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## 1000 BOARD OF EDUCATION

### **Mission Statement**

The Board of School Trustees of the Metropolitan School District of Southwest Allen County ("SACS") accepts the responsibility for educating students within its district. We believe that responsibility for learning can only be achieved through the joint efforts of our stakeholders -- students, parents, faculty and staff, and patrons. The Board will work to ensure that this joint effort will take place, and that all students will acquire the skills and values necessary to become productive citizens.

We believe that the students and community expect high standards of academic achievement. All students will be able to read with comprehension, written and speak well and persuasively use mathematics to solve problems and analyze information, all to the greatest extent of their abilities. Students will learn appropriate concepts, facts, and procedures in content areas that the community and state deem important and necessary, and will learn how to think critically while solving problems and reaching informed opinions. Our students will develop a foundation and respect for education, which will allow them to continue learning throughout their lives.

All stakeholders have the shared responsibility to help students develop the skills which will allow them to construct informed arguments and rationale in a variety of contexts, and consider the informed arguments and rationale of others in a reasoned manner. We expect our students to learn to respect the beliefs and traditions of others, to be honest with themselves and others, and to understand and appreciate the rights and responsibilities accorded to and required of citizens of the State of Indiana and the United States of America.

(Revised: 1/17/95)

### **Diversity Statement**

SACS is committed to creating an atmosphere of acceptance that enhances learning by recognizing the inherent worth of all individuals. Diversity stimulates creativity, promotes the exchange of ideas, and enriches life. The term diversity encompasses differences of culture, background, and experience among individuals and groups. Such differences include, but are not limited to, differences of race, ethnicity, color, gender, sexual orientation, class, age, and disabilities, as well as political and religious affiliation and socioeconomic status. Appreciation of diversity can be achieved by building relationships among students, staff, parents, and community members based on mutual respect, polite exchange of ideas, and honesty.

(Revised: 3/23/99; 10/16/12)

## **1020 Composition of the Board of School Trustees**

The Board of School Trustees of the Metropolitan School District of Southwest Allen County (the "Board") is the governing body of Southwest Allen County Schools. The Board consists of five (5) members, two (2) representing Lafayette Township, two (2) representing Aboite Township, and one (1) representative at large. At all Board elections, all voters residing within the school district shall be entitled to vote for all candidates. Each member's term of office is four (4) years, with terms staggered such that three (3) members are elected concurrently and the remaining two (2) two years later. No limitation is set on the number of terms to which a person may be elected as a member of the Board.

Any person seeking to be a candidate in any Board election shall have the following qualifications:

1. **Residence:** A candidate for the Board shall have been a bona fide and continuous residence in the State of Indiana for two (2) years and a bona fide and continuous residence of the SACS in the territory he/she seeks to represent for two (2) years, as of the date of taking office.
2. **Age:** A candidate for the Board shall be at least 18 full years of age as of the date of taking office.
3. **Other:** A candidate for the Board shall meet any and all additional qualifications prescribed by the statutes of the State of Indiana.

If a vacancy occurs on the Board, it shall be filled for the remaining portion of the unexpired term by appointment by a majority of the remaining members of the Board. Any person so appointed shall meet the qualifications required by this policy and by state law. If such an appointment is not made by the remaining members of the Board within thirty (30) days after the vacancy occurs, the judge of the Circuit Court of Allen County shall make the appointment, as prescribed by state law.

(Revised: 2/18/91; 3/23/99; 6/11/04)

## **1030 Authority of Members**

As a body created under the law by the State of Indiana, the Board has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of the corporation in matters of education.

However, Board members have authority only when acting as a body duly called in session. Board members have no authority over school affairs as individuals, and the



Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee of the school corporation.

### **1040 Compensation**

Each member of the Board shall receive an annual stipend of \$2,000. A member will receive a per diem rate of \$35 respectively for each business meeting and each executive session they attend. They will also receive a per diem rate equal to the IPS rate for each special meeting they attend. Regular meetings are those executive sessions and business meetings ordinarily scheduled for the first and third Tuesday of each month. Any other scheduled meeting of the full board is termed a special meeting.

(Revised: 7/21/98; 6/11/04; 12/19/06)

### **1050 Organization**

The board shall annually elect from its membership a President, a Vice president, and a Secretary. The annual organizational meeting of the Board shall be the first regular Board meeting in January each year. An organizational meeting may be held at any other time that a change of officers is required. Organizational meetings will also include:

1. Oath of Office
2. Appointment of Corporation Treasurer and Corporation Deputy Treasurer
3. Designation of Qualified Newspapers
4. Official Bonds for:
  - a. Corporation Treasurer and Corporation Deputy Treasurer
  - b. Bonds for School Extracurricular Treasurers
5. Meeting Dates and Times
6. Board Member Committee Assignments
  - a. Park Board
  - b. Education Foundation
  - c. Health and Wellness
  - d. Other Boards and/or Committees as the need arises
7. Law Firm Selection
8. Board Compensation
9. Disclosure & Approval of Conflict of Interest Statements

(Revised: 3/23/99; 12/18/12; 12/17/13)

## **1060 Meetings**

All meetings of the Board shall be held in the Board Room in the Southwest Allen County Schools Administration Building unless otherwise specified in the notice or voted by the Board. All meetings of the Board shall be open to the public, except as allowed in this policy. The public is encouraged to attend meetings of the Board.

### **Board Meetings**

Board meetings shall be held at 7:00 p.m. on the first and third Tuesdays of each month, unless scheduled otherwise due to vacations or other conflicts.

### **Special Meetings**

Special meetings of the Board shall be held on call by its president or by the Superintendent of SACS. Such request shall be evidenced by a written notice specifying the date, time and place of the meeting, delivered to each member personally or sent by mail or electronic means so that each member has at least forty-eight (48) hours' notice before the meeting. Such special meetings shall be held at the regular meeting place of the Board or at such other place in the school district as stated in the notice.

### **Emergency Meetings**

Emergency meetings of the Board may be called by its President or by the Superintendent of Southwest Allen County Schools to deal with an emergency involving actual or threatened injury to person or property, or actual threatened disruption of any school's activity under the jurisdiction of the Board.

### **Executive Sessions**

In accordance with I.C. 5-14-1.5-6, executive sessions of the Board may be held only in the following instances:

1. Where authorized by Federal or State Statute
2. For discussion of strategy with respect to collective bargaining, initiation of litigation which is either pending or has been threatened specifically in writing, the implementation of security systems, or the purchase or lease of real property up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons.
3. For discussion of the assessment, design and implementation of school safety and security measures, plans, and systems.

4. Interviews with industrial or commercial prospects or their agents.
5. To receive information about, and interview prospective employees.
6. With respect to any individual over whom the School Board has jurisdiction to receive information concerning the individual's alleged misconduct, and to discuss, prior to any determination of that individual's status as an employee, student, or independent contractor (physician or bus driver)
7. For discussion of records classified as confidential by State or Federal statute.
8. To discuss before any placement decision, an individual student's abilities, past performance, behavior and needs.
9. To discuss a job performance evaluation of individual employees.
10. When considering the appointment of a public official, to develop a list of prospective appointees, consider applications, and make one (1) initial exclusion of prospective appointees from further consideration.
11. To train school board members with an outside consultant about the performance of their role as public officials.
12. To discuss information and intelligence intended to prevent, mitigate or respond to the threat of terrorism.

Final action on any issue must be taken at a meeting open to the public. Minutes of executive sessions need only identify the subject considered. The Board may not conduct an executive session during a meeting, except as otherwise permitted by applicable statute.

(Revised: 6/22/93; 6/1/04; 8/20/13)

### **1070 Notice of Meetings**

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

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

1. Posting a copy of the notice at the main entrance of the Administration Building. If the meeting is to be held at a place other than the regular Board Room, then such notice will be posted at the Administration Building and the building where such meeting is to be held.
2. Depositing notice in the United States mail with postage prepaid or by delivering the notice to all news media which file a written request by January 1 of each calendar year for such notices with the Board.

Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time or place of a regular meeting or meetings is changed. This shall not apply to executive sessions.

If an emergency meeting of the Board is called, the time requirements of such notice under this section shall not apply, but:

1. News media which have requested notice of meetings must be given same notice as is given to the members of the Board.
2. The public must be notified by posting a copy of the notice in accordance with the provisions of this policy.

Where a meeting is held pursuant to a procedure established by law and where publication of notice of the meeting is required and has been so given, no notice of the meeting is required or need be given for holding or taking any action at such meeting contemplated by the notice, and the meeting shall be held at the time and place specified in the published notice.

### **1075 Attendance at Meetings**

A member of the Board may participate in a meeting via use of telephone, video conference or other electronic means of communication. However, such member cannot be considered in establishing a quorum nor may such member participate in final action of the Board.

(Adopted: 8/20/13)

**1080 Quorum**

At a meeting of the Board, a majority of the members of the Board shall constitute a quorum. No action may be taken unless a quorum is present. A member of the Board may participate in a meeting via use of telephone, video conference or other electronic means of communications. However, such member cannot be considered in establishing a quorum or participate in final action of the Board. A majority of the members present may adopt a resolution or take any action.

(Revised: 6/22/93; 3/23/99; 6/23/13)

**1090 Rules of Order**

It is the intent of the Board that parliamentary procedures not provided for in these rules or by statutes shall be determined by Robert's Rules of Order (Newly Revised). However, failure to follow Robert's Rules of Order (Newly Revised), should not invalidate or void any action taken by the Board.

(Revised: 6/1/04)

**1100 Minutes of Board Meetings**

Records of all transactions of the Board shall be set forth in full in the official minutes of the Board, and the same shall show the date, time and place of meeting; the members recorded as present, participating via electronic means, or absent, the general substance of all matters proposed, discussed or decided and a record of all votes taken and by individual members if there is a roll call. The minutes shall be kept on file as the permanent official records of school business of SACS. The secretary to the Superintendent shall act as custodian of the minutes and shall make them available within a reasonable period of time during the usual office hours of the Superintendent's office. The minutes and supporting documentation not exempt by law shall be available for public inspection and copying.

Draft copies of the minutes shall be prepared after each meeting and shall be distributed to members of the Board for review, except that lengthy items such as proposals or copies of other reports referred to in the minutes may be excluded.

(Revised: 8/20/13)

### **1110 Voting & Conflicts of Interest**

It is the duty of every Board member to vote on each action item. However, Board members also have a responsibility to resolve all doubts and avoid the appearance of impropriety by avoiding any potential conflicts of interest except those in compliance with law. When a Board member believes a potential conflict of interest exists, the Board member shall abstain from deliberating and voting on the matter. Except as provided below, a Board member shall not have a pecuniary interest in a contract or purchase with the School District as defined by law, it being the policy of this Board that Board members shall not have a business relationship with the School District. "Business relationship" is not intended to include gifts, contributions or sponsorships where the primary purpose of the transaction is to benefit the School District, even though a Board member's relative or employer may receive advertising or another financial benefit. Notwithstanding this general prohibition, family members of a Board member may be employed by the School District. In such a case, the Board member shall tender a disclosure form in compliance with the disclosure requirements of IC 35-44.1-1-4 to be accepted and approved by a majority vote of the remaining Board members in open session. Such form will be posted on the SACS website. The vote of each Board member on each action item shall be recorded in the minutes. A secret ballot shall never be taken on any matter at any meeting. This policy shall not affect any existing business relationships between a Board member and the School District, provided such business relationship shall not be extended or renewed beyond its existing term without Board approval.

(Revised: 2/18/91; 6/22/93; 3/18/14, 11/15/16)

### **1120 Agenda**

The Superintendent of Schools together with the Board of Trustees shall determine the items for inclusion in the agenda for each regular Board meeting. These items may include routine business, reports and matters requiring official action. Individual Board members shall have the privilege of placing matters on the agenda.

The agenda together with supporting materials shall be distributed to Board members in advance, preferably no less than three (3) days prior to the Board meeting, to permit their giving items of business careful consideration.

The agenda shall be posted on the Administration Building entrances, on the district's web site and in each school office. The agenda shall also be sent to appropriate media representatives.

### **1130 Public Requests to be Placed on the Agenda**

While the Board is interested in considering viewpoints and suggestions from patrons in the school district that will improve and enhance the educational program, official Board meetings are for the necessary conduct of official school business and acting on matters affecting the overall responsibilities of the corporation. Therefore, patrons are urged to deal with individual concerns in accordance with policy #2040 by dealing directly with the building principals or other appropriate administrators in resolving private matters.

In instances where a citizen or group desires to formally present information, concerns, or proposals to the Board, the following procedures shall be followed:

1. The individual(s) shall submit a written request to the Superintendent of Schools describing the issue.
2. If the issue relates to personnel, individual circumstances, or an individual school, the request may be referred to the building principal or an appropriate administrator in an attempt to resolve the issue prior to proceeding further.
3. If the Superintendent does not approve the placement of the matter on the agenda, the individual(s) shall have an opportunity to appeal the decision in writing to the Board President with a copy to the Superintendent.
4. The School Board shall then determine if the matter should be placed on the agenda.

(Revised: 6/22/93; 6/11/04)

### **1140 Public Participation in Meetings**

At those meetings which are advertised and designated by law as public hearings, the public shall be entitled to be heard. The other meetings of the Board are conducted for the purpose of carrying on the business of the schools. They are not public hearings, but meetings held in public.

The Board welcomes comments from interested individuals and groups, and will provide time for that purpose during each regular meeting. While discussing non-action agenda items, questioning and interaction from the public is encouraged, and the board president may recognize any person who desires to speak on such an agenda item.

In any situation, the chairperson may limit the time of any presentation, and if there are numerous requests to address the Board on the same subject, the chairperson may select representatives to speak on each side of an issue. The chairperson may limit the time to be spent on comments from visitors and may impose such reasonable regulations as may be necessary to maintain orderly deliberations. The chairperson may also ask speakers to identify themselves and give their address for the record.

Persons who are seeking routine or specific information will be encouraged to submit their questions to the appropriate school employee.

(Revised: 3/23/99; 6/11/04)

### **1150 Policies**

The adoption of written policies is the sole prerogative of the Board. New or revised policies shall be formally adopted at regular business meetings of the Board after they have been presented and discussed at a Board study session. Only policies so adopted shall be official Board policies.

In an effort to keep its written policies current, so they may be used consistently as a basis for Board action and administrative decisions, the Board shall review its policies on a continuing basis.

(Revised: 8/20/13)

### **1160 Administrative Rules and Regulations**

Administrative rules and regulations are the detailed arrangements governing the operation of the schools. Such rules and regulations shall be formulated by the Superintendent or the Superintendent's designee and shall be consistent with the policies adopted by the Board. The Board shall formulate rules and regulations only when required to do so by state law or upon the recommendation of the Superintendent.

### **1170 School Attorney**

The school attorney(s) shall be selected by the Board at its annual organization meeting in January. The school attorney shall represent the school system and such officers and employees of the school system as the Board shall direct in all legal proceedings of the school system to which they or any of them, as such shall be a party. The school attorney shall, when requested, advise the Board and administration of all legal matters pertaining to the business of the school system.

(Revised: 9/5/2017)



### **1180 Code of Ethics**

Because of the vital and important role which the public schools play in providing the foundation for democratic living and for sustaining the American way of life, and because School Board membership represents such a challenging responsibility, the Board shall constantly strive to maintain a high code of ethics. Each Board member should act in good faith to make decisions that are in the best interest of SACS without regard to outside pressure or influence. Board members shall refrain from using their position on the Board for personal gain or influence.

Confidential Information. A Board member who gains confidential information that is not available to the public, shall not use that information for his/her own economic benefit. Should a conflict of interest arise per Policy 1110, the conflicted Board member should take steps to avoid receiving unfair preferential treatment before the contract is awarded [which may include a screen if necessary], so that no improper communication occurs.

Gifts and Entertainment. In furtherance of school district business, a Board member may attend a meeting, ceremony or other event where food and beverages are served and/or gifts and other things of value are provided to all individuals in attendance equally. In such situations, the Board member should, nevertheless, refrain from accepting gifts of more than nominal value from any person sponsoring such event who is seeking to do business with SACS. In other situations, a Board member shall refrain from accepting gifts from a person seeking to do business with SACS.

(Revised: 3/18/14)

### **1190 Goal Setting**

The Board recognizes its responsibility to establish the goals, priorities, and direction for the school corporation.

(Revised: 8/20/13)

## **2000 SCHOOL/COMMUNITY RELATIONS**

### **2010 Responsibilities to the School Community**

The ultimate goal of school/community relations is to improve the quality of education for all children. In order to achieve this goal, and to evaluate progress toward it, the Board establishes the following objectives:

1. To develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children.
2. To secure adequate financial support for a sound educational program.
3. To help citizens feel a direct responsibility for the quality of education provided by their schools.
4. To earn the good will, respect, and confidence of the public with regard to school staff and services.
5. To foster public understanding of the need for constructive change, and solicit public advice on how we can achieve our educational goals.
6. To involve citizens in the work of the schools and the solving of educational problems.
7. To promote a genuine spirit of cooperation between the school and the community and to set up channels for sharing the leadership in improving community life.

Achieving these objectives requires that the Board and staff, individually and collectively express positive attitudes toward the schools in their daily contacts with parents, people of the community, and one another; make systematic, honest, and continuing efforts to discover what the public thinks and what citizens want to know, and to interpret school programs, problems, and accomplishments; develop an active partnership with the community in working toward improvement of the educational program; and take an active interest in the needs of the total community to find ways to make the community a better place in which to live.

### **2020 Parent Organizations**

The Board recognizes that parents are a valuable source of interest and support in the public schools. SACS views parent organizations as a means of promoting a finer educational program by achieving better understanding among students, parents, teachers, and administrators. SACS will provide every encouragement to the maintenance of enthusiastic and industrious parent organizations.

### **2030 School Volunteers**

Citizens, who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs, are valuable assets. The Board encourages constructive participation of groups and individuals in local schools and in central and area offices to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Whenever possible, community volunteers will be recruited from the neighborhood served by the school in which they work.

Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration and shall be carried out as directed or delegated by the Superintendent. Every effort should be made to utilize volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of pupils.

(Revised: 8/3/04)

### **2035 School or Classroom Visits**

Parents, patrons, and other guests are welcome to visit our schools consistent with SACS' safety policies. Visitors must proceed immediately to the principal's office and check-in with the building principal or building secretary. As a courtesy to our teachers and to avoid unnecessary interruptions to instructional time, persons wanting to visit a class in session should receive approval from the principal and the teacher, unless prior arrangements have been made with the teacher. If it is not possible to accommodate a particular visit, arrangements may be made to reschedule the visit at a mutually agreeable time.

(Adopted: 12/17/91; Revised: 7/14/04; 8/3/04)

## **2040 Public Complaints/Appeal Procedures**

The Board recognizes that situations may arise in the operation of the system that are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher, sponsor, or coach.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the appropriate building level administrator.
3. Unsettled matters from (2) above should be directed to the building principal.
4. Unsettled matters from (3) above, problems and questions concerning the school district in general, or the interpretation of school board policies should be directed to the Superintendent.
5. If the matter cannot be settled satisfactorily by the Superintendent, it may be appealed to the Board by submitting a written request to the Board president.
6. Board Members have an obligation to listen to concerns from the public. However, Board Members are obligated to advise patrons to handle concerns in accordance with steps 1-5 above. Neither the Board as a whole nor any individual member shall officially consider communications, complaints, or appeals from parents or patrons until they have first been referred to the Superintendent.
7. After reviewing information submitted by the Superintendent in such an event, the Board may, if appropriate, consider the appeal at a regular meeting or an executive session, depending upon the nature of the matter.

(Revised: 6/22/93; 7/14/04; 8/3/04)

## **2050 Access to Public Records**

1. To ensure a smooth implementation of the Indiana Access to Public Records Act, the Business Manager shall be designated as the person responsible for public records release decisions and shall be referred to as the "Records Access Officer."
2. Requests shall be received during normal business hours, and must identify, on forms provided by the SACS, the record for which disclosure is sought. Any person(s) who orally requests public records should be informed that such requests must be made, in writing, on the appropriate forms provided by SACS.
3. Records may be inspected only at the office or location where they are regularly maintained.
4. The Records Access Officer or his/her designee must respond, in writing, to a hand-delivered written request within 24 business hours after such request is received. If such request is received on a Friday or on a day preceding a legal holiday, the person responsible for release decisions shall have until the same hour on the next business day to respond.
5. If a written request is received by the SACS by facsimile, mail, or electronic mail, the Records Access Officer or his/her designee must respond to the request, in writing, within 7 calendar days after the request was received.
6. The substance of the written response should include any statements similar to those set forth below that apply to a particular request:
  - a) A statement identifying the public records maintained by SACS that will be provided in response to the request and the estimated date the records will be produced.
  - b) A statement indicating: (i) that the record request is denied, in whole or in part, (ii) that the record(s) will be withheld because the record is confidential or nondisclosable, (iii) the statutory authority for the statement that the record is confidential or otherwise nondisclosable, and (iv) the name and title or position of the person responsible for the denial.
  - c) A statement that the SACS does not have a record that is responsive to the record request.
  - d) A statement that SACS may have records responsive to the request and is in the process of reviewing and/or retrieving files in response to same.

- e) A statement that an additional response will be provided on or before a specific date to advise the requestor of SACS' progress on the request.
7. If SACS is denying access to any or all of the requested public records, the response must include the name and title or position of the person responsible for the denial.
8. Requests by mail for copies of records may be addressed to the Records Access Officer.
9. The requestor will be charged applicable copying fees and other fees and/or costs as prescribed by statute. Such fees and/or costs must be paid in advance of the requestor receiving any disclosable records.
10. The Records Access Officer shall be guided by: (i) the Indiana Access to Public Records Act and amendments, if any, (ii) any other applicable state and/or federal laws regarding privacy, confidentiality, and disclosure requirements of certain public records, and (iii) this policy, which excludes certain records from disclosure.
11. SACS will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to applicable law.
12. The Board exempts the following public records from disclosure (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery):
  - a) Those declared confidential by state statute.
  - b) Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute.
  - c) Those required to be kept confidential by federal law.
  - d) Records containing trade secrets.
  - e) Confidential financial information obtained, upon request, from a person (excluding information that is filed with or received by a public agency pursuant to state statute).
  - f) Records containing information concerning research including research conducted under the auspices of an institution of higher learning.
  - g) Grade transcripts and license examination scores obtained as a part of a licensure process.

- h) Documents made confidential by rules adopted by the Indiana Supreme Court.
- i) Patient medical records and charts created by a health care provider unless the patient provides written consent for the record's disclosure.
- j) Application information declared confidential by the Twenty-First Century research and technology board.
- k) A photograph, a video recording, or an audio recording of an autopsy.
- l) Investigatory records of law enforcement agencies (except certain records that must be made available for inspection and copying in accordance with I.C. § 5-14-3-5).
- m) The work product of attorneys representing SACS, Board Members, or any employee, including correspondence between officials of SACS and its attorney which contain the attorney's opinion, theories, and/or conclusions. Work product also includes the attorney's notes and statements taken from potential witnesses.
- n) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again.
- o) Scores of tests if the person is identified by name and has not consented to the release of the scores.
- p) Intra-agency or inter-agency advisory or deliberative materials that express opinions or are of a speculative nature, and are used for decision-making.
- q) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
- r) Personnel files of public employees, except for:
  - (1) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employee of the agency.
  - (2) information relating to the status of any formal charges against the employee; and

- (3) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.
- s) Administrative or technical information that would jeopardize a record-keeping or security system.
- t) Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.
- u) Records specifically prepared for discussion, or developed during discussion in an executive session under I.C. § 5-14-1.5-6.1 (except the information required to be available for inspection and copying under subparagraph (r)).
- v) The identity of a donor or a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making the gift or a member of the donor's family requests non-disclosure after the gift is made.
- w) Library or archival records which can be used to identify any library patron or were deposited with or acquired by a library upon a condition that the records be disclosed only: (i) to qualified researchers, (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made, or (iii) after the death of persons specified at the time of the acquisition or deposit.
- x) School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 I.A.C. § 6.1-2-2.5.
- y) Any other records which current or future legislation allows a public agency to exempt. Further action by the Board is unnecessary to exempt such records.

(Revised: 6/22/93; 7/14/04; 8/3/04)



## 2060 Sales/Fundraising

1. Sales individuals or business agents shall not be permitted to solicit or interview students or school employees on the school premises without the approval of the building principal and/or Superintendent.
2. The sale of tickets, merchandise, or the collection of money in the schools for any activities or services other than those sponsored by the schools shall not be permitted except by approval of the building principal.
3. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of industrial art (arts, crafts, etc.) supplies, which are used by pupils in making articles that become the individual's property.
4. Collecting monies, which may take the time of students or teachers during the school day, is expressly prohibited unless the monies collected represent regular fees, payment for books or instructional materials that have been approved, payment for school lunches, insurance premiums, or other monies that will directly benefit the school or its students.
5. The administration must approve all fund solicitations, including crowdfunding, and major money-raising activities by student groups or school-connected adult groups that solicit funds. If the solicitation is for \$500 or less, the building principal will make the decision on the solicitation. If the solicitation is for more than \$500, the building principal will then make a recommendation to the Superintendent who will then make the final decision on the solicitation. By October 1<sup>st</sup> of each year, each principal shall submit a plan of such activities for the entire year for the school, and such annual plans shall be reviewed by the Superintendent in an effort to ensure fairness and to avoid conflicting events, overlapping dates, etc. Emergency requests shall be handled in the same manner.
6. All non-SACS school groups must be properly organized (i.e. charter, bylaws), file for tax exempt status with the IRS, and follow appropriate state and federal guidelines.
7. Crowdfunding. For the purposes of this policy, "crowdfunding" is the process of requesting a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. Crowdfunding does not include requests for donations the School Corporation makes using its own website or social media. The policy applies whenever the School District, a SACS employee, or other volunteer or agent of the School District seeks gifts and donations through a crowdfunding website intended to benefit the School District, SACS employees acting in their capacity as employees, or SACS students. Before any donation is requested, the administration must approve the solicitation. The

Superintendent shall create procedures for crowdfunding and all crowdfunding efforts must comply with those procedures.

8. All donations or gifts, regardless of value, that are requested using the School District's name, referencing the employee's position with SACS (even if SACS is not named specifically named), or requested on behalf of students specifically or in general are considered property of SACS. The Superintendent must be informed whenever donations or gifts valued at \$500 or more are received so that the gift may be appropriately acknowledged by the School District, and the donation may be deposited in the appropriate SACS account or the gift may be inventoried.

(Revised: 6/22/93; 7/14/04; 8/3/04; 11/3/15, 8/16/16)

### **2070 Dissemination of Materials**

It is the intent of this policy to prevent businesses, groups, or organizations from using the captive audience of public school students to promote or advertise for profit or to expound principles or philosophies of a religious nature.

1. School related memoranda and correspondence or materials of a non-commercial nature that supplement or aid instruction, as well as information about programs and activities of educational institutions or nonprofit youth serving organizations in the community, may be distributed with the approval of the building principal.
2. Printed material used as commercial or business advertising shall not be distributed to students or staff on the school premises without the approval of the building principal and Superintendent.
3. Literature expounding philosophies or principles of an organization, individual, or group of individuals with ideas of a religious nature shall not be distributed to students or staff on the school premises during the school day. Such literature shall not be distributed to students or staff outside the school day without the approval of the building principal and Superintendent. This shall not affect distribution of literature as part of the curriculum in the classroom consistent with federal and state law.
4. Printed materials of a subversive nature shall not be distributed to students or staff on the school premises.

5. Materials not classified in items 1-4 shall be independently evaluated by the building principal and Superintendent, who shall then make appropriate decisions pertaining to same.

(Revised: 2/18/91; 6/22/93; 7/14/04; 8/3/04; 7/9/13)

### **2080 Political Advertising**

Advertisements for political offices or other political purposes shall not be permitted in any publications sponsored by SACS nor shall any political advertisements be distributed on any school premises except as prescribed by applicable law regarding the use of school facilities for polling purposes. Exceptions shall be allowed when such advertisements are used for instructional purposes with respect to appropriate classroom activities.

(Revised: 6/22/93; 7/14/04)

### **2095 Grants**

The Board must approve all grants to SACS. Prior to an employee submitting a proposal, the proposal shall be reviewed and approved by the Superintendent's designee assigned to review such proposals, who shall ensure that the grant:

1. Is consistent with the curriculum and instructional purposes of SACS.
2. Places no unreasonable restrictions on the school program.

(Revised: 6/22/93; 7/14/04)

### **2100 Conduct on School Premises**

It is the desire of the Board of School Trustees for SACS to provide a meaningful and enriching educational experience for students. Part of this experience includes after school activities for the benefit of students, their friends and relatives. It is both necessary and appropriate for the School Board to maintain control of school property in order to protect and serve the community. This requires all individuals to conduct themselves in a safe and responsible manner, when attending school activities or otherwise using the school premises.

Being under the influence of, using or possessing alcoholic beverages and/or controlled substances on school premises is strictly prohibited, with the exception of drugs prescribed by a doctor. Conduct on school premises, which causes substantial

disruption or materially interferes in any manner with school purposes, is prohibited. Violence, loitering or engaging in criminal activity of any kind will not be tolerated, and will be prosecuted to the fullest extent of the law.

Motor vehicles in school parking lots must be driven in a safe manner, and at a safe rate of speed. Driving in excess of posted speeds, drag racing or engaging in any other reckless or hazardous activity with a motor which endangers the health and safety of others, is prohibited. All applicable rules of the road must be respected when motor vehicles are used in school parking lots.

In order to discourage inappropriate activities, individuals are not permitted on school premises after 11:00 p.m. and before 5:00 a.m. unless they are present in connection with a recognized school activity, or they otherwise have permission from an appropriate school official.

All persons witnessing a violation of the above-described policy are encouraged to notify the proper school and/or legal authorities. To the fullest extent possible, the county police department and other legal authorities are requested, and are hereby authorized, to assist with and enforce this policy.

### **2110 School Delays and Cancellations**

The following procedures shall apply to student activities, events, and programs on days when school is delayed, dismissed, or cancelled:

#### *Morning Delay or Early Dismissal*

Students should not arrive at school prior to the announced beginning of the school day.

If schools are dismissed early, all afternoon student activities shall be cancelled and all students dismissed at the announced time.

It is the intent of this policy that students not be requested to arrive or remain beyond the regular hours of school, except in emergency situations involving weather conditions or the safety of students. In such instances the building principal shall be informed immediately of such circumstances.

#### *School Day Events -- School Cancelled*

If school is cancelled for the day, all student activities or programs scheduled for that day shall be cancelled. The building principal and the Superintendent shall authorize any exception to this policy, when in their judgment, emergency or special circumstances warrant such an exception.

If an exception is authorized, activities shall be scheduled between the hours of 12:00 noon to 3:00 p.m. All student participation on such days shall be considered voluntary.

*Week Night Events -- School Cancelled*

In the event that school is cancelled for the day, decisions regarding evening extracurricular activities shall be made by involved school officials before 3:00 p.m.

*Saturday Events -- School Cancelled Friday*

If schools are closed on Friday, all elementary, middle school, and high school activities or events scheduled for the following Saturday must be approved by the respective building principal prior to continuing with the event. The principal or his designee shall determine and authorize the use of school facilities for non-school events on such days.

(Revised: 8/3/04)

**2120 Use of School Facilities Outside the School Day**

The public school buildings are provided primarily for the regular program of SACS and they must be maintained at all times in a satisfactory manner for this essential purpose. The public schools ought also to serve as a community center for the promotion of the cultural and educational life of the community.

In furtherance of this purpose, the use of the public school facilities outside of school hours may be granted for religious, educational, recreational, civic, and cultural activities as freely as is consistent with the primary purposes of the schools, and the rules and regulations of the Board. Such activities shall be sponsored by a responsible citizen or group of responsible citizens and pertain to the general welfare of the community.

Rules, regulations, and procedures for the use of school facilities, are contained in the Use of School Facilities contract.

**2130 School District Calendar**

The school district calendar for the school year following the next full school year will be voted annually no later than November 15 each year. Proposed calendars, together with the dates of consideration and adoption, will be published at least four (4) weeks prior to adoption. The Board will consider the following parameters as the basis for its calendar adoption decision.

## Parameters

1. Aligning with area school districts for instructional purposes
2. Aligning with local colleges & universities related to co-credit courses
3. Allowing for parental input through the Parent Club Council
4. Allowing for teacher association input
5. Balancing the number of days each quarter as much as possible
6. Providing a consistent school calendar formation annually
7. Maximizing instructional time before high stakes exams
8. Maximizing opportunity to achieve annual 4-Star School status
9. Maximize summer family opportunities for all students
10. Providing professional growth days for teachers (Professional Development)
11. Providing students early opportunities for summer internships/jobs
12. Complying with state statute which dictates a minimum of 180 student days per academic year

(Adopted: 12/16/10; Revised: 12/17/13)

## **3000 PERSONNEL**

### **3010 Duties and Responsibilities**

The Director of Human Resources shall be responsible for developing and maintaining current job descriptions for all positions in the school corporation. These job descriptions shall be available and kept on file in the Human Resource Office.

(Revised: 6/22/93)

### **3020 Salary and Benefits**

The School Board, through its representatives, shall negotiate an agreement with the Southwest Allen County Teachers Association in accordance with I.C. 20-7.5-1. Such agreement shall not become effective until approved by the Board and the Association. The salary and benefits of all other employees will be set by the School Board from time to time based on a recommendation of the Superintendent.

(Revised: 6/22/93)

### **3030 Performance Evaluation**

The Superintendent shall be responsible for developing and implementing performance evaluation programs for all personnel. Administrators shall be evaluated annually. Teachers shall be evaluated following the procedures and timelines outlined in the Teacher Evaluation Program instrument. Classified employees shall receive a written evaluation by their immediate supervisor at least one (1) time per year.

(Revised: 9/17/91; 6/22/93; 9/18/01)

### **3035 Teacher Appreciation Grant Policy**

The Board of School Trustees of the Metropolitan School District of Southwest Allen County Schools ("SACS") has established the following procedures pursuant to which the teacher appreciation grant ("TAG") shall be distributed to qualifying teachers. The following procedures shall be interpreted so as to ensure SACS's compliance with the requirements of Ind. Code § 20-43-10-3.5, as well as all other applicable law and regulatory guidance.

SACS shall allocate a portion of the TAG to all licensed teachers who are rated as effective or as highly effective, whose primary responsibility is instructing students in the classroom, and who are employed by the school as of December 1<sup>st</sup>. The amount

awarded to a teacher rated as highly effective shall be at least twenty-five percent (25%) more than the amount of a stipend awarded to a teacher rated as effective.

SACS shall distribute the TAG to individual teachers within twenty (20) business days of the date the department distributes the TAG to SACS. Any part of the TAG not distributed as stipends to teachers before February shall be returned to the department on the earlier of the date set by the department or June 30<sup>th</sup> of that fiscal year.

(Adopted: 08/15/2017)

### **3040 Staff Development and Professional Growth**

The Board encourages participation in professional organizations and activities and recognizes that continuing professional growth and development is desirable and necessary for the improvement of the educational program of the school corporation. The Board authorizes the Assistant Superintendent for Academic and Faculty Development to determine the appropriateness of staff attendance at school related conferences, workshops, or seminars in accordance with the administrative guidelines, summary of salary and benefits, and budget parameters approved by the Board.

### **3050 Teaching Experience Credit**

Teaching experience shall include teaching and substitute teaching, as well as administrative, supervisory, guidance, and auxiliary service. To the extent credit is given for teaching experience, it shall be recognized only if all qualifications and certifications as a teacher were met at the time the experience was acquired. The teacher must provide written verification of prior teaching experience credit on forms provided by the Human Resources Department. Experience credit submitted after a teacher's initial contract has been signed, will be credited prospectively. All teaching experience must be verified, and no more than one (1) year of creditable service shall be granted for services rendered within a twelve-month period beginning July 1 and ending June 30. The minimum amount of service to be counted as one year of creditable experience shall be the equivalent of 120 days acquired during the regular school term. A half-year shall be credited for service equivalent to sixty (60) days or more, but less than one hundred and twenty (120), acquired during the regular school term. Two half-years of credit may be combined, but not to exceed one year.

In reporting teaching experience for state support, one school year of teaching experience in any of the following categories or combination of categories shall be recognized as one year of experience for state support:



1. Appropriate experience in any Indiana school that was certified, accredited, or commissioned by the Commission on General Education of the State Board of Education during the time such experience was acquired.
2. Appropriate experience in a school outside of Indiana but within the United States if such school was certified, accredited, commissioned, or equally recognized by the duly authorized agency of the state during the time such experience was acquired.
3. Appropriate experience in a school maintained by the United States government for children of military personnel and other governmental employees either in the United States or in a foreign Country.
4. Appropriate teaching experience as a Peace Corp volunteer or similar federally funded program at the elementary or secondary level.
5. Appropriate experience in the Indiana State Department of Education.

For the purposes of state tuition support, as well as placement on a salary schedule when credit for teaching experience is recognized, the school corporation shall translate military experience of a person licensed to teach in Indiana into teaching experience as follows:

1. Eight months of either active military service or active military service combined with teaching experience shall be equivalent to one year teaching experience, provided such service shall occur within the school year beginning July 1 and ending June 30.
2. Military experience substituted shall not exceed four (4) years.
3. The provisions of this section shall apply to all veterans who took the oath of allegiance, wore the uniform, served in either combat or non-combat units, and were discharged under honorable conditions.

(Revised: 6/22/93; 5/2013)

### **3060 Personnel Records**

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To these ends, the Director of Human Resources shall develop and implement a comprehensive and efficient system of personnel records maintenance and control as follows:

1. A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain

- applications for employment; and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above.
2. The Director of Human Resources shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files.
  3. All personnel records shall be considered confidential and not open to public inspection, and access to files shall be limited to persons authorized by the Director of Human Resources to use the files for purposes of this policy as cited above. No other persons or agencies may have access to information in a staff member's file unless the staff member has given written consent for the release of specific information to a specific person or agency, or such information is subpoenaed or ordered for release by a court of law, as required by I.C. §5-14-13-4.
  4. A current employee may have access to his/her own personnel file at all reasonable times (i.e. during regular school hours). The right of access includes the right to make written objections to any information contained in the file. The staff member must sign any written objection, and it shall become part of the staff member's file.
  5. Any negative comment placed in a staff member's file shall be signed by the person making the comment or acknowledged as to the general source of the comment.

(Revised: 6/22/93; 8/17/04)

### **3070 Professional Research and Publishing**

The school corporation shall maintain proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board recognizes the importance of encouraging its staff to engage in professional writing, research, and other creative endeavors. When original materials are developed by employees or staff committees during working time, or as part of regular or special assignments for which they are paid, the school corporation shall have sole rights in matters of their publication or reproduction. However, the corporation shall clearly recognize and note the identity of the employee or employees who created the materials. In situations where the proprietary rights to material is in doubt--as for example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member's own time, arrangements shall be made for the assigning of rights to one or the other party and an equitable sharing of any profits. However, staff members may use their background of knowledge of the school corporation's programs and operations in professional writing of any type, without

the Board claiming any rights to the materials or authority to approve them prior to publication. When such writing mentions the name of the school corporation or one of its schools, the employee is requested to submit the material to the Superintendent for review in advance of publication.

### **3075 Consulting**

Employees cannot receive compensation or reimbursement from a second source unless such work is performed during non-school hours or the employee takes vacation or personal days for this purpose.

(Adopted: 12/20/94; Revised: 8/17/04)

### **3080 Participation in Political Activities**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, the Board also recognizes that school property and school time, paid for by all the people of the school district, should not be used for partisan political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations. Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of pupils in writing or addressing campaign materials, and the distribution of campaign materials to pupils on school district property or during school time in any matter which would indicate that a school employee is using a position in the school corporation to further personal partisan views on candidates for public office or questions of public policy. Students involved in political campaigns may only be excused from school as provided in Policy 4085 upon completion and approval of the ELECTION DAY POLL WORK Form 4085 prior to election day. Nothing in this policy shall be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

(Revised: 11/13; 12/17/13)

### **3085 Conflict of Interest**

Indiana law (I.C. 35-44-1) requires a school employee whose dependent (defined as the spouse; child; stepchild, or adoptee under 18 years of age and unemancipated; or any individual more than one-half of whose support is provided during a year by such employee) works in the same school district under such school employee's administrative control to complete and file with the school district a Conflict of Interest Disclosure Statement for distribution to the appropriate state authorities. In addition, SACS has

adopted the following policy with respect to school employees in administrative and/or supervisory positions:

1. For the purpose of this policy a “conflict of interest in employment” arises when an individual would otherwise have the responsibility to make, or participate actively in making, decisions or recommendations relating to the employment status of another individual if the two individuals (the “related individuals”) have one of the following relationships:
  - a) By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
  - b) By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, stepparent or stepchild; or
  - c) Other relationship: A current or former relationship, other than that which ordinarily occurs in the work setting, which would make it difficult for the individual having the responsibility to make a decision or recommendation to be objective, or which would create the appearance, in the judgment of the Superintendent, that such individual could not be objective. Examples include, but are not limited to, amorous or personal relationships, including cohabitation by unmarried individuals or significant business relationships.
2. For the purpose of this policy, decisions or recommendations related to employment status include decisions related to hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination.
3. It is a violation of this policy for SACS to employ or continue to employ individuals when one such employee will have a conflict of interest in employment arising from his or her employment duties with respect to another employee.
4. All employees are required to divulge to the Superintendent the existence of any relationship which makes such employee a “related individual” as that term is defined in this policy, within seven (7) days of the occurrence of such relationship.
5. Within thirty (30) days of obtaining knowledge of a violation of this policy, the Superintendent shall remedy the conflict of interest in employment by taking action that may include transferring one of the related individuals to any vacant position within SACS which eliminates the conflict of interest in employment. If, in the judgment of the Superintendent, no reasonable alternative exists to resolve the conflict of interest in employment, the Superintendent shall inform the related individuals, and by their agreement, one of them shall voluntarily terminate employment within ten (10) days. If the related individuals are unable to reach mutual agreement as to which individual shall terminate his or her

employment, the Superintendent shall take action to resolve the situation consistent with Indiana law.

The Superintendent or the Superintendent's designee shall establish and implement necessary procedures to ensure compliance with this policy. This policy shall not apply to individuals who (1) are current employees, and (2) were married to each other prior to the date the Board approves this policy.

(Adopted: 9/7/04; Modified: 11/3/09)

### **3090 Reporting of Suspected Child Abuse or Neglect**

In compliance with Indiana Code 31-33-5 any employee who has reason to believe a child is the victim of abuse or neglect shall *immediately* report this knowledge to the Department of Child Services or the local law enforcement agency. After making the report, the individual shall promptly notify the building administrator that the report was made. If the building administrator is not available, the individual shall notify the Superintendent that a report was made.

The law provides that any person who has the duty to report suspected child abuse or neglect, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith. A knowing failure to report suspected child abuse constitutes a Class B misdemeanor under Indiana Code 31-33-22-1.

(Revised: 11/18/97, 8/17/04, 6/20/17)

### **3100 Drug-Free Workplace**

SACS is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of SACS at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol. All employees of SACS must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to and including termination from employment.

"Workplace," when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school-

related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, busses, or vans owned or leased by the school corporation. The “workplace” also includes off-school or non-school property during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of SACS.

(Adopted: 1/20/98; Revised: 8/17/04)

### **3110 Tobacco Products**

The SACS Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Tobacco smoking (or chewing) shall be prohibited in all school facilities, in school owned vehicles, and on all school property.

(Revised: 6/22/93; 1/19/99)

### **3120 Gifts/Contributions to Employees**

All employees are prohibited from accepting gifts or other material inducements from companies or organizations or their representatives who do or wish to do business with the school corporation. Employees have no authority to obligate the school corporation except as expressly directed in writing by the Board.

### **3130 Extracurricular Passes**

The school corporation may provide tickets to interscholastic athletic events or other school related programs and activities at no charge or at a reduced rate to employees or individuals designated by the Board.

### **3140 Court Responsibility**

A teacher who is subpoenaed as a witness on behalf of the school corporation or concerning a current or former student should notify the principal upon receipt of such subpoena so that appropriate arrangements can be made to provide a substitute. If a teacher is released from school to comply with a subpoena, the teacher shall receive regular pay less any witness fee received.

### **3150 Controlled Substance and Alcohol Policy for Employees Holding a Commercial Driver's License**

The SACS Board recognizes a responsibility to help provide a safe and productive work environment for all personnel. Toward this end, the Board of SACS has a particular concern about the adverse effects of substance abuse on an individual's performance, health and safety since it can jeopardize the safety of the individual, co-workers, and the public; impair the reputation of the SACS and its personnel; and violate state and federal laws and regulations. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

Accordingly, the Board SACS has implemented a Controlled Substance and Alcohol Policy in accordance with Department of Transportation regulations. This policy applies to all SACS employees who are required to hold a Commercial Driver's License (CDL) to perform their job function. For purposes of this policy only, the term employee or driver will also include any person who operates a commercial motor vehicle or performs a safety sensitive function with a commercial motor vehicle either directly or indirectly for SACS or who operates a commercial motor vehicle at the direction of or with the consent of SACS. SACS will require every such person to provide assurance at least once every six (6) months that he/she participates in an alcohol and controlled substances testing program that meets D.O.T. testing requirements. The possession, attempted possession, consumption, attempted consumption, purchase, attempted purchase, sale or attempted sale of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on alcohol on school property, while on school business, or while operating school vehicles and equipment is prohibited. Furthermore, drinking alcoholic beverages during working hours, eight (8) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required D.O.T. alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for SACS and possible legal prosecution. For purposes of this Policy, "school property" includes, but is not limited to, all land (including parking lots), property, and buildings owned or leased by SACS, including, but not limited to, aircraft, automobiles, trucks, or vans owned or leased by SACS.

Since the use of any prescribed or over-the-counter medication can affect behavior and performance, no driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Employees must inform their supervisor of any therapeutic drug use before operating a vehicle or performing any safety sensitive function on the vehicle. The employee may be permitted to work if SACS determines, in its sole discretion, that such use does not pose any safety risk. However, when such use of drugs poses a potential

threat to adversely affect the employee's performance or safety, SACS may determine at its sole discretion that it is in the best interest of the employee, co-workers and SACS that the employee take sick or vacation days, or, if necessary, unpaid leave, in accordance with SACS's leave policies.

SACS reserves the right to terminate any employee who violates its Controlled Substance and Alcohol Abuse Policy for CDL holders. Employees who are convicted for alcohol or drug-related charges may be subject to disciplinary action up to and including termination. SACS, in its sole discretion, may offer the employee (at the employee's expense) the opportunity to receive appropriate treatment. Should an employee refuse such an opportunity to seek treatment or fail to successfully complete treatment, SACS may terminate that employee without further warning. Under this policy, drivers will be required to submit to testing for alcohol and/or controlled substances as a term and condition of their employment with SACS. The following types of tests will be conducted:

1. Pre-employment;
2. Reasonable suspicion;
3. Random;
4. Post-accident;
5. Return to duty; and
6. Follow-up testing.

SACS will also implement a Search Policy in conjunction with its Controlled Substance and Alcohol Policy. Drivers will be provided a copy of each policy and will be required to sign an acknowledgment of their receipt of the policies and their understanding of the policies' contents. Any questions regarding SACS's Controlled Substance and Alcohol Policy or its Search Policy may be directed to the Director of Transportation.

(Adopted: 12/20/94; Revised: 8/17/04; 10/4/05)

### **3160 Criminal History Information**

For the purposes of this policy, "employee" means any individual who is employed with the school corporation as well as any individual who enters into a contract to provide services to the school corporation or is employed by an entity who enters into such a contract, where the individual is likely to have direct, ongoing contact with children within the scope of the individual's employment.

To help ensure a safe environment, the School Corporation will obtain for each new employee an expanded criminal history check. The expanded criminal history check must be obtained no later than thirty (30) days after the start date of the applicant's employment by the School Corporation. The School Corporation must obtain an expanded criminal history check for each employee every five (5) years.



In addition, the School Corporation will obtain for each new employee an expanded child protection index check. The expanded child protection index check must be obtained no later than sixty (60) days after the start date of the applicant's employment by the School Corporation. The expanded child protection index check will include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

New employees will be responsible for the costs of obtaining the expanded criminal history check and the expanded child protection index check to the extent allowed by law.

Each employee will be questioned about the results of the expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the results of the expanded criminal history check and the expanded child protection index check will be cause for termination if the applicant is eventually hired.

Any entity which has contracted to provide services to the school corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide the corporation with results of the expanded criminal history check and the expanded child protection index check for such employees. The entity and/or the entity's employees will be responsible for all costs associated with obtaining these checks.

All employees are legally required to notify the governing body of the school corporation if, during the course of the individual's employment and/or term of their contract, the individual is convicted of certain crimes enumerated in state law (including the "attempted" crimes listed in the law) or if the individual is the subject of a substantiated report of child abuse or neglect. Additionally, all employees are required by policy to notify the Superintendent or the Director of Human Resources of the school corporation if the individual is arrested, has criminal charges filed against them, and/or is convicted of any crime. All such reports must be made within 48 hours of the arrest, charge, conviction, and/or substantiated report; or before the individual's next scheduled workday, whichever is sooner. The School Corporation shall notify all employees and the entities for contracted services of these responsibilities.

Any information obtained from an expanded criminal history check or an expanded child protection index check will be confidential and will not be released or disseminated other than to school officials involved in the hiring process or as otherwise required by law.

(Adopted: 11/18/97; Revised: 8/17/04; 8/16/16; 8/15/17)

### **3170 Automated External Defibrillators**

Employees of SACS will be authorized to utilize an AED. Employees are encouraged to obtain acceptable certification will consist of completion of an American Heart Association and/or American Red Cross “Heartsaver AED” course and CPR course. Employees will follow the use of automated external defibrillators’ guidelines as recommended by the school administration.

(Adopted: 11/19/02)

### **3180 Paraprofessional Qualifications**

Paraprofessionals hired after November 1, 2005, must meet the qualifications for “highly qualified” as approved by the Board, and since the school corporation is eligible for Title I funding, all paraprofessionals must be compliant with all requirements necessary to ensure the school corporation remains entitled to Title I funds.

(Adopted: 11/15/05)

## 4000 STUDENTS

### 4010 Enrollment

#### General Requirements

1. When a child first enrolls in SACS, the parents shall furnish a certified birth certificate and written evidence that the child has had all required immunizations and has met the requirements of Indiana law.
2. A child is entitled to enroll in SACS providing his/her parent(s) reside in the attendance area of the school corporation. The word "parent" shall mean and include natural, adoptive, or foster parents, or any other person having the legal custody of any child.
3. A child is entitled to enroll in SACS providing at least one of his/her parent(s) is an active, employee of SACS at the time of enrollment without regard to whether such parent/employee resides in the attendance area of the school corporation. Since the school corporation does not accept cash transfer students, should the parent/employee lose his/her position for any reason, the student will need to return to the school corporation where the parent resides at the beginning of the following semester.
4. A student is entitled to enroll in SACS when living with someone other than the student's custodial parent(s) when the person(s) the student is living with has been named legal guardian of the student by the court (Note: Such person(s) must reside within the boundaries of the school district).
5. A student is entitled to enroll in SACS when living with someone other than the student's custodial parent(s) and when a legal guardianship is not required under IC 20-8.1-6.1-1 (a) as follows (Note: Such person(s) must reside within the boundaries of the school district):
  - a) The divorced or separated parents of a student agree to have the student live with the parent who does not have legal custody (Custodial Statement and Agreement Form 1 required).
  - b) The student's parents are living outside the United States due to educational pursuits or job assignment and maintain no permanent home in any school corporation in the United States (Custodial Statement and Agreement Form 2 required).
  - c) The custodial parent abandons the student and the student is living with the non-custodial parent (Custodial Statement and Agreement Form 1 required).

6. A child whose parents have made arrangements to move within the attendance area of the school corporation in a short time after the start of the school year may attend school in SACS until the move is affected. Documentation (statement from builder, realtor, and/or financial institution) of intent to occupy by the end of the first semester shall be required.
7. If a student has commenced attending school in SACS in any school year and the student's parent relocates outside the school corporation boundaries, the student may continue enrollment in SACS until the end of the semester. If, however, a student has completed grade 11 while enrolled in SACS the student shall be allowed to continue enrollment in SACS the following school year in grade 12.

(Revised: 1/23/01; 4/17/12; 7/7/15)

### Kindergarten Entrance

Any child who attains the age of five before September 1 of a school year will be admitted to the kindergarten program of SACS without any assessment required. There will be no appeals for children having birthdays beginning with September 1 except for students who have previously been enrolled in an accredited kindergarten program in another location.

(Revised: 11/16/99; 7/24/01; 9/21/04)

### First Grade Entrance

Any child who attains the age of six before September 1 of a school year will be admitted to first grade in SACS without any assessment required.

Parents of a child who attained the age of 6 on or after September 1 and completed kindergarten in an accredited kindergarten program in another location may appeal to the superintendent for their child to be admitted to first grade. The following procedures will be observed:

1. The parents shall provide the student's records for review by school personnel if the child attended a kindergarten program.
2. The child shall be scheduled for an informal assessment with a first grade teacher or the school principal to determine the child's readiness for first grade. This evaluation will assess the child's attention span, interest in literacy activities and numbers, academic skills, willingness to learn and to separate from the parent.

3. The building principal shall make a recommendation to the superintendent, who shall make the final determination.

(Revised: 12/17/91; 6/22/93; 11/21/95; 10/15/96; 7/24/01; 9/21/04)

### Full Time Status

Every student who is enrolled in SACS must be a full time student except for:

1. A special education student whose individualized education program (IEP), as developed in accordance with 511 I.A.C. 7, calls for a shortened schedule.
2. A special education student who has been parentally-placed in a nonpublic school whose Service Plan, as developed in accordance with 511 I.A.C. 7 and District procedures, permits partial enrollment at SACS.
3. Kindergarten students on half-day schedule.

For purposes of this policy, students on SACS' approved vocational education programs or enrolled in college courses under postsecondary enrollment programs which, when added to the student's other courses at SACS, result in a full instructional schedule are considered enrolled "full time."

In order to be eligible to participate in SACS' courses, summer school, or extracurricular activities, a student must be enrolled "full time" unless such student is under an IEP or in a vocational program or postsecondary program as described above. This policy shall not prohibit SACS from entering into agreements with other public or private schools with respect to course offerings or extracurricular activities.

In regard to summer school driver's education classes, only in the event there are spaces available to fill in excess of the number of enrolled full time students applying for them, the school administration may fill the open positions with applicants who are residents of the school district.

(Adopted: 3/18/08; Revised: 11/18/08)

### **4020 Teacher/Class Assignment**

Several factors -- class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, and peer relationships -- shall be considered in determining teacher and class assignments. Parents are welcome to provide special insights as to which learning environment may be best for their children. However, the school corporation shall make the final determination with regard to teacher and class assignments.

(Revised: 9/21/04)

## **4025 Grade Advancement**

### **Pre-Kindergarten Students**

All children tend to learn best when they are appropriately challenged at a level for which they are ready. In lieu of utilizing the birth date as the sole criteria for admission or exclusion to school, the district will consider early entrance for intellectually advanced children. Parents may petition the school principal for admission. An assessment to determine admission and grade placement will be administered utilizing components from any of the following areas: cognitive abilities, academic abilities, classroom learning skills, motor development, and social-emotional maturity. The results of the assessment will determine admission. This option will be available only to children whose academic skills are too advanced for the kindergarten curriculum.

### **Enrolled Students**

MSD Southwest Allen advocates continuous progress in curricular areas of reading, language arts and mathematics. However, enrichment and acceleration should be provided in all disciplines to accommodate students. When the teacher, parent, or administrator believes the student's academic needs are not being fully met in the grade in which the student is currently placed, the student may be referred to the Child Study Team at the school.

The Child Study Team should review the classroom teacher's efforts to respond to the student's needs, the student's ability, the student's participation in the ALPHA program, and school performance, including performance in SACS. The Child Study Team may determine that further assessment is appropriate, that additional instructional strategies should be utilized, and/or that enrichment/acceleration activities be planned.

The principal shall monitor the initiation of such recommendations. If the principal believes that the results are unsatisfactory, the Child Study Team should be recalled to review the results and consider other alternatives, one of which may be grade advancement. If the team concurs, the principal will recommend to the Assistant Superintendent for Academic and Faculty Development that the student be grade advanced. The Assistant Superintendent will review the documentation of the Child Study Team and provide a written decision within 20 school days.

(Adopted: 12/17/91; Revised: 10/15/96; 9/21/04)

## **4030 Attendance Boundaries**

Individual school attendance boundaries shall be established upon the recommendation of the Superintendent of Schools and approval of the Board of School Trustees. Such boundaries may be changed as population conditions warrant or capacities of buildings require the adjustment of student enrollment.

Students shall attend the school in the attendance district in which they reside unless a transfer is granted in accordance with policy 4040.

## **4040 Transfers**

### **Resident Transfers**

Request for transfers between schools within SACS shall be submitted in writing to the Superintendent. Such transfers shall be considered for:

1. The educational benefit of the child.
2. Legitimate medical reasons.
3. Children of teachers employed by SACS when requests are made for childcare purposes.

The Superintendent shall have the authority to approve such transfers after considering the following factors:

1. Class loads in each building.
2. The agreement of parents to provide necessary transportation.
3. The recommendation of the principals involved.

### **New Resident Transferring From Accredited Private Schools**

1. Credits from a private in-state school shall be accepted at face value if the school is commissioned by the Indiana State Board of Education.
2. Credits from private out-of-state schools shall be accredited at face value if the school is accredited by the appropriate governmental agency in that jurisdiction with the responsibility for accrediting schools.

### **New Resident Transferring From Non-Accredited Private Schools/Home Schools**

1. Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified at the time of enrollment. In order to determine grade placement and/or credit, the Superintendent may require a battery of tests from the corporation assessment program or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed by the private school or home school.
2. Testing shall be administered under the auspices of the enrolling principal, and the principal shall place the student and grant credit based upon the test results.
3. The tests and procedures used to appraise eligibility for credit and/or placement may include, but are not limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

*Non-Resident*

Requests for the transfer of non-resident students into SACS made by another governmental unit shall be considered. SACS does not accept and/or enroll cash transfer tuition students. SACS will not accept for enrollment any student who has been enrolled in SACS schools for two or more consecutive school years and then relocates and establishes legal settlement in an adjacent school corporation when such student seeks permission to transfer back to a SACS' school.

(Revised: 2/18/91; 9/21/04; 10/7/08; 6/16/09)

**4050 Retention**

SACS is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students in the grade level or program best suited to their academic, social and emotional needs.

Students will normally progress annually from grade to grade. However, some students need additional time and/or experience before proceeding to the next level of their education. When this concern exists, the building principal shall make the final decision regarding the student's placement.

(Revised: 3/23/99; 2/3/04; 9/21/04)

*Red-Shirting*

SACS shall not allow the retention of any student, who has successfully completed any grade, except upon the recommendation of the building principal. Regarding athletics, fair competition and safety of participants is best served when students of approximately the same age participate at any one grade level. No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular programs. If it can be documented that a student has repeated any grade for reasons other than academic failure in circumvention of this policy, the student shall lose his/her final year of eligibility in high school athletics.

(Revised: 9/21/04)

*Remediation and Intervention*

SACS is committed to providing comprehensive services to all students. Students who are under prepared for school or those who are low or underachieving will be recommended for available intervention, remediation or alternative programs. Students whose scores fall below district standards must participate in one of the options offered or in a program designed and funded by the parent or guardian.

The programs will be available at all grade levels. Students will be recommended for the program in accordance with written criteria developed by the administration. The final



report of the student's progress, including the classroom teacher's recommendation, will be used to determine placement in the next grade or class. The school district may require a student to repeat the grade or class if the student does not participate in, and successfully complete a recommended SACS intervention or remediation program or one planned by the parents.

Participation in the programs requires the permission of the parent or guardian and the cooperation of the student. Declination of these services will be noted on a standard form to be included in the student's records.

(Revised: 4/17/90; 6/22/93; 10/15/96; 9/21/04)

### **4055 Retaking High School Courses**

The rationale for repeating a class is limited to improving the student's understanding and achievement, and/or improving the student's ability to meet post-secondary goals. The transcript will show all grades, with grades transcribed from both the original class and the second (retaken) course with the higher of the two grades included in the GPA. Students may retake a high school course if any of the following conditions are present:

A student may be recommended by his/her guidance counselor to repeat a passed course for better understanding when the student is not adequately prepared for the next related course in the series (i.e. Algebra before Geometry).

To improve a grade of any kind.

The student desires to repeat a course to meet the eligibility requirements of the Academics Honors Diploma (AHD). The requirements for an Academic Honors Diploma are: A Student must have a grade of not lower than a C- in any course qualifying for the AHD (excepting the course to be repeated), and an overall GPA of a 7.0 (B-).

When students meet the criteria and request to repeat a course in the next possible semester, the student, the student's parents or guardians, and the counselor will make the decision. If the criteria are not met or there is a lapse of time before the student asks to repeat a course, the final decision to repeat a course will be made by the school principal. There is no time limit as to when the student must request permission to repeat the class.

(Adopted: 3/23/99; 2/15/00; 9/21/04; 2/4/14; 3/3/15)

**4060 Graduation Requirements**

The board shall approve graduation requirements as included in the approved curricula. Such requirements shall also be included in the high school student handbook.

(Revised: 6/22/93)

**4070 Reporting Student Progress**

Student progress shall be reported to parents on a regular basis. Examples include the use of report cards, conferences, interim reports, and returning daily work and tests to students on a timely basis. The administrative staff, principals, and teachers shall continuously review and improve the methods of evaluating student progress to ensure fairness and consistency. Grading procedures should be explained thoroughly to all students during the first week of school or upon their admission to school.

(Revised: 6/22/93)

**4080 Discipline**

Appropriate discipline policies shall be developed by the administrative staff and shall be reviewed and approved by the Board. Grounds for the suspension and expulsion for all students shall be in accordance with I.C. 20-33-8.

**Other Disciplinary Actions**

The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior which is reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Such action may include, but is not limited to:

1. Counseling with a student or group of students;
2. Conferences with a parent or group of parents;
3. Rearranging class schedules;
4. Requiring a student to remain in school after regular school hours to complete work or for counseling; or
5. Restriction of extracurricular activity.

**Participation by Parents**

Persons having care of a dependent student (parents/guardians/custodians) may be invited to participate in meetings, conferences, and hearings in connection with a student's behavior. The parent/guardian/custodian will be invited to attend an expulsion

meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program). The expulsion examiner will provide written notice to the parent/guardian/custodian of the right to appear at the expulsion meeting. The expulsion officer will provide this written notice to the parent/guardian/custodian by either certified mail or personal delivery. The expulsion examiner may also provide additional notice to the parent/guardian/custodian by other means.

If the parent/guardian/custodian appears at the meeting, the expulsion officer will conduct the expulsion meeting in accordance with Indiana law. Otherwise, the parent/guardian/custodian forfeits all due process rights and the expulsion will take effect. The School Board will not hear appeals of the decisions of the expulsion examiner.

The superintendent, principal, or other administrative personnel shall also be authorized to take additional action, with parental consent, to help any student, to further school purposes, or to prevent an interference with school purposes. With parental consent, such additional action may include, but is not limited to, asking a student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation, at parental expense, and to share the results of the intervention(s) with appropriate school officials.

### **Failure to Participate by Parents**

The failure to comply with or participate in the procedures outlined in this policy by a parent/guardian/custodian may be considered educational neglect, the student may be considered a "child in need of services" in accordance with Indiana law, and the matter may be referred to the appropriate authorities.

(Revised: 7/16/91; 6/22/93; 9/21/04; 8/16/16)

## **4085 Attendance**

SACS considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. Each school is expected to implement policies and practices that encourage its students to develop and demonstrate good attendance habits.

### **Parents' Responsibility**

Parents are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

1. Graduates.

2. Reaches at least sixteen (16) years of age but less than eighteen (18) years of age and:
  - a) The student and the student's parent or guardian and the principal agree to the withdrawal, and
  - b) At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school.
3. Reaches the age of eighteen (18) years.

### Absences from School

Absences from school shall fall into one of the four following categories:

1. Absences which are counted as present:
  - a) Serving as a page in the Indiana General Assembly.
  - b) For students in grades seven through 12, serving at the polls on election day with prior approval of the principal consistent with Policy 3080. Full disclosure of expected activities at the poll is required.
  - c) Court appearances which are documented by a probation officer or officer of the court.
  - d) Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
  - e) Placement in a short term inpatient treatment program which provides an instructional program.
  - f) Homebound instruction.
  - g) Religious observances.
2. Excused Absences
  - a) Parent/guardian may excuse up to ten absences per school year (e.g. illness, medical and legal appointment, family vacations, college visits).
  - b) Illnesses that are excused by a written note from a physician will not be counted as part of the ten parent/guardian excused absences. Absences beyond the ten parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered trancies. A note must be provided to the school upon the student's return to school.
  - c) Exceptions to the ten parent/guardian excused absences will be made only in the following situations:

(1) Funerals:

- (a) Death in the immediate family.
- (b) Death of a person outside the immediate family with parental permission.
- (c) The building principal may excuse an absence in an emergency situation.

3. Unexcused Absences

- a) No parent/guardian contact with the school giving an explanation for the absence on the day of the absence or prior to the absence.

4. Truancy

- a) A student is truant when s/he is absent from school or class without the permission of his/her parent or guardian.
- b) Absences beyond the ten parent/guardian excused absences in a school year will be trancies unless excused by written note from a physician. Such absences are subject to disciplinary action as established in each school's handbook. Each policy should give consideration to steps that involve the Director of Student Services and the juvenile court in assisting to enforce appropriate attendance.
- c) A student will be considered a habitual truant when that student has been expelled for truancy.

Make-Up Work

Upon request of the student, make-up work will be offered for all student absences. Moreover, credit shall generally be allowed for such make-up work, with the exception of the final exam in courses where high school credit is earned. In regard to the final exam in courses where high school credit is earned, attendance at school during final exams is mandatory and failure to be in attendance for scheduled final exam periods will result in failure of the exam. A make-up exam will be offered and credit will be allowed only where the absence is excused by SACS in writing prior to the absence or the student is otherwise counted as present under SACS policy.

The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. A student shall be given one calendar day for each missed day to complete the make-up work, plus an additional calendar day, if needed, up to a maximum of seven days. Extended illness shall be handled on an individual basis.

### Reporting an Absence

In order to report an excused absence, a student's parent/guardian must contact the school. Each school has an established procedure for reporting absences. Absences shall not be excused unless the contact is made according to the school's procedure. If the parent or guardian does not call, the school will attempt to call the parent or guardian that day to document the absence.

### Tardies

A student is tardy when the student is late for the beginning of the school day or late for any class during the school day. Policies to handle tardies shall be established in each school's handbook. Each policy should give consideration to steps that involve the Director of Student Services.

### Work Permits

This section applies to work permits issued to students during the school year and will not affect work permits issued for summer employment.

#### 1. Denial of a work permit:

- a) A work permit will be denied to a student who has been absent from school 18 or more days in the previous two semesters.
- b) A student who has been denied a work permit may request a review of his/her attendance record after six weeks of regular school attendance.
- c) Upon review, the issuing officer may issue a work permit if a student's attendance has substantially improved.
- d) A student may appeal the denial of a work permit to the school principal.

#### 2. Revocation of a work permit:

- a) A work permit issued to a student may be revoked if a student has been absent from school 18 or more days of one school year.
- b) A student whose work permit has been revoked may request a review of his/her attendance record after six weeks of regular school attendance.
- c) Upon review, the issuing officer may reissue the work permit if a student's attendance has substantially improved.
- d) A student may appeal the revocation of a work permit to the school principal.

### Attendance Procedures

If a pattern of irregular attendance develops, the school shall take the following actions to encourage a student's return to regular school attendance:

1. After a student accumulates six parent/guardian excused absences in a school year, a school administrator, attendance clerk, or counselor shall make a contact with the student's parent or guardian. The date and content of this contact shall be documented.
2. After a student accumulates ten parent/guardian excused absences in a school year, a referral shall be made to the Director of Student Services. If the Director of Student Services is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the Allen County Juvenile Probation Department.
3. When a student accumulates more than ten parent/guardian excused absences in a school year and fails to provide the school with a physician's note to excuse the absence, these absences are considered trancies and subject to disciplinary action as established in each school's handbook.

(Revised: 6/16/92; 11/21/95; 10/15/96; 1/23/01; 8/26/04; 6/3/14)

### 4090 Corporal Punishment

Corporal punishment, defined as any act of physical force for the purpose of punishing or disciplining a student, shall not be used in SACS. The term shall not apply, however, to the use of reasonable physical force in the following situations:

1. Self-defense.
2. To protect other persons from physical injury.
3. To protect property of the school or of others.
4. To remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

### 4100 Health Care

Appropriate health care manuals and forms shall be developed by the administration and health care staff for the purpose of providing health care and for the recording of health care information. Student health records shall be retained for two (2) years beyond graduation or departure.

### **4110 Administering Medication/Emergency Medical Procedures**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

All medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must also be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

Even if Southwest Allen County Schools receives all the information described above, Southwest Allen County Schools still reserves the right to request further information from the health care provider and/or consult with the Physician Consultant for Southwest Allen County Schools. SACS further reserves the right to refuse to administer any medication, whether prescription or nonprescription, after consultation with and based upon objective evidence as determined by the Physician Consultant. Southwest Allen County Schools' criteria for proper administration of medication in the school system include the following:

1. A written order from a health care provider (MD, DO, nurse practitioner or physician's assistant under guidance of a supervising physician) authorized to prescribe in the state.
2. Identification of the condition for which the product is being used.
3. A written request from the parent/guardian.
4. Verification written by the health care provider that the product and requested dosage are safe for the student (considering age, body weight, condition, and potential interaction with other prescription or nonprescription products), and
5. Reasonable information about therapeutic and untoward effects and interactions.

In most circumstances, all medication must be secured in the clinic. Pursuant to IC 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication; and
2. The authorization contains a statement from a physician stating that:



- (a) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication,
- (b) the student has been instructed in how to self-administer the medication, and
- (c) the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and accompanying physician's statement must be filed with the student's principal annually.

No employee of Southwest Allen County Schools, which acting within the scope of his/her responsibilities, shall perform medical procedures or administer prescription or non-prescription medication, drugs, tests, finger pricks, or injections unless:

- 1. The employee is a licensed practitioner (physician, nurse practitioner, or physician's assistant under guidance of supervising physician, registered nurse, or licensed practical nurse), or
- 2. An emergency requires the employee to immediately perform the medical procedure or administer medication, or
- 3. The employee has:
  - (a) received training from a practitioner that the practitioner has determined is appropriate for providing such services, and
  - (b) the employee provides the school with a written statement from the practitioner that indicates the school employee has received the training required to provide such services.

(Revised: 11/18/97; 9/21/04; 3/18/08)

### **4120 Accidents and Illness**

If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:

- 1. Immediately arrange for transportation of the student to the hospital via the most appropriate emergency ambulance/transportation service.
- 2. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:

1. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.
2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.

Within 24 hours of a student injury, the staff member dealing with the injury must complete a Student Injury Report. All persons involved in the incident and all witnesses to the incident must complete a Student Injury Report Narrative statement to be attached to the Student Injury Report. A copy of the complete report shall be submitted to the Building Principal and to the Superintendent.

No student shall be permitted to go home ill without consent of parent/guardian or if the school is unable to contact the parent/guardian consent of the designated emergency contact person. Students shall be sent home ill or injured only if there is an adult there to care for them or with the specific approval of the parent/guardian in the case of a high school student or middle school student.

(Revised: 2/20/01)

#### **4125 "Do Not Resuscitate" Requests**

It is the policy of the District that in emergency situations involving accident or illness, employees shall be reasonably expected to render first-aid and life-sustaining care to the extent of their knowledge and training, and to seek the assistance of appropriate school medical personnel or other staff members more knowledgeable than themselves and emergency medical resources, such as ambulance services, available in the community. However, the school is not a medical care provider and its responsibility is limited to administering emergency care and contacting appropriate medical care providers, not acting as a liaison between parents and medical care providers. Therefore, implementation of a "Do Not Resuscitate" ("DNR") request is not consistent with that policy, and district employees will not comply with requests from parents or others to withhold life-sustaining emergency care from any student in need of such care while under the control and supervision of the school system. The district recognizes that the individual needs of students with disabilities may require different types of medical resuscitation plans. Therefore, school district personnel will make every reasonable effort to follow the recommendations of the student's primary care physician and/or other

treating physicians regarding specific alternative emergency procedures appropriate to the individual student.

(Adopted: 1/20/98)

### **4130 In-School Interviews by Indiana Department of Child Services (D.C.S) or Law Enforcement Officers**

#### Investigation of Child Abuse or Neglect

1. When possible, prior to visiting the school, law enforcement officials, court appointed special advocates and child protective service case workers should notify either the Director of Student Services, school administrator, or a school counselor of the date and time of the intended visit.
2. Parents of the student to be interviewed shall not be notified by the school prior to the interview.
3. Upon entering the school building, the D.C.S. caseworker or law enforcement officer should immediately contact either the Director of Student Services, school administrator, or a school counselor.
4. Unless otherwise ordered by the court, a member of the school staff shall be present whenever a student is interviewed in school. The school representative may include the Director of Student Services, nurse, counselor, or other school staff member specially trained in dealing with serious problems of children.
5. If the investigation team decides that the protection of the student requires the immediate taking of the student into custody, this decision and the reasons for this decision shall be promptly communicated to the school representative.
6. Subsequent parent/guardian requests for further explanation of the action taken by the investigative team shall be referred directly to D.C.S. No other information shall be given to the parent by the school.

#### Investigations by Law-Enforcement Officers

1. The school shall honor court orders and warrants for arrest.
2. The school shall permit interviews by law enforcement officers of students who are victims or witnesses during the school day only when interviews

during non-school hours are impossible, impractical, or would unduly interfere with the law enforcement.

3. Prior to visiting the school, the law enforcement officer shall notify either the Director of Student Services, school administrator, or school resource officer of the purpose of the intended visit and arrange a date and time for the interview that is mutually acceptable to the school and the officer.
4. The school shall notify the parents of the student that the student was interviewed by a law enforcement officer.
5. Upon entering the school building, the law enforcement officer should immediately contact the Director of Student Services, school administrator, or school resource officer.
6. Unless otherwise ordered by the court a member of the school staff shall be present whenever a student is interviewed in school. The school representative may include the social worker, school administrator, or a school counselor.

(Revised: 3/18/09)

#### **4140 Temporary Disability**

In the event of a temporary disability, the student or parents shall furnish a physician's statement to the building principal indicating that the student is physically able to attend school and participate in classes and activities without incurring undue hazards. In the case of temporary disability due to pregnancy, the student shall report her condition to the nurse, counselor, or principal. The student may continue in school with the consent of her parents, guardian, spouse, or other person or agency having her custody, if such attendance is without undue physical hazard to her and is not detrimental to other students.

The building principal or school corporation nurse may require students with a temporary disability to submit to a physical examination by a competent and reputable physician selected by the school corporation. The physician's statement shall be considered in determining the student's ability to continue participation in classes or activities without hazard or detriment to other students.

All cases involving temporary disability of students shall be handled on an individual and confidential basis and in cooperation with the parents, guardian, and appropriate agencies or authorities.

### **4150 Student Publications**

Student publications have been established as a supervised learning experience for journalism students. These publications provide meaningful learning opportunities in journalism through responsible reporting, and educate, enlighten, and entertain school and community readers.

SACS recognizes that its student publications may be available to all its students and must therefore, be suitable for all students. SACS reserves the right to exercise editorial control over both the style and content of school speech in school sponsored publications whenever necessary to protect the school's legitimate educational concerns. For example, student publications shall not contain content that is ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

When a publication advisor becomes aware that the contemplated content of an article for one of these publications may adversely affect SACS educational mission, the advisor may consult with the building principal. The student staff can appeal any adverse decision promptly to the Superintendent. The Superintendent's decision shall be final.

Student journalists should cover all aspects of a topic accurately and treat sources fairly and respectfully. Each publication staff should develop and publicize its editorial policy, which should establish procedures for the expression of opposing views, for the correction of errors, and the handling of complaints with regard to content.

(Revised: 5/15/91; 10/15/96; 9/21/04; 6/3/08)

### **4160 Student Locker and Vehicle Inspection**

#### **Student Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

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

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

### Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school corporation, however, reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine the contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe that the contents of such vehicles may include items or elements which are illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff. Reasonable suspicion shall include, among other things, an alert resulting from K-9 interdiction.

### **4165 Appeal of Student Expulsion Cases**

The MSD Southwest Allen County Board of School Trustees has voted not to hear any appeals in student expulsion cases. A student or parent may appeal an expulsion decision to court in accordance with Indiana law.

(Revised: 1/23/01; 9/21/04; 10/17/06; 8/15/17)

### **4170 Education Records**

#### Definitions

1. Education Records. Education records are those official records, files, and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the school corporation. Access to and correction of education records is governed by this policy.
2. Exclusions. By way of example, education records do not include the following:
  - a) Data which relates to a student or groups of students but by which the student(s) cannot be identified.
  - b) Records kept in the sole possession of the maker and which are not accessible or revealed to other persons except a temporary substitute. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.

- c) Privileged communications and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect.
  - d) Records create or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
  - e) Grades on peer-graded papers before they are collected and recorded by a teacher.
3. Parent. Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and non-custodial parent of a student.
4. Student. Student is any individual who is or has been in attendance at the school corporation and regarding whom the agency or institution maintains educational records.
5. Eligible Student. Eligible student is a student who has reached eighteen (18) years of age or is attending a postsecondary institution at any age.
6. Disclosure. Disclosure is to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
7. Personally Identifiable Information. Personally identifiable information is information by which it is possible to identify a student with reasonable certainty including, but not limited to, the following:
- a) The name of a student, a student's parent, or any other family member.
  - b) The address of a student or student's family.
  - c) A personal identifier, such as a student's social security number, student number, or biometric record.
  - d) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
  - e) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the

relevant circumstances, to identify the student with reasonable certainty.

- f) Information requested by a person who the school reasonably believes knows the identity of a student to whom the educational record relates.
8. Directory Information. Directory information is information that may be disclosed to third parties unless a student's parents or an eligible student have requested in writing that the school withhold the release of directory information. Directory information includes:
- a) Name of student,
  - b) Name(s) of student's parent(s),
  - c) Address, telephone number and electronic mail address of student and parent(s),
  - d) Photographic, video, audio, or electronic recording or images of students taken or maintained by the school,
  - e) Earned awards and achievements of student,
  - f) Student's participation in officially recognized activities and sports,
  - g) Weight and height of members of athletic teams,
  - h) Field of study,
  - i) Dates of attendance,
  - j) Grade level of student,
  - k) Date and place of birth of student,
  - l) Gender of student,
  - m) Diplomas, honors, and awards received
  - n) The most recent educational agency or institution attended, and
  - o) Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a PIN, password, etc.

### Rights of a Parent and an Eligible Student

- 1. Rights of a Parent. The rights afforded to a parent under this policy shall be given to either parent, including a custodial and non-custodial parent, unless the school corporation has been provided with evidence of a court order or other legally binding document or authority relating to such matters as divorce, separation, or custody that specifically revokes these rights.



When a student is eighteen (18) years of age or older and claimed as a dependent by the parent, the parents retains the right to review the student's records.

2. Rights of an Eligible Student. The rights afforded to a parent under this policy shall transfer to a student when the student becomes an eligible student, as defined in this policy, unless the student has been adjudicated incompetent by a court or the type and severity of the student's disabling condition would make a transfer inappropriate.

### Custody and Protection of Education Records

1. Place Records Are Kept. Education records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation, in the special services office, or in the school in which the student is currently enrolled. With the consent of the Superintendent, or the superintendent's designee, a portion of education records may be kept in other places for reasons of effective school administration. Upon request, a list of the types and locations of education records will be provided to a parent or eligible student.
2. Control of the Records. Education records shall be under the immediate control of the person in charge of the building where the education records are maintained. This person shall be responsible for carrying out this policy.
3. Record of Access to Education Records. Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:
  - a) The identity of such person,
  - b) The specific record examined,
  - c) Purpose of the examination, and
  - d) The date on which, or in the case of a person whose job within the school system requires repeated examination, the period of time over which such examinations were made.

No such record need be kept when the disclosure was to a parent or eligible student, school officials with legitimate educational interests, a party with a written consent from the parent or eligible student, or a party seeking directory information.

### Access To Education Records

1. Right of Access. A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof. A representative of the parent or eligible student may also inspect and review

such student's education records upon the written consent of the parent or eligible student.

2. Manner of Exercising Such Rights. Such right shall be exercised by presenting a written request to the office of the superintendent or the superintendent's designee. The request shall specify the specific education records which the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of education records to be inspected. Compliance with all requests to access education records must occur without unnecessary delay and in no case more than forty-five (45) days after a request has been made. If requested, a parent or eligible student must be given access to the student's education records before any meeting regarding an individualized education program or pending due process hearing. All inspections of education records shall be made during regular business hours. A school official shall be present during any such inspection to assist in the interpretation of the records.
3. Records Involving More Than One Student. Where the records requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student of the parent or the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student of the parent or the student making the request.

#### Disclosure of Education Records to Third Parties

1. Disclosure Without the consent of the Parent or Eligible Student. The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student:
  - a) School officials within the school corporation who have legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official

has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- b) Officials of another school, school corporation, or institution of postsecondary education where the student seeks or intends to enroll. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- c) Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- d) Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
- e) Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
- f) Accrediting organizations in order to carry out their accrediting functions.
- g) Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- h) Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
- i) Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, or where school has initiated legal action against a parent or student, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received. In any event no less than 24 hours before disclosure unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena

for law enforcement purposes and court or issuing agency has ordered that the existence or contents of the subpoena or information furnished in response to the subpoena not be disclosed.

- j) Directory information may be released upon request unless a student's parent or an eligible student has notified the school in writing of their request to withhold release of directory information. Upon receipt of a request for directory information, school principal will verify that the request is appropriate and that a student's parents or an eligible student have not filed a written request to withhold all or part of the directory information. Annual notice will be given to parents and eligible students in the school's handbook stating what information is considered directory information and how a parent or an eligible student may restrict the release of directory information. Parents or an eligible student have until 30 days after the beginning of each school year (or 30 days after the enrollment of a student) to notify the school in writing to withhold all or part of the directory information related to a student.

#### Correction of Education Records

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

In the event no agreement is reached, the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing shall be held thereon in the manner required by 34 C.F.R. 99.22.

#### Copies of Education Records

Copies of education records may be provided to a parent or eligible student at no charge where such person is unable because of distance or other valid reason to personally inspect and review the education record or as otherwise required by law. The superintendent or the superintendent's designee shall assess fees for any other copies the school may choose to make. No fees may be assessed for the search or retrieval of education records.

(Revised: 12/20/94; 2/20/01; 9/21/04; 3/18/09; 6/3/14)

### **4175 Non-Custodial Parent Relations**

In accordance with policy 4170, upon request and unless prohibited by the court, the school shall provide equal access to student records, notices and program announcements, etc. to both the mother, father and/or guardian of children whose parents are divorced. Copies of any restrictive court orders must be made available to the school before such access will be denied. Non-custodial requests for information shall name the student, the address and telephone number of the parent seeking access, and the specific access desired.

A child will not be released to a noncustodial parent if the custodial parent timely notifies the principal of such restriction. The principal may require legal documentation.

(Adopted: 12/20/94)

### **4180 School-Aged Child Care Programs**

#### **Student Eligibility**

School-aged child care services shall be provided by MSD Southwest Allen Students who are enrolled in MSD Southwest Allen and attend kindergarten through grade 6 shall be eligible for child care services. The school corporation shall not discriminate against any person on the basis of sex, race, color, religion, national origin, age, or handicap in any of its educational programs.

#### **Insurance Coverage**

The school corporation shall maintain liability insurance to cover participants with \$300,000 per person and \$5,000,000 per occurrence limits.

#### **Hours of Operation/Calendar**

Child care services shall be provided before and after the school day and may include periods when school is not otherwise in session.

Before school child care shall be offered from 6:30 a.m. until the beginning of the elementary school day. After school child care shall be offered from the end of the elementary school day until 6:00 p.m. Child care programs shall be offered each day school is in session. A calendar shall be developed and provided to the parents utilizing the child care services.

#### **Staff/Child Ratio**

Every effort shall be made to maintain a maximum staff/child ratio of one to fifteen in order to provide appropriate supervision of the children being served.

### Fees

A fee schedule shall be established by the school corporation and shall include a sliding fee structure. Fees shall be assessed to cover costs related to program implementation and administration.

### Facilities/Supplies/Materials

The school-age child care services shall be conducted in the areas of the building designated by the building principal. All areas utilized for child care shall be left clean and neat. Materials and supplies for children to use during child care activities shall be provided by the school corporation. All materials shall be stored when not in use.

### Student Behavior

Appropriate rules and discipline plans for the children's behavior shall be established and provided to parents. Staff of the child care program shall be responsible for supervision and monitoring of the children's behavior and reporting problems to the parents. If behavior problems are persistent or severe, the child may be terminated from the child care services. Parents shall be notified prior to the child's dismissal from the child care program.

### Transportation/Pick-Up

Parents of students participating in child care services shall be responsible for their child's transportation to the morning sessions and home from the afternoon sessions. A list of emergency phone numbers and the names of adults authorized to pick up children shall be maintained by child care staff. Students must be signed in for the morning sessions and signed out after the afternoon sessions by an authorized adult. There shall be no exceptions.

### Confidentiality/Reporting of Abuse

Staff members in the child care program shall keep any and all information about the children in the program confidential. Should a child care employee suspect or know of any type of physical or sexual abuse or neglect, they shall follow the school corporation policy for reporting suspected child abuse and neglect.

### Health Care and Records

Parents of children participating in a child care program shall be required to provide appropriate medical information which shall be kept on file and available to the employees. If the parent does not provide the required information, the child shall not be eligible to participate in the child care program.

### Disaster Plans

Each building in the school corporation shall develop a set of plans for utilization in cases of a disaster. Child care workers shall be responsible for acquainting themselves with the school's disaster plans, which are available from the building principal.

Waivers

In some instances the need for child care services may not be great enough to support the costs. Should this case arise, the school corporation shall provide the appropriate documentation to the Indiana Department of Education for a waiver of services.

(Adopted: 6/16/92; 9/21/04)

**4190 Drug Testing Policy for Students**

1. Voluntary Drug Testing: Because tobacco use, involvement in fights, truancy, and continuous negative behaviors often indicate potential drug use, a student who commits any of the following acts will be requested, subject to parental consent if the student is under the age of 18 years, to submit to a drug test administered under school supervision: violates the school's tobacco, alcohol, or other drug policies; is suspended (in-school or out of school) for fighting; has a third truancy during any one semester; violates any other school rule which results in the student being suspended out of school for three (3) or more consecutive days. Submission to a drug test is voluntary under section (1). The results of the drug test will be provided to the Director of Student Services who will always share the results with the parent(s) or guardian(s). If the student is 18 years old or older, the student will be asked to sign a release of information to allow the results of the test to be shared with the student's parent(s) or guardian(s). The Director of Student Services will provide the results of the test to the parent(s) or guardian(s) and work with them to provide community referral sources for evaluation and/or treatment as indicated.
2. Mandatory Drug Testing: In addition, the school may require a student to submit to a test for alcohol or other drugs, if a student exhibits behaviors which lead school authorities to suspect the student is under the influence of alcohol or other drugs. Further, the school may subject items in such student's possession to test to determine if those items contain alcohol or other drugs. Any student found to be under the influence or in possession of alcohol or other drugs will be dealt with according to the student discipline policy.
3. Refusal to submit to a drug or alcohol test under section (2) will be considered willful disobedience and will result in disciplinary action, up to and including a recommendation for expulsion from school. The Superintendent or the Superintendent's designee is responsible for developing procedures to implement this policy. These procedures will be approved by the board prior to implementation.

(Adopted: 11/18/97; 10/6/98; 9/21/04)

### **4195 Biometric Scanning Policy**

Biometric information is the noninvasive electronic measurement and evaluation of any physical characteristics that are uniquely attributable to a single person, including fingerprint characteristics, eye characteristics, hand characteristics, vocal characteristics, facial characteristics and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.

Any use of biometric information by MSD of Southwest Allen County ("SACS") must be approved by the Superintendent or his designee in advance. The biometric information is to be used only for identification or fraud prevention.

Each school year, prior to collecting biometric information from a student, SACS shall provide notification of the intent to do so to the parents, or the individual who has legal custody of the student, or to the student if he or she has reached the age of 18. Sufficient time between notification and the actual collection of biometric information shall be given in order to allow a response to refuse to participate (i.e., opt-out) in the biometric identification program. A request not to participate in the biometric identification program shall be made via an election form made available by SACS that is completed and returned to SACS by the parents, or the individual who has legal custody of the student, or the student if he or she has reached the age of 18. Failure to respond with a request not to participate in the biometric identification program shall be considered permission for the student to participate.

All biometric information shall be destroyed within 60 days after (a) the student's graduation or withdrawal from SACS; or (b) upon receipt in writing of a request for discontinuation of participation in the biometric identification program by the individual having legal custody of the student or by the student if he or she has reached the age of 18, unless retention is otherwise required by law. SACS will not sell or lease any biometric information to any other person or entity.

SACS will require any provider of biometric technology to comply with this policy and to refrain from collecting or retaining biometric information beyond the extent necessary to meet SACS's identification or fraud prevention purposes. Likewise, SACS will require any provider of biometric technology to take reasonable steps to ensure the privacy and security of biometric information.

The choice for the student not to participate in the biometric identification program must not be the basis for refusal of any services otherwise available to the student. A different form of identification will be used with a student who does not participate in the biometric identification program.

(Adopted: 5/20/14)



## **5000 INSTRUCTION**

### **5010 Equal Educational - Opportunities**

Students in SACS should be given the opportunity to develop skills and abilities to the maximum of their potential. Therefore, the school corporation shall foster an educational environment that provides equal educational opportunity for all students. Educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for any unlawful reason.

(Revised: 10/15/96)

### **5020 Curriculum Development**

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

For purposes of this policy, core curriculum shall be defined as the planned interaction of students with instructional staff, content, materials, resources, and procedures for evaluating the attainment of educational objectives.

The Board requires that the curriculum of this Corporation will be consistent with the Corporation's philosophy and goals and result in their achievement.

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

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program.

(Revised: 10/15/96; 10/19/04)

### **5030 – Adoption of Curricular Materials**

The Superintendent sets the procedure for the adoption of curricular materials and may implement administrative guidelines for the selection of curricular materials.

Copies of curricular materials being considered for adoption shall be made available for review by the public during the selection process.

For purposes of this policy, curricular materials means systematically organized material designed to provide a specific level of instruction in a subject matter category. Curricular materials includes, but is not limited to, books; hardware that will be consumed, accessed, or used by a single student during a semester or school year (e.g., computers, iPads, notebooks, power cords, and other physical parts of electronic devices); computer software; and digital content.

The district may not purchase curricular materials from a publisher unless the publisher agrees to provide or grant a license to the school corporation to allow for the reproduction of adopted curricular materials in: (1) large type; (2) Braille; and (3) audio format.

Curricular materials used as part of the educational program of the district shall be approved by the Board, and the Board shall make approved curricular materials available for rental or purchase by each enrolled student.

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.

If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Corporation, the Corporation shall 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 may include consultation with parents and professional staff members as deemed appropriate by the Superintendent or their designee. Textbooks

determined to be obsolete shall be disposed of in accordance with policies and procedures on surplus property.

(Revised: 10/19/04; 12/20/16)

### **5035 Selection of Supplemental Reading Materials**

The Board recognizes that teachers may need to use supplemental fiction and non-fiction reading materials to meet the curriculum requirements. The Superintendent shall promulgate a Book Selection Criteria Checklist to be completed by any teacher who wishes to use supplemental reading materials. The teacher shall submit the completed Book Selection Criteria Checklist, along with a copy of the reading materials at issue, to the department chairperson or principal (whichever is applicable) for review in accordance with procedures delineated in the Book Selection Criteria Checklist.

(Adopted: 10/19/04)

### **5040 Academic Freedom and Responsibility**

The Board recognizes that academic freedom is essential to the fulfillment of the educational purposes of the SACS. Academic freedom is defined as:

1. The freedom and responsibility to teach and learn about economic, political, scientific, or social issues in a classroom environment which is conducive to the free exchange and examination of those issues.
2. The freedom and responsibility of teachers to assist the administration in selecting materials which are relevant to the levels of ability and maturity of the students.
3. The freedom and responsibility of teachers to express their conscience as private citizens and to participate fully in the public affairs of the community.
4. The freedom of students to hold divergent ideas as long as the expression of their dissent is done within the guidelines of debate and discussion which are generally accepted by teachers in a normal classroom environment.

Matters concerning academic freedom and responsibility may be brought to the attention of the appropriate persons pursuant to policy #2040.

(Revised: 6/22/93; 10/19/04)

### **5050 Religious Beliefs, Customs, Observances, and Instruction**

The Board of Education of the SACS believes that all persons ought to be free to follow their own religious beliefs, without government interference, according to the dictates of their own consciences and in accordance with law. As a result, the following policies

have been established at SACS to assure proper respect, sensitivity, and protection of religious cultures and faiths:

1. Cultural material having a religious origin shall be allowed as long as the material to be used or studied is of instructional value to the classes concerned and is not being used for a sectarian and/or theological purpose.
2. Where religion is properly a part of course content, it must be used in the appropriate context. Inclusion of sacred writings, music and art in the educational program of the schools is to be based on their independent educational merits. While explanation of a religious belief may be necessary, classes shall not be used for religious instruction.
3. Individual student expressions portraying religious symbols or scenes are acceptable as long as students are not required to embrace a sectarian belief.
4. In student groups in which membership is elective, prayer shall be a matter of personal preference.
5. Students and school personnel are to be respectful of those persons subscribing to religious beliefs differing from their own.
6. Student participation in religious activities shall be on a voluntary basis.

(Revised: 10/19/04)

### **5060 Selection of Media Materials**

SACS shall strive to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view. In order to assure that the school media program is an integral part of the educational program of the school, the corporation has identified the following objectives:

1. To provide materials that enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, learning styles, and community standards.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.
5. To provide materials that realistically represents our pluralistic society and reflects the contributions made by those groups and individuals to our American heritage.

6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

While selection of materials involves many people, including media personnel, teachers, students, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of instructional materials rests with the certified media personnel. In selecting materials for school media programs, the media personnel shall evaluate the existing collection, assess curricula needs as they relate to state academic standards, examine materials, and consult reputable, professionally prepared selection aids, such as the School Library Journal, Booklist, and Video Librarian.

Acceptance of gifts, whether books or other materials, shall be decided by the media personnel on the basis of their suitability to the purposes and needs of the library in accordance with this policy. The media personnel shall determine use or disposal of gift material.

(Revised: 10/19/04)

### **5070 Weeding and Evaluation of Media Materials**

Materials which no longer meet the stated objectives of the SACS' libraries shall be discarded according to accepted professional practices. The method of disposing of the weeded library materials shall be at the discretion of the media personnel, subject to any policy or resolution adopted by the Board.

(Revised: 10/19/04)

### **5080 Copyright Compliance**

The Board of Education of SACS acknowledges that unlawful copying and use of copyrighted materials encourages an attitude of disrespect for the law which is in conflict with the educational goals of the school corporation. Unlawful copying also contributes to higher costs for materials and discourages development of quality educational materials.

It is the intent of the Board that all employees follow the provisions of Title 17 of the United States Code ("Copyrights"), and subsequent federal legislation and guidelines regarding duplication, retention, and use of copyrighted materials, including software. To promote adherence to these provisions, the Board directs that:

1. Unlawful copies of copyrighted material, including individual copies or networked versions of software, may not be produced on corporation owned equipment.

2. Unlawful copies of copyrighted material, including individual copies or networked versions of software, may not be used on corporation owned equipment, within corporation owned buildings, or for corporation sponsored functions.
3. The legal and/or insurance protection of the corporation shall not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display and are further expected to be able to provide to their supervisor, upon request, the justification under Sections 107 or 110 of Title 17 of the United States Code for copies that have been made or used.

Employees who use copyrighted materials, which do not fall within fair use or public display guidelines, should be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the individual employee or the corporation, and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the corporation or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about future purchase or licensing, and a valid agreement exists which allows for such use.

(This policy adapted from the Survival Manual for Indiana School Media Personnel, 1986.)

(Revised: 12/20/94; 10/19/04)

### **5090 Review/Reconsideration of Media and/or Instructional Materials**

Parents, guardians, or persons having custody of any student enrolled in the SACS may request that the use of media materials, basic textbooks, and other instructional materials be reviewed and/or reconsidered according to the following procedures:

1. Basic textbooks, other instructional materials supportive to the basic textbooks, and additional instructional materials selected by individual teachers may be reviewed by appointment.
2. A person having a concern about the use of media materials, basic textbooks and other instructional materials should first discuss the concern with the classroom teacher or building media personnel.

3. If the individual is not satisfied after the discussion with the classroom teacher or building media personnel, the individual should contact the building principal to discuss the matter.
4. If the individual is not satisfied after talking with the building principal, the individual may further the inquiry for a review or reconsideration of the use of the material in question by completing a Request for Review/Reconsideration of Library and/or Instructional Materials form available in any school office, and submitting it to the building principal.
5. Upon receipt of the completed form, the building principal and Director of Media shall request review of the challenged material by an ad hoc materials review committee within fifteen working days. The challenged material shall remain in use during the review/reconsideration process.
6. The review committee shall be appointed by the building principal, and shall include a media professional, a classroom teacher, and parent. For materials at the middle or high school level, a student representative may also be appointed.

The review committee shall take the following steps after receiving the challenged materials:

1. Read, view, or listen to the material in its entirety.
2. Check general acceptance of the material by reading reviews and consulting recommended lists.
3. Determine the extent to which the material supports the curriculum.
4. Complete the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material," judging the material for its strength and value as a whole and not in part.
5. The review committee shall provide a written recommendation to the Superintendent for final determination.

The recommendation of the review committee may be appealed to the Board in conjunction with policy #2040.

(Revised: 6/22/93; 10/19/04)

### **5095 Written Surveys, Analysis, or Evaluations**

No written survey, analysis, or evaluation shall be distributed to a student as a part of any school program or curriculum without prior written consent to the student's parent or guardian (or, in the case of a student of at least 18 years of age or an emancipated minor, the prior written consent of the student), in which the primary purpose is to reveal information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sexual behavior, practices, or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, including but not limited to, attorney/client, doctor/patient, clergy/parishioner;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents shall be informed prior to such instrument being administered and shall be entitled to inspect those materials. A person having a concern about the use of the survey, analysis, or evaluation should:

1. Discuss the concern with the classroom teacher within two (2) working days after receiving the consent form.
2. If the individual is not satisfied after the discussion with the classroom teacher the individual should contact the building principal to discuss the matter.
3. If the individual is not satisfied after talking with the building principal, the individual may challenge the use of the instrument by completing a Request for Review/Reconsideration of Library and/or Instructional Materials form available in any school office, and submitting it to the building principal.
4. Upon receipt of the completed form, the building principal shall appoint a review committee consisting of two classroom teachers and one parent. At the middle and high school levels, a student representative may also be appointed.
5. The review committee shall provide a written recommendation to the building principal, superintendent, and initiating party.
6. The recommendation of the review committee may be appealed to the board in conjunction with policy 2040.

Note: Above steps 3-5 should be completed within five (5) working days.

(Adopted: 3/16/95; Revised: 10/19/04)



**5100 Field Trips**

Field trip procedures shall be developed by the administration and approved by the School Board. The Board authorizes the administration to approve educational field trips directly related to curriculum and educational goals of the school corporation in accordance with the adopted procedures.

Requested field trips that do not meet the procedures approved by the Board may be appealed at a school board meeting at least one month prior to the proposed trip. Appeal requests must include an explanation of the trip, exceptions to the approved procedures, student selection criteria and appropriate rationale and information.

(Revised: 1/19/93)

**5105 Summer Camps and Self-Funded Classes**

Summer Camps and Non-Funded Summer School Classes will only be considered a school sponsored event, when:

1. It has as its primary goal, the purpose of providing an educational, athletic or recreational experience to participants;
2. It involves students or parents of students of the school district;
3. It will have as its supervisor and instructor at least one current SACS employee; and
4. It is formally approved by the Board of School Trustees.

The school corporation assumes no liability for events or activities that have not been approved by the Board of School Trustees.

Normal field trip procedures must be followed for these summer programs. Personal vehicles may not be used without a current Automobile Proof of Liability Form on file with the Transportation Department.

(Adopted: 5/21/02; Revised: 10/19/04)

**5110 Consultants**

SACS recognizes the important role of consultants in school improvement. When it is determined that the services of a consultant are needed, the following guidelines shall be respected:

1. Consultants shall be used for the purpose of improving the educational programs in the SACS through staff and program development.
2. Consultants shall not be used to evaluate the performance of school corporation employees.

3. The purpose, procedures, and timetable of the consultant services shall be discussed in a timely manner with the employees involved prior to the use of those consultant services.

### **5120 Research**

Proposals for research to be conducted in the SACS shall be submitted to the Assistant Superintendent. To be considered, research projects must be of direct benefit to the school(s) or contribute to the advancement of education generally. Research projects conducted in SACS must be approved, in advance, by the Assistant Superintendent, the building principal, and faculty of the school(s) involved.

(Revised: 10/19/04)

### **5130 Postsecondary Enrollment Program**

A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time or part-time basis during grade 11, grade 12, or both. Expenses associated with this option, including tuition, books, and transportation, shall be assumed by the student or parents. A student who participates in the program shall be considered a student enrolled in the school corporation in computing average daily membership as defined in IC 21-3-1.6-1.1 (d).

If a course has been approved for secondary credit by the school corporation, a student is entitled to credit toward graduation requirements for each course the student successfully completes at that institution. The student's school records must indicate that the credits were earned at an eligible institution.

To be eligible to participate in the postsecondary enrollment program, a student must have the approval of the building principal. Such approval must verify that:

1. The course or courses are appropriate to receive secondary credit.
2. Verification of the student's enrollment in the postsecondary program will not delay the student's progress toward high school graduation.
3. Verification that the student's enrollment in the postsecondary program will not result in the cancellation of a high school course offering due to low enrollment.

(Revised: 10/15/96)

## **5140 Homework**

Homework should be an extension of classwork and related to curricular objectives. It should not be assigned as a punishment. When making assignments teachers should be conscious of students' need for personal time, recreation and cultural development. Assignments should be reasonable in length and appropriate for the students' readiness and academic level. Teachers should provide ample time for students' questions when making the assignment. They should also engage in periodic monitoring and feedback, especially for long-term assignments.

Students and parents have important roles in the successful completion of homework. Students need to learn to budget their time, take home needed materials, clarify assignments and return work in a timely manner. Students will be encouraged to use instructional technology as it is available to them to do their homework. Parents need to establish a regular time for homework and provide a suitable place to work.

Homework assignments are made when students have attained the study and organizational skills required to carry out the assigned tasks independently. It will generally fall within one of these categories:

1. **Enrichment assignments** are intended to promote personal growth and development. They often provide students with opportunities for choice and the scope of their involvement. Apart from general guidelines, the students' efforts may result in an original and creative product.
2. **Reinforcement lessons** are individually assigned to students who will benefit from such homework.
3. **Skill development lessons** are closely related to current classwork. Supervision should be provided during initial practice before homework is assigned. After analyzing student strengths and weaknesses, the teacher should modify the type and length of the assignment as needed for specific students.
4. **Preparatory homework** is intended to familiarize students with concepts or topics prior to the next day's classwork. Failure to complete this type of homework will generally interfere with students' ability to successfully participate in the day's activities and to pass quizzes.

Make-up work will normally be provided on the second day after a student's absence. Make-up work shall be provided for activities required for class credit i.e., tests, quizzes and labs. The assignments shall be made at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction missed in class.

(Adopted: 12/20/94; 10/19/04; 4/16/13)

**5150 Instructional Staffing/Class Size**

The Superintendent shall develop guidelines for making staffing decisions to establish equitable teacher loads throughout the district. In approving these guidelines, the board will strive to keep individual class size, teacher loads, and instructional staff ratios at reasonable levels. Such levels will generally be influenced by the needs of the students and instructional programs, financial conditions of the school corporation, building facilities available, equipment required and available, availability of qualified teachers and other staff, changes in enrollment and attendance, and other reasons determined to be appropriate by the board.

(Adopted: 12/20/94; Revised 10/19/04)

**5160A High School Courses Taken in Middle School in SACS schools**

Middle schools students coming to Homestead High School from SACS middle school feeders may take high school level courses before formally enrolling at Homestead. Students who complete both semesters of a course will receive high school credit and grades that will be calculated into the high school grade point average. Requests to remove high school credits and grades for courses taken in middle school must be submitted to the Registrar no later than March of the student's freshman year. Exceptions may be considered.

**5160B High School Courses Taken in Middle School from outside SACS**

Middle school students matriculating from schools outside SACS must provide evidence of successful completion of high school course work and provide such evidence upon registering for classes at Homestead High School. High school level course work taken while in middle school must be completed at fully accredited schools. When a student has transcribed proof of passing Algebra while in middle school but have NOT passed the ECA, high school credit will not be accepted at Homestead High School. Any high school level courses taken while in middle school must be equivalent to their high school counterpart and be taught by a highly qualified teacher. NOTE: As a rule homeschool credits are not accepted.

**5160C High School Courses Taken Online While in Middle School**

Middle school students taking course online for high school credit must provide evidence of having passed online courses from accredited online course providers.

(Adopted: 10/15/96; Revised: 6/16/98; 6/19/01; 10/19/04; 2/4/14)

**5160D High School Online Courses**

In order to meet individual student needs, SACS desires to provide flexibility in the completion of prescribed courses in accordance with the law as well as IDOE and local policies. This flexibility is designed to provide students every opportunity to complete their high school education and gain admission to higher learning and training. Students may therefore enroll in and receive credit for online courses under the conditions, but only under the conditions, established in written guidelines published by the Superintendent or his designee. The guidelines may approve of online courses for purposes of remediation or acceleration, to take advantage of courses not offered by SACS, as provided for in an IEP or Section 504 Plan, and for other good cause as determined by the Superintendent or his designee.

(Adopted: 4/18/14)

**5170 Flag and Pledge of Allegiance**

The United States flag shall be displayed in every classroom within the School District. Each student shall have the opportunity to voluntarily recite the Pledge of Allegiance in his or her classroom each day. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if the student chooses not to participate, or the student's parent chooses to have the student not participate. The Superintendent or his designee shall be responsible for adopting procedures consistent with this policy.

(Adopted: 6/21/05)

**5180 Moment of Silence**

Under federal and state law, all students have the right to the free exercise of religion within the School District. Each student shall be free from coercion either to engage in or refrain from religious observation on school grounds. Students shall not be required to participate in prayers. In student groups in which membership is elective, prayer shall be a matter of personal preference. Pursuant to state law, each classroom shall have a daily observance of a moment of silence. During this moment of silence, the teacher will insure that all students remain seated or standing and silent. Further, students shall make no distracting display that interferes with, distracts, or impedes other students in the exercise of their individual rights. The Superintendent or his designee shall be responsible for adopting procedures consistent with this policy.

(Adopted: 6/21/05)

## **6000 MISCELLANEOUS**

### *A. REVENUE AND EXPENSE POLICIES*

#### **6010 Purchases from School Corporation Funds**

All SACS employees shall comply with the regulations of the State Board of Accounts, that require that all purchases of materials or services constituting a claim against budgeted funds, must be initiated on a written purchase order indicating the estimated cost of materials or services, approved in advance by the Business Manager.

A list of claims shall be made available to each member of the Board before each regular meeting. After action has been taken by the Board approving payment of claims, the claims shall be processed for payment. If any claim is not approved for payment, a notation shall be made on the claims list.

Any claim for purchases of materials or services that has not been authorized on a properly prepared purchase order may become the personal obligation and liability of the individual ordering the materials or services.

(Revised: 6/22/93; 3/5/13)

#### **6015 Internal Controls**

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

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

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

Training shall be provided on the internal control processes and procedures to all school corporations employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extra-curricular funds. Such training should be given periodically to appropriate employees whenever processes and procedures have been changed or updated.

IC 5-11-1-27

(Adopted: 6/21/16)

**6020 Extracurricular Accounting**

The building principal shall be responsible for establishing procedures and keeping an accurate record of all financial transactions pertaining to the receipt of money, fees, or expenditures for all extracurricular funds. A treasurer shall be appointed in each school, shall be bonded, and shall maintain an accurate record in the manner prescribed by the State Board of Accounts.

No student, teacher or other employee shall be permitted to purchase or order any item to be paid from the extracurricular accounts without first having the approval of the building principal.

Claims for extracurricular purchases that have not been authorized on properly prepared purchase orders may become the personal obligation and liability of the individual ordering the materials or services.

Educational related expenditures, i.e. equipment, materials, supplies, etc. may be made from extra-curricular "General" or "Student Activity" funds, so long as these purchases do not reduce the balance of these funds below \$5,000.

(Revised: 6/22/93; 2/2/10)

**6030 Extracurricular Interest Income Use**

The establishment of a school extracurricular interest account is permitted in each school building where extracurricular fund accounts are used. This account shall be the responsibility of and administered by the school building principal in the same manner as all other extracurricular funds.

This established account may be spent for any purpose for that school corporation general fund or transportation fund monies may be used, upon approval of the principal in charge of the school building and accounted for by the building treasurer. Equipment, materials, and supplies purchased with interest income become the property of the school corporation.

These expenditures should be in accordance with the general administration policies of the school corporation. Therefore, the procedures of Board Policy 6010 Purchase from School Corporation Funds would apply to any equipment purchase or building repair over \$1,000.

In no case shall total expenditures during a fiscal period for school promotion from this account exceed \$3,000.

(Revised: 2/18/91; 6/22/93; 12/7/04; 3/5/13)

## **6040 Naming Rights, Sponsorships and Partnership Arrangements**

The Board recognizes that corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by the School District. For that reason, the Board may enter into commercial, promotional, and corporate sponsorship and partnership arrangements under certain conditions.

### **Definitions**

An “educational partnership” is a mutually beneficial, co-operative relationship in that partners share values, objectives, and/or human or financial resources to enhance learning for students.

An “educational sponsorship” is an arrangement pursuant to that the sponsor provides money, price reductions, equipment, materials, services, or other economic benefits in exchange for recognition of its products or entity for a specified period of time.

### **Authority to Enter into Agreements**

The Board must approve any agreement entered into pursuant to this policy. The Board may create a Sponsorship Review Committee to review any sponsorship or partnership that the Board determines should be considered by the Committee. Such Committee will thereafter make a recommendation to the Board.

### **Requirements**

- Any agreement to enter into an educational sponsorship or educational partnership will be in writing. The written agreement shall include:
- A statement of the educational purpose for the relationship.
- A statement that the Board has the right to terminate the agreement without penalty at any time if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement detailing the specific benefits to the School District from the agreement.
- If the agreement relates to the naming of a building, facility or any property of the School District, a statement detailing the length of such naming rights including that such naming rights shall end when the building, facility or property is either (1) sold, destroyed or substantially modified, or (2) used for a purpose other than as designated by the School District when the agreement was executed.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If



no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the Board or its personnel in the use of sponsored or non-sponsored materials.

- The duration of the agreement, that shall not exceed fifteen (15) years without further approval by the then acting Board.
- A statement that the Board retains the exclusive right to authorize the use of its name, logo, or other similar identifying information and approve all publicity materials related to the program.
- A statement of the basis that students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or owners, and any student, employee or Board member.
- A statement that the agreement will be consistent with all federal and state laws, local ordinances, Board policies and regulations, and all preexisting Board contracts.
- A statement that no sponsor or partner shall be permitted to use personal information, including names, addresses or telephone numbers of students or employees because of the partnership or sponsorship for any purpose other than the program.

### **Prohibitions**

No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity that could result in the following:

- promotion of hostility, violence or other illegal activity;
- discrimination prohibited by any law or Board policy;
- promotion of the use of drugs, alcohol, tobacco, or firearms;
- promotion of sexual, obscene, or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the Board.

(Adopted: 3/5/2013)

### **6045 Gifts and Contributions**

The administration is authorized to accept gifts of appropriate instructional equipment, materials, or contributions of money for same from the Southwest Allen County School Foundation or other third parties. Any gift donated by classes or student groups must have the approval of the building principal, and students should not be assessed for the purpose of providing a gift to the school.

Other than gifts received under Policy 6040 above, prior to acceptance, all donations shall be reviewed by the Business Manager, who shall ensure the donation:

1. Has a purpose consistent with the purposes of SACS.
2. Places no restrictions on the school program.
3. Does not require the endorsement of a business product.
4. Is not in conflict with policies or actions of the Board and not otherwise contrary to applicable law.
5. Becomes the property of SACS.

(Revised: 6/22/93; 7/14/04)

### **6050 Threshold for Material Loss, Shortage, or Theft of School Funds or Property**

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

The threshold for material losses, shortages, or theft for the MSD of Southwest Allen County which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

#### **Cash Losses, Shortages or Theft:**

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

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

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

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

Legal References: IC 5-11-1-27(j), IC 5-11-1-27(l)

(Adopted: 5/3/16)

**B. HEALTH and SAFETY****6110 Wellness Policy**

SACS promotes wellness, good nutrition, and physical activity as part of the total learning environment within the School District. The School District has established a districtwide Wellness Committee to recommend actions that will promote healthy behaviors and habits for students and staff. Under the Superintendent's direction, the Wellness Committee will convene from time to time to develop recommendations to fulfill the purpose of this policy in accordance with applicable statutes and regulations.

(Previously 6100 - Revised: 5/16/06; 3/5/13)

**6120 Disaster Plans**

Appropriate plans to insure the safety of students and employees during weather and other emergencies shall be developed by the Superintendent and his administrative staff and reviewed annually. Such plans shall include provisions for periodic evacuation drills for all emergencies as required by state laws and municipal codes. Such plans shall also include the posting of specific instructions in each classroom or other instructional areas for exiting the building in the event of an emergency.

(Previously 6040 - Revised: 12/7/04)

### **6130 Video Cameras**

The SACS Board supports the use of video cameras on school buses and on its premises as a means of monitoring and maintaining a safe educational environment for students and employees. The video cameras may be used on its premises and on buses used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the video may be used as evidence in a student disciplinary proceeding.

#### **Student Records**

The content of the video is a student record subject to statutory and administrative regulations regarding confidential student records. Any video, or segment thereof, that may be used in a student disciplinary proceeding, or may be used in other matters as deemed necessary by the administration, shall be retained, filed, and maintained with other student records.

#### **Review and Re-circulate of Video Media**

The School District may review video randomly. The video media will be overwritten/erased after no more than one week unless the content of the video renders it subject to being retained, filed, and maintained with other student records for use in a student disciplinary proceeding, or for use in other matters as deemed necessary by the administration.

If the content of the video, or any segment of it, becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in that proceeding. When appropriate, school officials may turn over video to the police or other appropriate enforcement agencies.

#### **Review of Video by School and Transportation Administrators**

Viewing of video is limited to the individuals having a legitimate educational purpose. In most instances, those individuals with a legitimate educational purpose may include the superintendent, building principal, transportation director, bus driver, or special education staffing team. Video footage recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity.

#### **Notice**

The school district will annually provide the following notice to students and parents:

*The MSD Southwest Allen County Board has authorized the use of video cameras on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video footage constitutes a confidential student record and will be retained,*

*filed, and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration.*

*Absent the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation, release video footage that is maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student, or any information by that the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.*

### Video Monitoring System

Determination of how video cameras will be used and that facilities and/or school buses will be equipped with video equipment will be made by the administration.

Individual bus drivers may request placement of cameras in their buses because of recurring student misbehavior.

Signs are to be posted on each bus notifying students of the existence of video equipment. All students will be notified of the video equipment and its use, but they will not be notified as to specific time of usage.

### Student Conduct

Students are prohibited from tampering with the school district video cameras. Students found in violation of this regulation shall be disciplined in accordance with the School District discipline policy, and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

(Previously 6110 - Adopted: 12/5/06)

### **6140 Universal Precautions**

The Administration has developed a Bloodborne Pathogen Exposure Control Plan that the Board has approved. This Plan outlines procedures to limit the exposure of individuals to Bloodborne pathogens such as AIDS (Acquired Immune Deficiency Syndrome) or Hepatitis B, in accordance with state and federal law. The Administration shall review the Bloodborne Pathogen Exposure Control Plan each year.

(Previously 6050 - Revised: 12/7/04; 3/5/13)

### **6150 Pest Control**

SACS is committed to providing students a safe environment by preventing them from being exposed to pests and pesticides. While pesticides protect students from pests that maybe found in the school and its surrounding grounds, under some circumstances they may pose a hazard to the students. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to the students.

The district will:

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

The district will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information. If an immediate threat to the public health necessitates pesticide application, the district shall give written notice as soon as possible.

The district may provide for training of school employees to become certified pest control applicators. The district may provide financial support for such training subject to budgetary constraints of the district.

(Previously 6070 - Adopted: 2/20/01; Revised: 12/07/04; 3/5/13)

### **6160 Harassment Detection and Prevention**

It is the policy of SACS to maintain learning and working environments that are free from harassment.

It shall be a violation of this policy for any employee of SACS to harass another employee or student through unwelcome conduct or communications as defined in this policy. It shall also be a violation of the policy for any student to harass another student or SACS

employee through unwelcome conduct or communication as defined in this policy. The use of the term “employee” also includes non-employee and volunteers who work subject to the control of school authorities. The term “harassment” as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, veteran status, or disability. The term “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, *i.e.*, race, color, and national origin.

### Types of Harassment

Harassment consists of unwelcome comments, unwelcome advances, requests for favors, and other inappropriate verbal or physical conduct when made by any employee to a student, when made by any employee to another employee, when made by any student to another student, or when made by any student to an employee where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment; and/or
4. Such conduct is engaged in by volunteers and/or non-employees over that the school corporation has some degree of control of their behavior while on school property.

### Examples of Harassment

Harassment includes, but is not limited to, the following;

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature;
2. Verbal harassment or abuse;
3. Repeated remarks to a person with demeaning implications; and/or
4. Engagement in harassment accompanied by implied or explicit threats concerning one’s grades, job, promotion, and/or salary increase.

Verbal or physical conduct constitutes harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

## Complaint Procedures

### 1. Procedure for Employees

- a) Any employee who alleges harassment by another employee or by a student in the school district may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, building administrator, or the Director of Human Resources. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, or work assignments.
- b) The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All completed reports will be maintained in confidential files in Human Resources. Discipline documents, if required, but no incident reports may be maintained in the employee files.
- c) Reporting of Harassment.

All reports of harassment shall be handled in the following manner:

- a. Reports are preferred in writing on forms supplied by the district. If a verbal complaint is made, the receiver of the complaint shall complete a written report;
- b. Reports must name the person(s) charged with harassment and state the facts;
- c. Reports must be presented to the Director of Human Resources, who will thoroughly investigate the alleged harassment. Should the Director of Human Resources not be an appropriate contact, the report shall be presented to the Superintendent, who will thoroughly investigate the alleged harassment. Should both the Director of Human Resources and the Superintendent be inappropriate contacts, the report shall be presented to the school attorney;
- d. If and when a report is substantiated, the Director of Human Resources shall report the results of the investigation to the Superintendent and building administrator. Should the building administrator not be an appropriate contact, only the superintendent shall receive the report. Should the



superintendent not be an appropriate contact, the report shall be presented to the school attorney; and

- e. The Director of Human Resources, Superintendent, and/or building administrator shall follow established disciplinary procedures. The alleged parties' names will not be released to the public unless required by law.

## 2. Procedure for Students

- a) Any student who alleges harassment by any employee or by another student in the school district may use the complaint procedure explained below or may complain directly to a building administrator, school counselor, or the Director of Student Services. Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status, nor will it affect grades or class placements.
- b) The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All completed reports will be maintained in confidential files of the Building Administrator and/or Social Worker as appropriate. Reports are not to be filed as a part of a student's permanent school records.
- c) Reporting Harassment All reports of harassment shall be handled in the following manner:
  - 1) Reports are preferred in writing on forms supplied by the District. If a verbal complaint is made, the receiver of the complaint shall complete a written report;
  - 2) Reports must name the person(s) charged with harassment and state the facts;
  - 3) If the victim or perpetrator is a student, the report must be presented to the building administrator where the alleged conduct took place as well as the school(s) where the involved student is enrolled. Should the building administrator not be an appropriate contact, the report must be presented to the social worker;
  - 4) The building administrator should determine if the complaint meets the definition of harassment as prescribed in this policy. If the complaint involves matters that meet the legal definition

of-child abuse, then the matter should be handled according to the child Abuse Reporting Policy;

- 5) If the complaint is harassment, the building administrator, school counselor, or the Director of Student Services shall take the following steps:
  - (a) Complete the Investigative Report of Alleged Harassment;
  - (b) Conduct an information gathering interview with any students or staff who have knowledge of the situation; and
  - (c) Contact the parents of all students known to be involved;
- 6) The report and the results of the investigation will be utilized by the building administrator to:
  - (a) Determine appropriate disciplinary action;
  - (b) Determine need for counseling referral; and
  - (c) Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

#### Sanctions for Misconduct

1. Administrators and supervisors who either engage in harassment either directly or indirectly, or tolerate such conduct by other employees or students shall be subject to disciplinary actions subject to this policy and to state law due process requirements.
2. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
3. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action consistent with the school discipline policy.

#### False Reporting

Any person who knowingly files false charges against an employee or a student shall be subject to disciplinary action.

Notification of this Policy

The entire Harassment Policy will be circulated to all schools and departments of the Metropolitan School District of Southwest Allen County and be incorporated in the Board Policy Manual, student handbooks, teacher handbooks, and employee handbooks.

(Previously 6060 Adopted: 10/15/96; 12/7/04; 3/5/13)

**6170 Bullying Prevention and Intervention**

It is the policy of Southwest Allen County Schools to maintain a positive learning environment that is free from bullying. Therefore, the priority is prevention and procedures that expedite reporting, intervention, investigation, and follow-up once an incident has occurred. Students and/or parents should immediately report bullying to any school staff member.

Indiana law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for that student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantial detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities and privileges provided by the school.

A record made of an investigation, a disciplinary action, or a follow-up action performed under this Policy is not a public record under Indiana law.

It shall be a violation of this Policy for any student to bully another student, regardless of the physical location in which the bullying occurred, whenever:

1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school corporation; and

2. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

It shall be a violation of this Policy for any student to bully another student through the use of data or computer software that is accessed through a computer, computer system, or computer network, if the two above criteria are satisfied.

The Administration shall adopt a bullying prevention program that includes:

1. Age appropriate research based instruction focusing on bullying prevention for all students from kindergarten to grade 12. Students will receive this instruction each school year by October 15.
2. Training on this Policy for all employees and volunteers who have direct, ongoing contact with students.
3. Notice of the Policy and the options for reporting bullying will be included in each school's parent/student handbook and on the district's website.

The Administration shall create a detailed procedure for the expedited investigation of incidents of bullying that includes:

1. Appropriate responses to bullying behaviors, wherever the behaviors occur;
2. Provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
3. Timetables for reporting of bullying incidents to the parents of both the targeted student and the student who exhibits bullying behavior, in an expedited manner;
4. Timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
5. Discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
6. Discipline provisions for false reporting of bullying.
7. Follow up support services for the target and bullying education for the bully.

The School Board has adopted the detailed procedure created by the Administration and authorizes the Administration to amend this procedure as necessary.

(Previously 6090 - Adopted: 6/21/06; Revised: 1/3/12; 11/19/13)

## **6180 Criminal Gangs and Criminal Gang Activity in Schools**

It is the policy of MSD Southwest Allen County to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of MSD Southwest Allen County to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definition of “criminal gang” and “criminal gang activity”

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:

1. either:
  - a. promotes, sponsors, or assists in; or
  - b. participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

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

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

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

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

The superintendent or designee shall develop procedures for reporting suspected criminal gang activity and the prompt investigation of suspected criminal gang activity.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

School systems should provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families.

(Adopted: 5/3/2016)

## **6210 Internet Acceptable Use**

### **1. Mission and Belief**

The Metropolitan School District of Southwest Allen County ("SACS" or the "District") shall provide its students, faculty, and staff access to the Internet to promote educational excellence and to achieve the District's educational mission, goals, and objectives. Use of the Internet should be based on specific job and curriculum-driven objectives and goals.

SACS administration believes it is essential that students be provided with the proper 21st Century tool set that promotes student success now and in the future. In recent years, a multitude of new and exciting technological devices and applications have become available. The Internet and Web 2.0 allow collaboration, blogging, student construction, wikis, email, and personal productivity tools. Devices including cellular telephones, mini laptops, tablets, PDA's, and other mobile devices are making great inroads with our students. The school-wide network has the potential to provide and facilitate a learning experience beyond the classroom walls. All of these technologies, when properly used, will promote educational excellence while creating a true culture of learning by encouraging collaboration, communication, creativity, innovation, problem solving, research, inquiry, and productivity within the school day. Furthermore, these new technologies allow a rigor and relevance that will supersede the school walls allowing for learning opportunities that include the community, state, nation, and world, and providing students real-world learning experiences. These opportunities are essential for our students whose future includes a highly competitive high school, college, and workforce environment. With this in mind, all students must understand that the implementation of these new technologies makes it imperative that SACS provide a ***Technology Acceptable Use Policy***.

## 2. Why an AUP [Acceptable Use Policy]?

- a. State and Federal technology funding requires such a policy if SACS provides Internet to staff, students, and other users.
- b. Users must understand that illegal, unethical, inappropriate, and distasteful use of the technologies mentioned can have harmful consequences to the School and its stakeholders, including its students. The purpose of the AUP is to minimize the likelihood of any negative outcomes by educating students, staff, and parents while setting expectations and standards to protect SACS and its stakeholders.

## 3. Internet Use

- a. Digital resources, information, and interaction are essential for the education of today's digital native. The intent of the SACS Technology AUP is to facilitate the learning of academics, citizenship, and social skills necessary to be successful in an ever-increasing digital environment.
- b. The Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources. Use of the Internet is an integral part of the District's curricula. Faculty members will provide guidance and instruction about the Internet to students.

## 4. Responsibility of the MSD Southwest Allen County Technology User

- a. **Objectionable Material:** Use of the Internet to access or process visual depictions of obscenity, child or adult pornography and/or materials harmful to minors, inappropriate text files, or files dangerous to the integrity of the network is prohibited. Do not access, compose, upload, download, or distribute pornographic, obscene, or sexually explicit material or language. Even with protections in place [see SACS Filtering], as users use the Internet, it is possible, by accident or intent, they will see, receive, transmit or distribute objectionable material. Moreover, it is possible that improper exchanges between users, both within and outside the SACS network, may occur. Although SACS takes reasonable steps to prevent users from such experiences, it is impossible to eliminate all inappropriate material all of the time.
- b. **Law Violation:** Internet use may not violate any local, state, or federal laws. Do not use the network to violate any other school policy. This includes, but is not limited to, transmission of copyrighted material, threatening, obscene, pornographic or sexually explicit material, or material protected by trade secret.
- c. **Bypassing SACS Filtering:** Users are prohibited from bypassing or attempting to bypass SACS servers or Internet filters by any means, including, but not limited to, use of proxies or other anonymous website surfing.
- d. **Internet is a Privilege:** Internet access is a privilege, not a right. With this in mind,

access entails responsibility. As previously stated, users are required to use the Internet and District technology equipment for job or school-sponsored educational purposes only.

**e. Personal Use:**

- i. Any use of the network for personal or commercial business is prohibited.
- ii. Any use of the network for product advertisement or partisan political lobbying is prohibited.
- iii. Users may not purchase goods or services through SACS network or SACS-assigned equipment for personal use. This further prohibits such use through SACS-assigned equipment used outside the physical boundaries of SACS, even if through a personal network.

**f. Proper Behavior:** Utilizing school-provided Internet and technology, users are responsible for proper behavior just as they are in a classroom or any other area of the school.

**g. Bully/Harassment:** Users shall not use the SACS network or SACS-assigned equipment to harass or bully others. This further prohibits such use through SACS-assigned equipment outside the physical boundaries of SACS, even if through a personal network.

**h. Identification/User Account:**

- i. Do not log in under another user's username, or access another individual's files, information, or software without prior authorization from a SACS staff member.
- ii. Keep all passwords secret and contact a staff member immediately if another person has learned a password.
- iii. Do not vandalize, damage, or disable the files of others. In direct compliance with Child Internet Protection Act (see Section 7(b)), SACS attempts to provide privacy to all of its users.
- iv. SACS users are also responsible for protecting their own and others' identities. This includes, but is not limited to, the following items: each user will not post or submit their name, personal identifying information, address, location, identification or telephone numbers, or any of the previously mentioned categories of information relating to other users. This includes submitting such information to or through websites blogs, wikis, chats, glogs, forums, email, or any other curricular or non-curricular locations on the network or Internet.



NOTE: This restriction does not apply to student use of SACS-approved sites and/or employee use of sites related to legitimate job or academic purposes. For instance, classes may use SACS-approved Web 2.0 applications such as, but not limited to, MyBigCampus and Google Docs, which serve as an exception to this provision. Such Web 2.0 tools will only be used after proper approval and permission has been secured and in accordance with all policies, procedures, and guidelines applicable to them. And, even when proper approval and permission has been secured, users must still take reasonable steps to ensure safety, security, and privacy for all stakeholders. The narrow exception for “other legitimate academic purposes” is meant to allow students to submit information to apply for college, register for the SAT, apply for employment, and other closely related activities. If in doubt, students will check with their teacher and/or the SACS AUP before submitting any of the information described above. Likewise, employees will check with their supervisor.

- i. **Digital Citizenship:** Electronic and/or digital communications should be tasteful and school-appropriate. All communication should be polite. Remember that one is communicating with other human beings whose culture, language, and humor have different points of reference from your own. Never forward others information without their knowledge and approval. Understand when it is proper to use text messaging jargon.

## 5. Other Guidelines

- a. **External Storage Devices:** Any external storage device (flash/thumb drives, memory cards, external hard drives, CDs/DVDs, etc.) must be checked for viruses before use.
- b. **Downloading, Software Installation:** Downloading or installing software is not permitted without authorization from the SACS CMT [Community Media Technology Department]. Adobe software (Acrobat Reader, Flash, etc.), Java, and other common and widely-used software required to use the Internet is permissible. Before downloading any software, the user must meet the following criteria:
  - i. Receive authorization to install the software;
  - ii. Verify it is legal to install or download the software under copyright laws;
  - iii. Ensure that the software is virus-free; and
  - iv. Ensure that the software meets license requirements of its software vendor.
- c. **Personal Devices:** The following applies to the use of personal devices while within the physical boundaries of SACS. Personal devices are used and brought to class only with teacher permission and used only for educational purposes, or

for school-related activities (e.g., extracurricular activities). They must be turned off when entering and exiting the classroom. If permission is granted to be turned on, all use is directed toward class work, and only school network connections are permitted. Users are responsible for their personal property, and the school assumes no liability for student property. Users must adhere to the SACS AUP regarding the use of personal electronic and/or mobile devices. School administration and/or teacher(s) will provide parameters for this use. *NOTE: Text messaging, email, voice over IP, chat rooms and instant messaging, regardless of device or network ID, used inappropriately may be deemed offensive or disruptive to the educational process, resulting in disciplinary action.* Employees may not bring or use personal electronic devices that use SACS network without prior approval from their supervisor and SACS CMT [Community Media Technology Department].

- d. **Personal Devices Attached to SACS Hardware:** Personal Devices attached to SACS devices are not permitted unless otherwise noted.
- e. **Copyright/Intellectual Property:** All users will follow copyright procedures. All resources obtained/used should be properly cited. All users are expected to respect the rights and intellectual property of others in accordance with Federal Copyright Law and Fair Use Policy, which includes multimedia owned by a user or downloaded at home. If a user is granted permission to post on the web, it will comply with the SACS AUP and other applicable policies.
- f. **Appropriate Behavior:** No user shall use SACS technology or personal devices in any manner which could be deemed offensive or disruptive to the educational process or job requirements. Inappropriate behavior includes, but is not limited to, communication, documents, or any other tangible means of expression, that contain sexual implications, racial slurs, gender-specific comments, or any other statement that offensively addresses a person's age, sexual orientation, religious or political beliefs, national origin or disability. Inappropriate behavior also includes searching, contributing, downloading, and/or viewing inappropriate material, threatening individuals or organizations, disrupting and damaging District property/networks, or digital cheating.
- g. **Log In And Password Etiquette:** Each user has been given a login and password for various school resources. A user shall neither share his/her login and password nor use another user's login and password to gain access to and fraudulently use another's account. Users will not seek to gain access to another user's accounts by any means including, but not limited to, looking through others' materials or by watching another user log in. *NOTE: To protect your privacy always log on and off each machine you use at school and in other public locations. Never accept a browser's request to remember your login information.*

- h. **Email, Text Message, Posts, and Chats:** Such services, if available and necessary for curricular or job facilitation, will have access provided by SACS. Such access does not imply permission of use unless integrated within the classroom learning environment. In these cases, students and other users will be directed to use specific resources and will be expected to abide by regulations provided in the SACS AUP and the SACS 1 To 1 Laptop Initiative Guidelines. This includes all aspects of proper Digital Citizenship defined in these documents.
- i. **Vandalism:** Vandalism includes, but is not limited to, defacing, disassembling, or destroying any part of the computer hardware, software, or settings. Users are not to move any cables, switches, and plugs associated with the computers or network. Vandalism also includes any attempt to steal or damage data of another user, the SACS network, the Internet, or any other connected agency or network. The offender may be required to pay for the repair or replacement of damaged hardware, or for services needed to undo software changes.
- j. **1 To 1 Laptop Initiative:** Students are expected to abide to all mandates stipulated in this SACS AUP, regardless of the location of the school-owned laptop/equipment. This includes expectations and requirements for the 1 To 1 Laptop Initiative. It is important to read the policy stipulated in the 1 To 1 Laptop Initiative Guidelines.

## 6. Loss of Privilege

Any violation of SACS AUP may result in loss of District-provided access to the school technology equipment and the Internet. Additional disciplinary action may be applied at the building level in keeping with existing procedures and practices regarding inappropriate behavior. Where applicable, law enforcement agencies may be involved.

## 7. SACS Responsibilities

- a. The District's responsibilities include establishing reasonable boundaries of acceptable use, educating students and parents about acceptable use, providing general supervision, and enforcing acceptable use guidelines. The District assumes no responsibility for any costs, liabilities, or damages that a user may incur while accessing the Internet.
- b. **CIPA** [Child Internet Protection Act]: SACS will comply with the rules of CIPA. CIPA requires schools using E-rate discounts to operate *“a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to inappropriate resources and websites that could be harmful to minors.”* Such a technology protection measure must be employed during any use of such computers by minors.
- c. **SACS Filtering:** The District makes reasonable efforts to filter access to the Internet to prevent, for example, access by both adults and minors to visual

depictions that are obscene, child pornography or, with respect to use of the computers by minors, harmful to minors.

- d. **SACS Monitoring:** SACS-monitored direct electronic communications are not private. These include, but are not limited to, blogs, wikis, forums, email, instant messaging, broadcasting and video/audio conferencing. Their use must be curriculum-related and reflect all guidelines herein with particular emphasis on protection of personal identification information. Files stored on or transmitted through school-based computers, devices, SACS networks, or other cloud-based services will be monitored. This includes keystrokes entered into any site. SACS reserves and intends to exercise the right to review, analyze, edit or otherwise supervise all use of the Internet while also regulating use by students.
- e. **Student Education:** In accordance with the school's legal obligations, students shall receive education regarding, but not limited to, the following: (1) appropriate online behavior in social networking sites, chat rooms, electronic communications, etc; (2) the dangers inherent with the online disclosure of personally identifiable information; and, (3) consequences of unlawful activities, including cyber-bullying awareness and response, and other unlawful or inappropriate online activities by students, such as hacking.
- f. **DISCLAIMER:** SACS, its employees and agents, make no warranties of any kind, neither express nor implied, concerning the network and Internet access it is providing. Also, SACS is not responsible for any disruption of network services or the loss of content that resides on the school machines, network, cloud based services, or related infrastructure. It is always wise to make backups of all work. Furthermore, SACS is not responsible for:
  - i. The accuracy, nature, quality, or privacy of information stored on any storage device, hard drives or servers, or of information gathered through the Internet access;
  - ii. Any damages suffered by a user, including, but not limited to, loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet; or
  - iii. Unauthorized financial obligations resulting from the use of the network or Internet.

## 8. Opt Out

Parents or legal guardians not wishing their student to have Internet access for curricular use must notify the school's administrator in writing.

## 9. Policy Understanding

It is important that students, staff and parents understand this policy. Violation of these guidelines can result in the termination of a user's access to SACS network. In addition, staff may be subject to disciplinary action, up to and including dismissal from employment

(Previously 6080 and 6081 – Revised: 12/7/04; 6/7/05; 12/5/06; 7/08/08; 11/12; 5/6/14)

### **6220 Website Guidelines and Responsibilities**

The Board recognizes that students, faculty, and staff may wish to post material on the district's website. The Superintendent shall promulgate Website Guidelines and Responsibilities to ensure that all material posted on the district's website furthers the educational mission of the school and complies with the district's policies regarding Internet acceptable use. All postings on the district's website must comply with the Website Guidelines and Responsibilities.

(Previously 6085 - Adopted: 12/7/04)

### **6230 Policy on the Official Use of Social Media**

#### Purpose

To address the fast-changing landscape of the Internet and the way students, parents, and patrons communicate with and obtain information from the School online, School personnel may consider using social media tools to reach a broader audience. The Board encourages the use of social media to further the mission and goals of the School, where appropriate.

The Board has an overriding interest and expectation in deciding what is "spoken" on behalf of the School on social media sites. This policy establishes guidelines for the official use of social media. This policy should be used in conjunction with (not instead of) the School's other policies.

1. Responsible Staff Member. As is the case for the School's websites, a particular staff member must be designated to be responsible for the content and upkeep of each School social media site.
2. Typical Site Approval. A designated building administrator must approve of each social media site, in advance, and be provided the address, login, and password. This information will then be relayed to the School's Information Technology Director as described later in this policy.

3. Approval of Sites for Broader Audience. All School social media sites maintained by an administrator and/or designed to address building or district-wide issues will also be subject to approval, in advance, by the Superintendent or his designee.
4. School Sites Belong to the School. All School social media sites are the property of the School, shall remain under the exclusive control of the School, and the content of such sites may be accessed, reviewed, revised, deleted, and/or disclosed by the School, in compliance with applicable law. No staff member has any right or expectation of ownership, control, and/or privacy in any School social media site. Staff members should not create personal or private social media sites that give the impression of being an approved, official, or school-sponsored site. Instead, in such circumstances, staff members should make it clear they are speaking on their own behalf, separate and distinct from the School.
5. Use of Social Media Applications (“Apps”). All Apps, including those designed to broadcast text messages, are subject to this policy. As a result, all such Apps must be approved, in advance, by a designated building administrator. The login and password must be provided to the School’s Information Technology Director as described later in this policy and the account remains the property of the School at all times. Apps that are intended for school or extracurricular use must be used to address reasonable instructional, educational, or extra-curricular program matters. Staff members using an App must treat it like a classroom and/or other professional setting. If a particular type of behavior or communication is inappropriate in the classroom or a professional workplace, then that behavior or communication is also inappropriate while using an App. Staff members using a school-related App have no expectation of privacy with regard to their use of the App. The staff member in charge of maintaining the App shall preserve records as described later in this policy. Any ability of a recipient of electronic information to respond back to the sender as well as all other recipients should ordinarily be disabled.
6. The School’s Website. The School’s websites (*i.e.*, [www.sacs.k12.in.us](http://www.sacs.k12.in.us)) will remain the School’s primary and predominant internet presences.
  - a. The best, most appropriate School uses of social media tools fall generally into three categories:
    - i. As channels for disseminating time-sensitive information as quickly as possible (*i.e.*, emergency information, last minute schedule changes, etc.).
    - ii. As marketing/promotional channels which increase the School’s ability to broadcast its messages to the widest possible audience.
    - iii. To serve an educational purpose in a better or more effective way than traditional means. Approval will generally not be given for a

Facebook account to be used for core classroom activities as opposed to the dissemination of information to the public at large.

- b. Wherever appropriate, content posted to School social media sites will also be available on the School's main website.
  - c. Wherever appropriate, content posted to School social media sites should contain links directing users back to the School's official websites for in-depth information, forms, documents or online services.
7. Electronic Communication with SACS Stakeholders. Staff members may use approved Apps to broadcast information (e.g., text messages) to students, parents, and/or members of the community who consent to receive such information (e.g., by downloading the app and joining a particular group). However, in order to maintain a professional and appropriate relationship with students, staff members should not communicate one-on-one with students who are currently enrolled in SACS via personal social media sites, school-based social media sites, Apps, or other electronic means including, but not limited to, typical text messaging and text messaging apps. Staff members may electronically communicate one-on-one with parents and members of the community, but should only electronically communicate one-on-one with students in the following exceptional circumstances: (a) the staff member is a family relation to the student, or (b) an emergency situation requires such a communication, in which case the staff member will notify his/her supervisor of the communication as soon as possible.
  8. Compliance with Other Policies. To the maximum extent possible, School social media sites shall comply with applicable Board policies and other School guidelines or procedures. Any exceptions must be approved in writing by the Superintendent or his designee.
  9. Public Records. School social media sites may be subject to Indiana public records laws. Any content maintained in a social media format that is related to School business, including a list of subscribers and posted communication, could arguably be a public record. The staff member in charge of maintaining a particular social media site is responsible for assisting the School's Business Manager and/or legal counsel to completely and accurately respond to any public records request. Content related to School business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the School's Business Manager.
  10. Record Retention. Indiana law and relevant School records retention policies may apply to social media formats and content. The staff member in charge of maintaining a particular social media site shall preserve records required to be

maintained pursuant to a relevant records retention policy on a School server in a format that preserves the integrity of the original record and is easily accessible.

11. Required Monitoring. A successful School social media site requires regular monitoring. The particular staff member designated to be responsible for the content and upkeep of the site is responsible for monitoring the site and personally approving all official posts. At a minimum, the staff member should review the site for monitoring purposes no less than once per week when school is in session and at reasonable intervals when school is not in session. The staff member responsible for the content and upkeep of the site is also responsible for making sure content is not stale and messages receive an appropriate and timely response. A back-up staff member must be designated in case the primarily responsible staff member is unavailable.
12. Comments. The ability for users or visitors to comment on a School social media site, such as on a Facebook Wall, will ordinarily be turned off and will only be allowed on a case-by-case basis with prior approval of the Superintendent or his designee.
13. Following or Friending. Normally, school social media sites should not “follow” or “friend” other users. Exceptions may be permitted with prior written approval of the Superintendent or his designee. Of course, School social media sites can have followers and fans.
14. Content Restrictions. School social media site articles and comments (in the limited circumstances in which comments are permitted) containing any of the following content shall not be allowed:
  - a. Comments not topically related to the particular social media article being commented upon;
  - b. Comments in support of or opposition to political campaigns or ballot measures, including partisan political advocacy or promotional lobbying on a public question; provided, however, such limitations do not apply to statements that are solely informational;
  - c. Profane language or content;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - e. Sexual content or links to sexual content;
  - f. Solicitations for personal, commercial, or other non-school related purposes;



- g. Conduct or encouragement of illegal activity;
- h. Information that may tend to compromise the safety or security of the public or public systems; or
- i. Content that violates a legal ownership interest of any other party.

These guidelines should be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

15. Content Removal. The School reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law or policy.
16. Consistency. The School will approach the use of social media tools as consistently as possible, district wide.
17. Approval of New Tools. All new social media tools proposed for School use must be pre-approved by the Superintendent or his designee prior to implementation.
18. Approved Tools. For each social media tool approved for use by the School, the Superintendent, the Information Technology Director, and/or their designees may develop and adopt guidelines, standards, and/or processes. Any such guidelines, standards, and/or processes must be followed.
19. Site Registration with IT.
  - a. The School's Information Technology Director will maintain a list of social media tools which are approved for use by the School.
  - b. The School's Information Technology Director will maintain a list of all School social media sites, including their addresses, logins, and passwords. Building administrators will inform the School's Information Technology Director of any new social media sites or administrative changes to existing sites.
  - c. The School must be able to immediately edit or remove content from social media sites.
20. Separate Email Account. Each social media site will be set up in conjunction with a separate School-based email account designated by the School's Information Technology Director. That email account will reflect the purpose of the account as opposed to the identity of a particular person (*i.e.*, [SACSBoysBasketball@sacs.k12.in.us](mailto:SACSBoysBasketball@sacs.k12.in.us) as opposed to [jdoe@sacs.k12.in.us](mailto:jdoe@sacs.k12.in.us)). The only exception to this requirement is that a teacher may use their existing SACS-based email address to create a social media account that is limited in scope to their own classroom. For example, a teacher may register a Twitter account with their SACS-account (*i.e.*, [jdoe@sacs.k12.in.us](mailto:jdoe@sacs.k12.in.us)) for use by the parents of an elementary school

class to remind those parents of upcoming tests. Such an account must still comply with all other requirements of this policy, including informing the School's Information Technology Director of the account's existence and archiving social media activity.

21. Required Archiving. For purposes of archiving, automatic email notifications of social media activity shall be enabled to the greatest extent possible, directed to the School email account associated with the site, and retained in that account until such time as deletion is permitted. Content that is not stored in the designated email account, cannot be retrieved from the social media site directly, and needs to be retained as a record, needs to be printed or otherwise maintained on a periodic basis. Unless required to be done on a more frequent basis by policy, procedure, or law, the responsible staff member site should archive the site no less than once per nine-weeks when school is in session and at reasonable intervals when school is not in session. Such archives need not be visible to the public, but may need to be accessible for public document retention purposes.

22. Identification of Persons.

- a. Permission should ordinarily be obtained from any staff member before displaying their voice, likeness, or information via social media.
- b. A student's voice, likeness, or information should only be displayed via social media in limited circumstances where appropriate. If a student's voice, likeness, or information is displayed via social media, it shall be limited to directory information or information that the School otherwise has permission to display.
- c. The display of the voice, likeness, or information of any person must be done in a reasonable, respectful, and professional manner and it must be removed upon the request of the individual in question. Moreover, the staff member designated to be responsible for the content and upkeep of the social media site shall ensure compliance with School policies.

23. Posting of Student Work.

- a. Student work shall not be posted unless prior permission from the parent or eligible student (18 years or older) has been obtained.
- b. Student work should be identified by number, topic, class or first name only.
- c. Student work may include, but is not limited to: web pages, artwork, graphic design, written documents, multimedia presentations, projects, etc.

24. Site naming.

- a. The name of a School social media site should be descriptive of the subject area being addressed.

- b. Names will be chosen carefully with consideration for abbreviations, slang iterations, etc.
- c. The building administrator will approve proposed names.
- d. The name of a School social media site should ordinarily begin with “SACS,” but exceptions may be permitted with prior written approval of the Superintendent or his designee.

25. High Standards. The staff member designated to be responsible for the content of a School social media site shall make every effort to use proper grammar and standard AP style and to avoid jargon and abbreviations on School social media sites. Social media is more casual than most other communication tools, but still must represent the School in a professional manner at all times.

26. Required Language. To the maximum extent possible, each School social media site shall include the following language:

*[Site sponsor] is a representative of the School, [www.sacs.k12.in.us](http://www.sacs.k12.in.us). This site is intended to serve as a mechanism for communication between students, parents, and/or patrons and [site sponsor] on the listed topics. Any comments submitted and its list of followers may be public records subject to disclosure pursuant to law. Public disclosure requests must be directed to the School’s Business Manager.*

For School social media sites with character restrictions, such as Twitter, the site shall include the following language:

*[Account sponsor]: Comments, list of followers may be subject to public disclosure unless otherwise protected by law. If appropriate, the following will also be added: This site is not monitored. Call 911 for emergencies.*

Where possible, a link to [www.sacs.k12.in.us](http://www.sacs.k12.in.us), should also be included.

(Adopted: 1/21/14; Revised: 12/20/16)