21-43-4-3.5.

B. An on-campus course, that:

1. is taught:

- a. on the campus of an eligible institution;
- b. by a faculty member of the eligible institution; and
- c. as a regular course offering to postsecondary students attending the eligible institution in which a high school student enrolls and attends; and

2. is approved by the high school that the high school student attends for secondary credit requirements.

C. A college course, that is taught:

1. in a high school classroom;

2. by a faculty member of an eligible institution; and

3. to high school students who may earn both secondary and postsecondary credits.

D. An online college course, that:

1. is taught:

a. by a faculty member of an eligible institution; and

b. as a regular course offering to postsecondary students attending the eligible institution in which a high school student enrolls and attends; and

2. is approved by the high school that the high school student attends for secondary credit requirements.

"Early college" means an academic program consisting of a series of dual credit courses or concurrent enrollment courses, or both, which allow high school students to earn both a high school diploma and:

- A. an associate degree that has been approved by the commission for higher education; or
- B. up to two (2) years of academic credit toward a baccalaureate degree.

"Eligible institution: means an accredited public or private:

- A. college; or
- B. university;

located in Indiana that grants a baccalaureate or an associate degree and offers postsecondary enrollment opportunities.

"Postsecondary credit" means credit toward:

- A. an associate degree;
- B. a baccalaureate degree; or
- C. a career and technical education certification;

that is granted by an eligible institution upon the successful completion of a course taken in a high school setting under a postsecondary enrollment opportunity.

"Postsecondary enrollment opportunity" refers to programs established under I.C. 21-43-4, including dual credit courses, concurrent enrollment courses, and early college programs.

"Program" means a postsecondary enrollment program authorized by the Board in which an eligible student participates.

"Secondary credit" means credit toward graduation requirements granted by the Corporation upon the successful completion of a course taken under the program.

Postsecondary Enrollment Opportunities:

The Board authorizes the Superintendent to collaborate with eligible institutions to offer the following postsecondary enrollment programs:

- early college programs
- college courses taught by faculty members of eligible institutions
- concurrent enrollment college courses

that meet the educational objectives of the Corporation and are offered by eligible institutions in secondary school locations.

Students enrolled in such programs will be eligible to receive secondary credit in addition to any postsecondary credit earned for the successful completion of the course. All instructors shall meet the requirements established by State law and the Higher Learning Commission for teaching a course for which graduation credit is awarded.

A student is eligible to participate in a postsecondary enrollment program if they meet the criteria set by the eligible institution and:

- participation will not delay the student's progress toward high school graduation;
- participation will not result in the cancellation of the same course offered by the student's school due to low enrollment;

[NOTE: The Board will select any additional eligibility criteria and include it here.]

The criteria for determining the courses approved for secondary credit are as follows:

- A. the eligible institution and the Corporation, through its Superintendent, shall determine the terms and conditions under which the Corporation will award credit, if any, for a specified course successfully completed by a student through the Corporation;

- B. the eligible institution shall determine the terms and conditions under which the Corporation will award secondary credit, if any, for a specific course successfully completed through the eligible institution; and
- C. secondary credit also will be awarded for the successful completion of the following courses:
 - (X) a course that is approved by the principal of the high school that the student attends for secondary credit requirements.
 - (X) a course that is a dual credit course or concurrent enrollment college course approved by the administration or which is listed by an eligible institution in the statewide core transfer library under the principles set forth in IC 21-42-5-4.;

Before February 1 of each year, the Corporation shall provide each student in grades 8, 9, 10, and 11 with information concerning postsecondary enrollment opportunities.

A student who intends to enroll in an eligible institution shall notify the principal of the school in which the student is enrolled.

A Corporation representative, by agreement with an eligible institution and using information that may be provided by the eligible institution, shall meet with each student who intends to participate in a postsecondary enrollment opportunity to offer counseling at which the following are discussed:

- A. the courses in which the student may enroll, including prerequisites needed for completion.
- B. the postsecondary credit the student earns upon successful completion of a course.
- C. the consequences of the student's failure to successfully complete a course.
- D. notice of the course and schedule.

- E. the financial obligations of the student and the school under the postsecondary enrollment opportunity.
- F. the responsibilities of the student, the student's parent, and the school under the postsecondary enrollment opportunity.
- G. other matters concerning the postsecondary enrollment opportunity.

If a student enrolls in a concurrent enrollment college course, a postsecondary course taught by a faculty member of the eligible institution at the high school, or an early college program offered by an eligible institution, the eligible institution and the Corporation shall enter into a contract for the postsecondary enrollment opportunity. The contract must establish the terms and conditions under which:

- A. the eligible institution will award credit for specified classes successfully completed by students in the Corporation; and
- B. the Corporation will award credit for specified classes successfully completed by students at the eligible institution.

With respect to a course taught in a high school setting, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale, as established by the eligible institution, in order for the student to enroll in subsequent related dual credit course work in the same subject area.

Postsecondary Credit High School Fast Track Program

A State educational institution may establish a high school fast track to college ~~programs that offer~~ program that offers qualified students an opportunity to earn a high school diploma while earning credits for a degree. To be eligible to earn a high school diploma under this program, the student must be either:

- A. at least nineteen (19) years of age and not enrolled in a school corporation or;
- B. at least seventeen (17) years of age and have consent from the principal of the high school most recently attended.

The ~~School Corporation in which the student resides~~ Corporation shall pay the tuition of a student who resides in the Corporation for high school level courses taken at the state educational institution each year the student is included in the ~~School~~ Corporation's ADM.

All instructors shall meet the requirements established by State law and the Higher Learning Commission for teaching a course for which graduation credit is awarded.

To complete the requirements for a high school diploma, an individual participating in the High School Fast Track program must have:

A. passed:

1. the graduation examination given under I.C. 20-32-4;
2. an examination for a general educational development diploma;
3. an examination equivalent to the graduation examination:
 - a. administered by the state educational institution; and
 - b. approved by the department of education; or
4. an examination that demonstrates the student is ready for college level work:
 - a. administered by the state educational institution; and
 - b. approved by the department of education; and

B. completed the course work necessary to meet:

1. the minimum high school course requirements established by the Indiana state board of education; and
2. the requirements of the state educational institution.

The Superintendent ~~will~~ shall establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students and the institutions offering such programs to students of this Corporation. The Superintendent ~~will also~~ shall establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

~~I.C. 20-12-13-6, 20-12-75-14, 20-30-11, 20-30-11.5, 23-13-18-29
511 IAC 6-10-4~~

I.C. 21-43-1, I.C. 21-43-4, I.C. 21-43-8
511 IAC 6-7.1-1, 511 IAC 6-7.1-6, 511 IAC 6-7.1-7, 511 IAC 6-10-1, 511 IAC 6-10-4
Higher Learning Commission's Qualified Faculty Requirements

REVISED POLICY - VOL. 28, NO. 2

CAREER AND TECHNICAL EDUCATION PROGRAM

The School Board supports an education program designed to provide students with learning experiences to develop knowledge and skills to enter the labor force or career and technical post-secondary programs.

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences, work experiences, and guidance for students to plan and prepare for a future:

- (X) in the labor market as employable individuals immediately after graduation with productive, saleable skills;
- (X) in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
- (X) in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide,

- (X) in cooperation with the Prosser Career Education Center.

a career and technical education program which may include the following subject areas:

- (X) Agricultural Education
- (X) Business, Marketing, and Information Technology Education
- (X) Engineering and Technology Education
- (X) Family and Consumer Science
- (X) Health Science Education
- (X) Trade and Industrial Education

Work Based Learning

Career and Technical Education Pilot Programs (non-standard course waiver required)

Specific courses in each subject area are to conform to the prescribed courses outlined in the Indiana Department of Education State Approved Course Titles and Descriptions. All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.

Students may receive dual credit for any course in the career and technical education program that has been approved for such credit and is in compliance with Indiana Statutes-law and Policy 2271.

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for disabled students in a format and context in which they can communicate.

The career and technical education program may include:

a shared-time program outside of school;

a work-study program involving the employment of qualified students.

The work-study programs are available to students without regard for race, color, national origin, sex, age, or disability. The Superintendent is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided an assurance of nondiscrimination on the basis of race, color, national origin, sex, age, and disability prior to the time the students are selected and/or assigned.

I.C. 20-19-2-17, 20-37-2-1 et seq.
511 IAC 8
511 IAC 6-10

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ADOPTION OF CURRICULAR MATERIALS

For purposes of this policy, “curricular materials” means systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- A. books;
- B. hardware that will be consumed, accessed, or used by a single student during a semester or school year;
- C. computer software; and
- D. digital content.

Curricular materials used as part of the educational program of the Corporation shall be approved by the Board, and the Board shall make approved curricular materials available for rental or purchase by each student enrolled in a public school located in the attendance area served by the Board if that school is in compliance with the minimum certification standards established by the State Board of Education.

The annual rental rate for curricular materials shall not exceed twenty-five percent (25%) of the retail price of the curricular materials. The Board may charge a student the cost of the student’s use of disposable materials, software copyright licenses, and hardware to utilize software provided. If a software site license is not charged on a per student per school year basis, the Board shall approve a sum to be paid by each student that divides the cost of the license between all students expected to use the licensed software. If hardware such as a laptop computer or a tablet is required to access the curricular materials approved by the Board, the Board shall approve a sum to be paid by each student expected to use the hardware.

~~[OPTION — THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]~~

If a student has paid rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable rental or use fee, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as ~~one-fourth (1/4)~~ ~~(e.g., one-fourth (1/4) or one-third (1/3))~~ or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds ~~\$5.00~~. ~~[Recommended amount is \$5.00.]~~

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportionate share of any fees amounting to at least ~~\$5.00~~, ~~[Recommended amount is \$5.00]~~, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within ~~45~~ days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within ~~45~~ days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

~~[END OF OPTION]~~

~~[OPTIONAL – THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:~~

~~[x]~~ The Corporation may write-off any outstanding unpaid fees for rent or use of curricular materials of \$5.00 ~~[Recommended amount is \$5.00]~~ or less, if not paid by first day _____ of the school year following the school year or activity season in which the debt for nonpayment of fees for _____ curricular materials was incurred.

Unpaid fees for rent or use of curricular materials in excess of \$5.00 ~~[Recommended amount is \$5.00]~~ may, at the discretion of the school treasurer or his/her designee, be written off 2 _____ years after the end of the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred. Fees in excess of \$5.00 ~~[Recommended amount is \$5.00]~~ may be written off at any time, if the principal, or his/her designee, determines the student’s parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

~~[END OF OPTION]~~

The Board shall prescribe reasonable rules and regulations for the care, custody, and return of curricular materials and hardware.

If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Corporation, the Corporation shall, pursuant to I.C. 20-26-12-26, evaluate the student’s curricular materials and offer to purchase the curricular materials at a reasonable price for resale to any family that moves into the Corporation during the school term.

The curricular materials approved by the Board shall include a research based core reading program.

Supplementary materials required by a special education student's Individualized Education Program shall be provided without additional charge. The supplemental materials provided to students receiving special education services shall be in a format that allows the student to utilize the materials. When necessary for a special education student to benefit from curricular materials, the materials shall be provided in NIMAS (National Instructional Materials Accessibility Standard) format and shall be certified by NIMAC (National Instructional Materials Access Center), or the publisher of the materials may authorize the Board to reproduce the curricular materials in a format such as large type or audio that allows the special education student to benefit from the materials.

The Superintendent shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. Textbooks determined to be obsolete shall be disposed of in accordance with Board Policy 7310 - Disposition of Surplus Property and Superintendent's administrative guidelines. See AG 7310.

I.C. 20-18-2-2.7 - Curricular materials defined

I.C. 20-20-5.5 - Curricular materials

I.C. 20-26-12 - Textbooks

511 IAC 6.2-3.1 - Research based core reading program requirement

511 IAC 9 - Textbook adoption

IDOE Memo dated 2/8/2012 - "Updates to Textbook Adoption Procedures"

IDOE "FAQs Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives"

IDOE Memo "Textbook and Computer Scenarios"

Indiana State Board of Accounts, *Public Schools Audit Manual*

Indiana State Board of Accounts, *School Administrator*

REVISED POLICY - VOL. 28, NO. 2

ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

(X) or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by ~~state~~State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a (X) written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- (X) single absence;
- (X) prolonged absence;
- (X) absence of more than three (3) days duration;
- ~~(X)~~ repeated unexplained absence and tardiness.
- (+) _____

The Board considers the following for excused absences:

- ~~(+) illness verified by a note from the parent~~
- (X) illness verified by a note from a physician
- (X) recovery from accident with appropriate physician documentation
- (X) required court attendance

- (X) professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- (X) death (X) in the immediate family (X) or of a relative
- (X) observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- (X) Maternity
- (X) military connected families’ absences related to deployment and return
- (X) participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- (X) such other good cause as may be acceptable to the Superintendent or permitted by law
- (+) _____

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An ~~out-of-school~~ out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

[X] Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

[X] The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports

(+) ~~daily~~

(+) ~~weekly~~

to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

(X) ensure a school session which is in conformity with the requirements of the law;

(X) ensure that students absent for any excusable reason have an opportunity to make up work they missed;

(X) govern the keeping of attendance records in accordance with the rules of the State Board;

(X) ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. ~~Such guidelines should also provide that if a student or a member of the student's household is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences.~~ If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Such guidelines also shall provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

~~**[OPTIONAL – The Board must choose whether to include a definition of habitual truant in the Corporation's discipline rules and whether it will require a report to the Bureau of Motor Vehicles when a student is a habitual truant]**~~

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;

provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants.

~~**[END OF OPTION]**~~

The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 9-24-2-1, -4
I.C. 20-33-2
511 IAC 1-3-1

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GRADUATION REQUIREMENTS

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

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State. [All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.](#)

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

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

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

The Board shall award a certificate of achievement to a student who is on a nondiploma track as determined by that student's case conference committee and indicated on the student's Individualized Education Program (IEP).

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the Graduation Qualifying Examination requirement.

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

Additional Requirements for Students with Disabilities

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

- A. the types of diplomas available for students to receive in the State of Indiana;
- B. the course requirements for each type of diploma; and
- C. employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

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

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

~~Beginning with the class of students who expect to graduate in the 2010-2011 school year, each student is required to meet:~~
Each student is required to meet:

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

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

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

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

~~I.C. 20-32-4-1 through 11~~

~~I.C. 20-35-4-11~~

~~511 IAC 5-3-2, 6-7.1-4 through 7~~

I.C. 20-32-4-1 through 10

I.C. 20-35-4-11

511 IAC 6-7.1-4 through 7

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CREDIT FOR COURSES COMPLETED
BEFORE STUDENTS ENTER GRADE 9

In order to recognize its responsibility to provide students the opportunity to receive a maximum amount of credit for completion of course work leading to high school credit, the School Board establishes the following policy and criteria regarding the application of credits earned for high school credit prior to the students entering grade 9.

For credit or course-work to be accepted for courses taken prior to entering grade 9 compliance with minimum requirements established by the State must be met.

Credits earned at the **(X) middle school (X) junior high level** are supplemental to those required by Core 40.

Course content must meet the competencies and proficiencies of the corresponding high school course. Corresponding grades are to be recorded on the student's transcripts and included in grade point averages.

Administrators will consider carefully the circumstances under which credit will be awarded for courses taken before students enter grade 9. The physical, intellectual, social, and emotional maturity of students as well as course content should be considered. In addition, the administrator will remind parents and students that there is a direct correlation between SAT and ACT scores and the number of academic courses taken in high school.

Grading policies and practices will be consistent at both the high school and pre-high school levels.

High school credit will only be given for courses which satisfy State proficiencies and Core 40 competencies, where applicable. High school credit will be given only for courses which satisfy State proficiencies and Core 40 competencies, where applicable. All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.

The requirements for the Academic Honors Diploma may be satisfied with high school credits awarded before students enter grade 9 provided:

- A. students earn a grade of "C" or higher for each course;
- B. courses are included on high school transcripts;
- C. grades are included in high school GPA's.

~~The following provisions in the Academic Honors Diploma rule apply when a pre-high student completes algebra Level I or foreign language Level I but does not receive high school credit for the course:~~

- ~~A. If a student has completed a pre-high school curriculum that is equivalent to high school algebra Level I but does not receive high school credit for the pre-high school algebra curriculum and is placed in high school Level II, that student must earn only six (6) high school mathematics credits.~~
- ~~B. If a student has completed a pre-high school curriculum that is equivalent to a Level I high school foreign language but does not receive high school credit for pre-high language curriculum and is placed in a Level II high school foreign language, that student must earn only four (4) credits in that language or two (2) credits in that language and four (4) credits in another foreign language.~~

Mathematics credits earned prior to entering grade 9 may meet specific course requirements but not the credit requirements for graduation. Such credits are considered elective mathematics credits. The purpose of taking mathematics courses before entering grade 9 is to give the student the opportunity to take an additional mathematics course in high school or take a challenging mathematics course in high school over an extended period of time. If the student completes any of the required mathematics courses before entering high school, the student must complete additional mathematics courses in high school. At a minimum, four (4) mathematics credits must be earned after the student enters high school. With respect to a Core 40 diploma, Core 40 diploma with academic honors, and Core 40 diploma with technical honors, mathematics credits earned prior to entering grade 9 may meet specific course requirements and may count towards the credit requirements for a diploma, but six (6) mathematics credits must be earned while in high school.

511 IAC 6-7-1, 511 IAC 6.1-1-2
511 IAC 6.1-1-2; 511 IAC 6-7.1-4; 511 IAC 6-7.1-5;
511 IAC 6-7.1-6; 511 IAC 6-7.1-7

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THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to protect students from individuals not associated with the School Corporation seeking access to students at school, but also recognizes its responsibility to cooperate with law enforcement agencies and Child Protective Services of the Department of Child Services ("CPS").

When an agency such as CPS requests permission to interrogate a student at school, the principal or designee shall

- (X) attempt to inform the student's parents, unless directed not to do so by the representative of the agency.

OR

- ~~(+) request that the agency inform a parent unless the parent is the target of the investigation.~~

When Child Protective Services states a legitimate purpose for questioning or examining a student while the student is entrusted to the Corporation, the principal or designee

- (X) shall be present throughout the proceedings, unless ordered not to be present by a representative of the agency or a court of law. The principal or designee shall not interfere with the interview or examination if present during the interview or examination.

- ~~(+) shall not be present during the interview or examination.~~

Law enforcement agencies shall be discouraged from interviewing students on school property unless they are investigating an alleged crime that occurred on school property. If a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.

{SELECT OPTION 1 OR OPTION 2}

{OPTION 1}

- Pursuant to State law, if ~~if~~ a student is interrogated by a law enforcement officer on school property and regarding an investigation in which the student may be a suspect,

{OPTION 2}

- Pursuant to State law, if ~~if~~ a student is interrogated by a law enforcement officer on school property,

{END OF OPTIONS}

the principal or designee must make an effort to ~~immediately~~ notify the student's parent of the interrogation. If ~~immediate~~ notification is not possible, the principal or designee must notify the student's parent not later than twelve (12) hours after the interrogation occurs.

When an agency or law enforcement official removes a student from school, the principal or designee shall notify the student's parent and the Superintendent before the time the student would normally arrive home on that day.

No student shall be released to an agency, other than a law enforcement agency or CPS, without written parental permission, except in the event of emergency or for the protection of life or property as determined by the Superintendent.

As used in this policy, "student" means any person enrolled in classes other than adult education classes, and is not limited to persons under eighteen (18) years of age.

The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

[I.C. 20-33-11](#)
[I.C. 31-30.5-1](#)
[Ind. R. Evid. 617](#)

REVISED POLICY - VOL. 28, NO. 2

**CRIMINAL GANGS ORGANIZATIONS AND CRIMINAL GANG ORGANIZATION
ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal [gangs organizations](#) and criminal [gang organization](#) activity on its students, demonstrate its commitment to preventing and reducing criminal [gang organization](#) membership and eliminating criminal [gang organization](#) activity, educate Corporation students, employees, and parents about criminal [gangs organizations](#) and criminal [gang organization](#) activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal [gang organization](#) activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal [gang organization](#) activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal [gang organization](#) activity and similar destructive or illegal group behavior.

Definitions

- A. “Criminal [gang organization](#),” as used in this policy, means a [formal or informal](#) group with at least three (3) members that specifically:
1. either:
 - a. promotes, sponsors, or assists in, ~~or~~
 - b. participates in, or
 - c. [has as one of its goals; 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 (I.C. 35-42-2-1).

- B. “Criminal [gangorganization](#) activity,” as used in this policy, means to:
1. actively participate in a criminal [gangorganization](#);
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal [gangorganization](#); or
 - b. for the purpose of increasing the person’s own standing or position within a criminal [gangorganization](#);
 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal [gangorganization](#) or remain in a criminal [gangorganization](#);
 4. [knowingly or intentionally](#) threaten another person because the other person:
 - a. refuses to join a criminal [gangorganization](#);
 - b. has withdrawn from a criminal [gangorganization](#); or
 - c. wishes to withdraw from a criminal [gangorganization](#);
- when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal GangOrganization Activity

All Corporation employees shall report any incidence of suspected criminal [gangorganization](#) activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal [gangorganization](#) activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal [gangorganization](#) activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal [gangorganization](#) activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional day(s) ~~[NOTE: The model policy suggests one (1) school day. NEOLA recommends two (2) school days]~~ of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days ~~[NOTE: IDOE recommends five (5) school days]~~ from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within fifteen (15) instructional days ~~[NOTE: IDOE recommends ten (10) school days]~~ of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a ~~() regular () quarterly () annually or as needed~~ [NOTE: IDOE recommends quarterly] basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal [gangorganization](#) activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal [gangorganization](#) activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal [gangorganization](#) activity, criminal [gangorganization](#) intimidation, or criminal [gangorganization](#) recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal [gangorganization](#) activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal [gangorganization](#) activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal [gangorganization](#) activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal [gangorganization](#) activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal [gangorganization](#) activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year. ~~**[NOTE: We suggest the Corporation require this information be submitted by May 15 to give the Superintendent adequate time to prepare his/her report.]**~~

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal [gangorganization](#) activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs

In its efforts to address criminal [gangorganization](#) activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal [gangorganization](#) awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal [GangOrganization](#) Activity

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal [gangorganization](#) activity and their families, including: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

- ~~gangcriminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gangcriminal organization and gangcriminal organization-like activity;~~
- ~~culturally and/or linguistically appropriate services/supports for parents and families;~~

- school-based counseling coupled with mentoring for students and their families;
- suggestion of referral to community organizations and civic groups that offer related programs or counseling;
- ~~viable, sustainable after school programs developed in collaboration with other stakeholders;~~
- ~~job training and employment opportunities as both a deterrent to criminal gangorganization involvement and an incentive to leave criminal gangorganization involvement;~~
- ~~related extra-curricular activities;~~
- _____

Recommendations Concerning Criminal GangOrganization Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

As needed, ~~t~~The Superintendent shall seek Federal funding to implement criminal gangorganization prevention and intervention services and programs, including the following: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

- ~~Dissemination of criminal gangorganization awareness information to students and parents. The gangcriminal organization awareness information should be revised and updated regularly to reflect current trends in gangorganization activity.~~
- Training for staff and teachers on criminal gangorganization prevention and intervention resources.
- ~~Creation of formal collaboration plans between Corporation administration and community based prevention and intervention providers to address criminal gangorganization prevention and intervention.~~
- ~~Coordination of resources and funding opportunities to support gangcriminal organization prevention/intervention activities.~~

- Integration of available School Resource Officer Programs.
- ~~Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.~~
- _____

Publication of the Policy

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

~~{THE FOLLOWING PROVISION IS OPTIONAL AND MAY BE ADOPTED BY THE BOARD IN ITS DISCRETION. HOWEVER, IF THE BOARD ESTABLISHES A CRIMINAL GANG ORGANIZATION INTERVENTION PROGRAM, IT MUST ESTABLISH AN ADVISORY COMMITTEE.}~~

~~{OPTIONAL}~~

~~{ Criminal Gang Organization Intervention Program~~

~~In order to foster the continuing coordination of criminal gang organization prevention, intervention and suppression efforts, the Board establishes a program to provide criminal gang organization intervention services to students.~~

~~An advisory committee shall be established that includes the following members:~~

- ~~A. parents~~
- ~~B. Corporation employees~~
- ~~C. local law enforcement officials~~

- ~~D. the county prosecuting attorney~~
- ~~E. the county public defender~~
- ~~F. a juvenile court judge~~
- ~~G. a school behavioral health or community mental health professional~~
- ~~H. representatives of organizations that have expertise in criminal gangorganization education, prevention, or intervention~~
- ~~I. _____~~

~~The Superintendent is directed to shall appoint members of the advisory committee.~~

~~The advisory committee will collaborate to recommend an appropriate program for students, subject to Board approval.~~

[END OF OPTION]

~~[See also AG 5840A and AG 5840B.](#)~~

I.C. 20-18-2-2.8
I.C. 20-19-3-12
I.C. 20-26-18-1 et seq.
I.C. 20-33-9-10.5
I.C. 20-33-9-14
I.C. 35-31.5-2-27.4
I.C. 35-31.5-2-74
I.C. 35-31.5-2-264.5
I.C. 35-45-9-1
I.C. 35-45-9-3
I.C. 35-45-9-4
I.C. 35-45-9-5

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STUDENT FEES AND CHARGES

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and School Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

When Corporation property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the Corporation for the expense or loss incurred.

The late return of borrowed books or materials from the Corporation's school libraries will be subject to appropriate fees.

Any fees collected by members of the staff are to be turned in to the Business Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent or designee to take the student and/or his/her parents to Small Claims Court for collection.

[OPTIONAL - THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:

If a student has paid the fees or charges described above, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable fees or charges, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as ~~one-fourth (1/4)~~ ~~-(e.g., one-fourth (1/4) or one-third (1/3))~~ one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds ~~\$5.00~~. ~~[Recommended amount is \$5.00.]~~\$5.00.

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees and are owed a refund of all, or a proportionate share of any fees amounting to at least ~~\$5.00~~. ~~[Recommended amount is \$5.00]~~\$5.00, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within forty-five (45) days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within forty-five (45) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

[END OF OPTION]

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~~[OPTIONAL - THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:~~

[x] The Corporation may write-off any outstanding unpaid student fees of ~~\$5.00~~ [Recommended amount is \$5.00] ~~\$5.00~~ or less, if not paid by the first day of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred.

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Unpaid student fees in excess of ~~\$5.00~~ [Recommended amount is \$5.00] ~~\$5.00~~ may, at the discretion of the School Treasurer or his/her designee, be written off two (2) years after the end of the school year or activity season in which the debt for nonpayment of student fees was incurred. Fees in excess of ~~\$5.00~~ [Recommended amount is \$5.00] ~~\$5.00~~ may be written off at any time, if the principal, or his/her designee, determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

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~~[END OF OPTION]~~

Indiana State Board of Accounts, *Public Schools Audit Manual*
Indiana State Board of Accounts, *School Administrator*

REVISED POLICY - VOL. 28, NO. 2

WELLNESS

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, ~~the Corporation shall:~~

[Select one or more of the following:]

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- ~~Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.~~
- ~~Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.~~

- (X) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- (X) The standards and benchmarks for nutrition education shall be behavior focused.
- (+) ~~Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.~~
- (+) ~~Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.~~
- (X) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- (+) ~~Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.~~
- (+) ~~The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.~~
- (+) ~~Nutrition education shall extend beyond the school by engaging and involving families and the community.~~
- (X) Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- (X) Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
- (+) ~~Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low fat and fat free dairy products.~~

(+) ~~Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.~~

(+) ~~Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.~~

(+) ~~The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.~~

(+) other: _____

_____.

(+) other: _____

_____.

(+) other: _____

_____.

B. With regard to physical activity, ~~the Corporation shall:~~

~~[It is recommended that one (1) or more of the following be selected from both categories:]~~

1. Physical Education

- ~~(+) A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.~~
- (X) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- ~~(+) Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.~~
- ~~(+) Planned instruction in physical education shall promote participation in physical activity outside the regular school day.~~

- (+) All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6-12.

[NOTE: The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

- (+) All students in grades _____, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (____) minutes () **daily () _____ days per week** for the entire school year.
- (+) All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (____) minutes () **per day () _____ days per week** for at least _____ semesters in grades _____-12.
- (+) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- (+) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

- ~~(+) The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.~~
- ~~(+) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.~~
- ~~(+) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.~~
- ~~(+) Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.~~
- ~~(+) Professional development opportunities should focus on the physical education content area.~~
- ~~(+) All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.~~

[NOTE: NASPE includes this option in the definition of a quality physical education program.]

- (X) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- (X) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- (X) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

(X) Planned instruction in physical education shall include cooperative as well as competitive games.

(X) Planned instruction in physical education shall take into account gender and cultural differences.

(+) other: _____

(+) other: _____

(+) other: _____

2. Physical Activity

(X) Physical activity (X) shall ~~(-) should not shall not~~ be employed as a form of discipline or punishment.

(X) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

~~(+) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.~~

- (+) All students in grades K-5/6 shall be provided with a daily recess period at least _____ (____) minutes in duration. Recess shall not be used as a reward or punishment.

[NOTE: ~~NASPE's recommendation is that all elementary school students should be provided with at least one (1) daily period of recess for a minimum of twenty (20) minutes.~~

- (+) The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

- (X) The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.

- (+) The school shall provide students in grades _____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.

- (X) In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

[NOTE: ~~This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).~~

- (+) All students in grades _____ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.

- ~~() All students in grades ___ 12 shall have the opportunity to participate in interscholastic sports programs.~~
- (X) Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
- ~~() All before/after school programs shall provide developmentally appropriate physical activity for the students who participate.~~
- ~~() Schools shall discourage extended periods of student inactivity without some physical activity.~~
- () other: _____

_____.
- () other: _____

_____.
- () other: _____

_____.

C. With regard to other school-based activities; ~~the Corporation shall:~~

[Select one or more of the following:]

- ~~(+) The schools shall provide at least _____ (____) minutes daily for students to eat.~~
- (X) The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- (X) The school shall provide attractive, clean environments in which the students eat.
- ~~(+) Students at _____ (insert name(s) of building(s)) are not permitted to have drinks in the classroom.~~
- ~~(+) Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water only in the classroom.~~
- ~~(+) Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.~~
- ~~(+) Schools () **may** () **shall** limit the number of celebrations involving serving food during the school day to no more than _____ (____) party(ies) per class per month.~~
- ~~(+) Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.~~
- ~~(+) An organized wellness program shall be available to all staff.~~
- ~~(+) The schools () **shall** () **may** use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.~~

(+) The schools ~~() shall () may~~ provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

(X) The schools ~~() shall~~ (X) may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

(X) Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

(X) Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

(+) other: _____

_____.

(+) other: _____

_____.

D. With regard to nutrition promotion, the Corporation shall:

- (X) encourage students to increase their consumption of healthful foods during the school day;
- (X) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
 - (X) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - (X) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
 - (+) ~~whole grain products—half of all grains need to be whole grain rich upon initial implementation and all grains must be whole grain rich within two (2) years of implementation~~
 - (X) fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
 - (X) meals designed to meet specific calorie ranges for age/grade groups
 - (+) ~~eliminate trans fat from school meals;~~
 - (+) ~~require students to select a fruit or vegetable as part of a complete reimbursable meal;~~
 - (+) ~~designate wellness champions at each school that will promote resources through the Corporation's website for wellness for students, families, and the community;~~
- (X) provide opportunities for students to develop the knowledge and skills for consuming healthful foods;

- (+) ~~The Corporation nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.~~promote and encourage Farm to School efforts through its nutrition department in order to provide the healthy foods identified above;

- (+) ~~By the _____ school year require that by the _____ school year, all foods and beverages sold as fund raisers outside of the school meals program during the regular and extended school day shall meet the USDA Competitive Food regulations and the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines;~~

- (+) ~~Rewarding children in the classroom should not involve candy~~discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance;

- (+) ~~Promotions/Partnerships: utilize _____ the _____ following promotions/partnerships:~~
 - (+) ~~Through United States Tennis Association partnerships, each K-12 school has the opportunity to receive more than _____~~**[insert dollar amount]** worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.

 - (+) ~~Through grants from _____~~**[insert source of grants]** and local businesses, each elementary school has the opportunity to implement _____ **[insert name of local bike safety program]**.

 - (+) _____.

 - (+) _____.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

[It is recommended that one (1) or more of the following be selected:]

- The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

~~**[NOTE: The following is intended to be included in the Corporation's policy unless the Corporation chooses the option below it that is more restrictive.]**~~

[OPTION 1]

- All food items and beverages available for sale to students for consumption on campus between midnight and **(X)** thirty (30) ~~(-) sixty (60) minutes~~ **[thirty (30) minutes is the required minimum]** after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or boosters clubs.

[END OPTION 1]

[OPTION 2]

- () ~~Beginning with _____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.~~

[END OPTION 2]

- (X) The school food service program (X) may (+) ~~shall~~ involve

(X) students,

(X) parents,

(X) staff,

(X) school officials

in the selection of competitive food items to be sold in the schools.

- (+) ~~Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.~~

- (+) ~~All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.~~

- (+) ~~Any food items sold (+) for consumption on campus from thirty (30) minutes after the end of the last lunch period until (+) thirty (30) (+) sixty (60) minutes after the school day ends in a fund raiser by approved student clubs and organizations and Corporation support organizations shall meet the current USDA Dietary Guidelines for Americans.~~

- (+) ~~The school shall prepare and distribute to staff, parents, and after school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.~~

- ~~(+) Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.~~
- ~~(+) The food service program shall be administered by a qualified nutrition professional.~~
- ~~(+) The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.~~
- All food service personnel shall receive pre-service training in food service operations.
- Continuing professional development shall be provided for all staff of the food service program.
- ~~(+) other: _____

_____.~~
- ~~(+) other: _____

_____.~~

The Board designates the Superintendent ~~(+) the building principals~~ as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. ~~The Superintendent shall develop administrative guidelines necessary to implement this policy.~~

The Superintendent ~~() Board~~ shall appoint a Corporation wellness committee that includes parents, students, representatives of the school food authority, nutritionists or certified dieticians, educational staff (including physical education teachers), school health professionals, the School Board, members of the public, and school administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

~~The appointed Corporation wellness committee shall be responsible for accomplishing the following:~~The wellness committee shall:

- A. assess the current environment in each of the Corporation's schools;
- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools;
- C. review the Corporation's current wellness policy;
- D. recommend revision of the policy, as ~~necessary~~appropriate; and
- E. present the wellness policy, with any ~~necessary~~recommended revisions, to the Board for approval or re-adoption if revisions are ~~necessary~~recommended.

Before the end of each school year the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee ~~shall also~~shall report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

~~[NOTE: If the Board has established a coordinated school health advisory council pursuant to I.C. 20-26-9-18, the council may serve as the wellness committee for the Corporation if it includes the members listed above and holds the responsibilities set forth above.]~~

The Superintendent ~~shall also~~ shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- (+) ~~distribute information at the beginning of the school year to families of school children~~
- (+) ~~include information in the student handbook~~
- (+) _____
- (+) _____

and post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

I.C. 20-26-9-18
42 U.S.C. 1751 et seq.
42 U.S.C. 1758b
42 U.S.C. 1771 et seq.
7 C.F.R. Parts 210 and 220
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

REVISED POLICY - VOL. 28, NO. 2

FREE AND REDUCED-PRICE MEALS

The School Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide ~~needy-eligible~~ children with lunch at a reduced rate or at no charge to the student. It ~~shall also~~ shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.~~I.C. 20-26-9-3,4,6.~~

~~Children, eligible for free or reduced price meals,~~ Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the

Superintendent or designee

to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall

annually

~~twice a year~~

notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall follow the current Federal and State statutes and regulations governing school lunch programs, including but not limited to those governing the application process, accounting standards, and audit requirements of the Free and Reduced Lunch Program. All employees responsible for the collection and processing or auditing of free and reduced price lunch applications shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements.

[OPTION: This option is recommended by the State Board of Accounts as a best practice accounting and auditing procedure but is not legally required.]

~~[] In addition, applications for students to qualify for free and reduced price lunches shall be audited a second time by a Corporation employee other than the Corporation employee who collects and processes the applications initially. This employee also shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements. Applications will be audited a second time as follows:~~

~~[] **[Select this option if the Corporation requires parents to submit the application electronically without the assistance of a Corporation employee]** All applications submitted for free and reduced lunch will be reviewed on an annual basis.~~

~~[] **[Select this option if the Corporation requires applications to be submitted electronically by a Corporation employee or if the Corporation requires applications to be submitted manually by a Corporation employee]** A review will be completed of _____ (e.g., number, percentage, every fifth application, etc.) of the applications submitted annually.~~

[END OF OPTIONS]

The Superintendent shall establish whatever administrative guidelines are necessary to ensure the program is conducted in accordance with guidelines established by the U.S. Department of Agriculture and the Indiana Department of Education.

I.C. 20-26-9-1 et seq.
I.C. 20-41-2-1 et seq.
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.
~~I.C. 20-26-9-3,4,6~~
~~42 U.S.C. 1751 et seq.~~
~~42 U.S.C. 1771 et seq.~~

REVISED POLICY - VOL. 28, NO. 2

VENDING MACHINES

The School Board recognizes that vending machines can produce revenues ~~which~~ that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities provided that the following conditions are satisfied:

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The Corporation's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.
- C. ~~No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.~~ No products are vended between 12:00 am midnight and thirty (30) minutes following the end of the school day that would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition or with Policy 8510 - Wellness.
- D. ~~Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans.~~ Food items and beverages available for sale to students in vending machines for consumption on campus between 12:00 am midnight and thirty (30) minutes following the end of the school day shall comply with the current USDA's *Dietary Guidelines for Americans* and *Smart Snacks for Schools* regulations.

The Superintendent shall develop and implement administrative guidelines that require that these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.

42 U.S.C. 1779

7 C.F.R. 210.11(a)(5)

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NEW POLICY - VOL. 28, NO. 2

BUS DRIVERS AND CELLULAR TELEPHONE USE

It is the policy of the School Board to take every step necessary to maintain the safety of its students while riding in school buses that are used to transport School Corporation students. This policy shall be implemented in compliance with Federal and State law and regulations of the Indiana State Board of Education and the State School Bus Committee.

Definitions:

“Electronic device” includes, but is not limited to, a cellular telephone; personal digital assistant; pager; computer; or any other device used to input, write, send, receive, or read text.

“Mobile telephone” means a mobile communication device that falls under or uses any commercial mobile radio service, as defined in regulations of the Federal Communications Commission, 47 CFR 20.3. It does not include two-way or Citizens Band Radio services.

"Telecommunications device" means an electronic or digital telecommunications device. The term includes a:

- A. wireless telephone;
- B. personal digital assistant;
- C. pager; or
- D. text messaging device.

The term does not include:

- A. amateur radio equipment that is being operated by a person licensed as an amateur radio operator by the Federal Communications Commission under 47 CFR Part 97; or
- B. a communications system installed in a commercial motor vehicle weighing more than 10,000 pounds.

"Text message" means a communication in the form of electronic text sent from a telecommunications device.

Federal and State Laws:

Federal and State law prohibit texting, emailing, and using a telecommunications device or hand-held mobile telephone, including a cellular telephone, while driving commercial motor vehicles, including school buses, except in a bona fide emergency.

Federal regulations prohibit operators of commercial motor vehicles from texting while driving. Federal regulations also prohibit operators of commercial motor vehicles from using a hand-held mobile telephone while driving. For purposes of the Federal regulations, "driving" does not include operating a commercial motor vehicle when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can safely remain stationary.

State law prohibits a person from using a telecommunications device to:

- A. type a text message or an electronic mail message;
- B. transmit a text message or an electronic mail message; or
- C. read a text message or an electronic mail message;

while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

Furthermore, it is a serious traffic violation under State law to drive a commercial motor vehicle while using a hand-held device as described in the Federal regulations at 49 CFR 383 through 384 and 49 CFR 390 through 392.

Prohibitions:

In light of the Corporation's policy to protect the safety of its students to the greatest extent possible and the State and Federal laws referenced herein, all Corporation employees and any independent contractors or employees of independent contractors who drive school buses to transport Corporation students are prohibited from:

- A. using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while driving a school bus to transport students; and
- B. using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while driving a school bus to transport students

except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

Furthermore, all Corporation employees are prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle other than a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

OPTION (recommended):

~~[] A Corporation employee who operates a motor vehicle other than a school bus to transport Corporation students is prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while operating a motor vehicle to transport students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.~~

[END OF OPTION]

A Corporation employee who violates this policy shall be subject to disciplinary action, up to and including termination. The Board directs that any contracts entered into with an independent contractor for bus transportation shall provide that: (1) the Corporation requires compliance by the independent contractor and its employees or subcontractors with this policy as a condition of the contract; and (2) the violation of this policy by an independent contractor or its employees or subcontractors may result in the termination of the contract.

I.C. 9-13-2-31 ("commercial motor vehicle" defined)

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

I.C. 9-13-2-177.3 ("telecommunications device" defined)

I.C. 9-13-2-177.4 and I.C. 9-21-8-0.5 ("text message" defined)

I.C. 9-21-8-59 (prohibition against use of telecommunications device while operating a moving motor vehicle)

I.C. 9-24-6-6(a)(12) (driving a commercial motor vehicle while using a hand-held mobile device)

49 C.F.R. 383.5 (definition of "commercial motor vehicle," "electronic device" and "mobile telephone")

49 C.F.R. 383.51 (disqualification of drivers)

49 C.F.R. 391.15 (disqualification of drivers)

49 C.F.R. 392.80 (prohibition against texting while driving)

49 C.F.R. 392.82 (prohibition against using a hand-held mobile telephone while driving)