

Proposed Board Policies
November 19, 2025

Policy 0167.2 - EXECUTIVE SESSION

The School Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for the following purposes:

- A. where authorized by Federal or State statute
- B. discussion of strategy with respect to 1) collective bargaining, which does not include a discussion or meeting under I.C. 20-29-6-7, 2) initiation of litigation or litigation which is pending or has been threatened in writing, 3) implementation of security systems, 4) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties, 5) or school consolidation, providing that the strategy is necessary for bargaining or competitive reasons, and the meeting does not include the competitive bargaining adversaries
- C. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
- D. to receive information about, and interview, prospective employees
- E. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor who is a physician or a school bus driver
- F. discussion of records classified as confidential by Federal or State statute
- G. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
- H. discussion of an employee's job performance evaluation
- I. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration (the remaining list of prospective appointees shall not be less than three (3) [See Policy 0142.3 - Vacancies and Appointment of Board Members])

**Proposed Board Policies
November 19, 2025**

- J. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members
- K. to discuss information and intelligence intended to prevent, mitigate, or respond to a threat of terrorism

A final action shall be taken at a meeting open to the public.

The Board shall not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting shall not be recessed and reconvened with the intent of circumventing this provision.

Requirements for minutes of an executive session shall be a specific reference to instance or instances from the above-listed purposes for an executive session. The Board shall certify by a statement in the minutes that no other business was discussed in the executive session other than the subject matter specified in the public notice.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions

I.C. 5-14-1.5-6.1 Executive sessions

I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members

I.C. 20-29-6-7

Cross Reference:

po0142.3 - VACANCIES AND APPOINTMENT OF BOARD MEMBERS

po0164 - NOTICE OF MEETINGS

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 1220 - EMPLOYMENT OF THE SUPERINTENDENT

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

Whenever the position of Superintendent becomes vacant, the Board shall appoint a Superintendent and fix their salary and term of employment, which shall be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

The Board shall not enter into a contract with a Superintendent on or after the date of the election of one or more members of the governing body until January 1 of the year immediately following the year of the election. This policy provision does not apply if the membership of the governing body does not change by more than one member as a result of the particular election. (I.C. 20-28-8-6)

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The contract between the Board and the Superintendent shall not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).

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

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the outgoing Superintendent;
- D. the participation of members of the community.

Proposed Board Policies
November 19, 2025

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless they have signed an employment contract with the Board.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent ~~may shall not~~ be included in the notices or discussion of the proposed contract according to I.C. 20-26-5-4.3.

Commented [L1]: The statute allows the optional disclosure. Certainly this was an issue very recently I do not believe the Board should pass a policy that prevents disclosure when the law allows it.

Proposed Board Policies
November 19, 2025

Such contract shall be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which that the Superintendent will be paid and the intervals at which they will be paid;
- C. the benefits to which they are entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

Relatives include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

Relatives of Board members may be employed by the Corporation as Superintendent, provided the member of the Board involved does not participate in any way in the discussion or vote on the relative's employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement.

Corporation employees may date and develop friendships and relationships with other employees - both inside and outside of the workplace - as long as the relationships do not have a negative impact on their work or the work of others.

Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

The Superintendent so appointed shall devote themselves to the duties of their office.

Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.

Proposed Board Policies
November 19, 2025

The person selected for the position of Superintendent shall be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which will be borne by the Corporation.

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 2131 - EDUCATIONAL OUTCOMES FOR STUDENTS

Since the mission of the School Corporation is to provide a quality education for all of the students, the School Board believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

During and upon completion of the educational program of the Corporation, an educated student should achieve the following learning outcomes at desired levels of quality.

A. Communication and Collaboration Skills

The student demonstrates that they:

- _____are independently efficient in solving life problems that require the use of both oral and written language;
- _____can logically examine and subsequently use information from various appropriate resources;
- _____understand and respond appropriately to the communication of others and to their feelings and attitudes;
- _____are capable of selecting, adopting, and using the most appropriate language forms to achieve their communication purpose;
- _____are able to give and receive constructive feedback;
- _____can apply empathic listening skills to enhance their understanding of what the other person is saying;
- _____can work as part of a team to achieve a common objective;
- _____can exchange information and intentions in a way that is clear and understood by the intended audience.

B. General Education

The student demonstrates that they:

- _____have sufficient fundamental knowledge and skills in traditional school subjects to enable them to meet their responsibilities as a participating member of society;
- _____can establish and pursue educational, vocational, and/or avocational goals of their own, including choosing a pathway based on enrollment, employment or enlistment and service;
- _____develop good work and study habits, including attendance, communication skills, collaboration skills, and work ethic;
- _____seek to learn continuously using appropriate informational resources.

C. Pride and Ethics

The student demonstrates that they:

Proposed Board Policies
November 19, 2025

___ have pride in their work, based on a realistic assessment of their abilities and accomplishments;

___ display responsible, ethical, and moral behavior consistent with societal standards and reflecting a commitment to use their capabilities to achieve and maintain a purposeful and productive life.

D. Interaction and Cooperation

The student demonstrates that they:

___ interact effectively with individuals, treating their ideas and ideals with thoughtfulness and respect;

___ are willing to cooperate with others to accomplish endeavors beneficial to society.

E. Citizenship

The student demonstrates that they:

___ understand and are committed to the ideas and ideals upon which our democratic society was founded;

___ consider it a responsibility and a privilege to participate, in appropriate ways, in democratic processes at local, State, and National levels.

F. Arts and Culture

The student demonstrates that they:

___ appreciate and support artistic endeavors and natural beauty;

___ cultivating their own creative self-expression and talents in one or more art forms.

G. Social Change

The student demonstrates that they:

___ understand the nature of societal change;

___ adjust to change by evaluating current social conditions and events; assessing alternative courses of action in terms of feasibility and potential consequences, and selecting or recommending those actions that permit them and others to function appropriately in society.

H. Health

The student demonstrates that they:

___ understand and care about their and other persons' physical and mental well-being through selected involvement in personal and public programs which promote acceptable levels of health and safety.

Proposed Board Policies
November 19, 2025

I. Resource Management

The student demonstrates that they:

_____effectively manage money, property, and resources to meet their needs so as to contribute positively to meeting the economic and environmental needs of society.

J. Career Planning

The student demonstrates that they:

_____effectively use a variety of personal and public resources to further their knowledge of career opportunities;
_____are committed to developing the knowledge, attitudes, and skills needed to qualify for and perform effectively in his/her chosen employment.

K. Leisure Time

The student demonstrates that they:

_____use leisure time constructively to fully realize their physical, intellectual, and/or creative potentials.

The Board believes that all students in the Corporation will be able to demonstrate these applied learnings at a level commensurate with their age and capabilities.

The Superintendent is charged with the responsibility for providing, through the Corporation's curriculum and appropriate administrative guidelines, opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.

Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

I.C. 20-26-5-1

I.C. 20-33-8-4

511 IAC 6-7.1-4

511 IAC 6-7.2

© Neola 2025

Policy 2210 - CURRICULUM DEVELOPMENT

Proposed Board Policies
November 19, 2025

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

For purposes of this policy, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. the planned interaction of students with instructional staff, content, materials, resources, and procedures for evaluating the attainment of educational objectives;
- D. the plan for learning necessary to accomplish the educational goals of the Corporation;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the Corporation.

The Board directs that the curriculum of this Corporation will:

- A. provide instruction in courses required by statute and the State Department of Education regulations necessary for performance-based accreditation;
- B. be consistent with the Corporation's philosophy and goals and result in their achievement;
- C. allow for the development of individual talents and interests as well as recognize that learning styles of students may differ;
- D. provide for continuous and cumulative learning through effective articulation at all school and grade levels;
- E. utilize a variety of learning resources to accomplish the educational goals;
- F. encourage students to utilize guidance and counseling in their academic and career planning.

As the 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 They shall establish administrative guidelines for curriculum which that ensure proper development, implementation, and evaluation.

The Superintendent shall make progress reports to the Board annually.

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

The Superintendent shall report to the Board each innovative program

Proposed Board Policies
November 19, 2025

along with its objectives, evaluative criteria, and costs.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

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

The Board encourages, where it is feasible and in the best interest of the Corporation, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of research activities in this Corporation.

I.C. 20-18-2-9
511 IAC 6-2-1 et seq.
I.C. 20-30-5
I.C. 20-30-10
I.C. 20-37
511 IAC 6-7.1
511 IAC 6-7.2

© Neola 2025

Proposed Board Policies
November 19, 2025

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

- A. the Constitution of the United States and Indiana in grades 6 through 12
- B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12
- C. American History in high school
- D. safety education in grade 8
- E. the principles of hygiene and sanitary science in grade 5, at a minimum
- F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
- G. the nature of alcoholic beverages, tobacco, prescription drugs, controlled substances, and their effects on the human system and society at large in grades K through 12
- H. Human Immunodeficiency Virus (HIV), and to the extent possible, instruction on other serious communicable diseases
- I. instruction on human sexuality or sexually transmitted diseases in grades 4 through 12, including: 1) abstinence from sexual activity outside of marriage as the expected standard for all school-age children, 2) abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, pregnancy, and other associated health problems, and 3) the best way to avoid sexually-transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage

Instruction on human sexuality shall be provided only to students in grades 4 through 12. However, a School Corporation employee is not prohibited from responding to a question from a student in prekindergarten through grade 3 regarding human sexuality.

- J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school
- K. career awareness and career development, employment matters, and work values in grades 1 - 12
- L. human organ donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction
- N. personal financial responsibility in grades 6 through 12
- O. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)

Proposed Board Policies
November 19, 2025

- P. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Q. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01)
- R. child abuse and child sexual abuse education for grades K through 12 by December 15 of each school year (see also Policy 8462)
- S. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- T. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- U. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- V. morals instruction
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. instruction in Language Arts, Mathematics, Social Studies and Citizenship, Sciences, Fine Arts, Health Education and Physical Fitness, and Computer Science
- Y. a course in personal financial responsibility in high school for all students expected to graduate in 2028 or after
- Z. a course in personal financial responsibility in high school for students expected to graduate in 2026 or 2027 from schools that opt into the New Indiana Diploma, if the student elects to pursue the New Indiana Diploma requirements
- AA. Indiana studies as an elective course in high school
- BB. ethnic studies as an elective course in high school
- CC. civics in grade 6, 7, or 8 for all students entering grade 6 beginning in the 2023-2024 school year

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

The Superintendent is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

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

Before a school may provide a student with instruction on human sexuality, the school shall provide the parent of the student or the student, if the student is an adult or an

Proposed Board Policies
November 19, 2025

emancipated minor, with a written request for consent of instruction pursuant to I.C. 20-5-30-17(c) and (d). Before a student can be administered a personal analysis, evaluation or survey by a third party vendor under I.C. 20-26-21, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of administration that complies with I.C. 20-26-21-4(b) and (c). Before a student can be administered a personal analysis, evaluation or survey by a school that meets the criteria listed in I.C. 20-30-5-17(b), the school shall provide the parent of the student or the student, if the student is an adult or emancipated minor, with a written request for consent of administration that complies with I.C. 20-30-5-17(b).

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

Proposed Board Policies
November 19, 2025

See also Policy 2414 - Reproductive Health and Family Planning and Human Sexuality Instruction and Policy 2416 - Student Privacy and Access to Parental Information.

The Superintendent shall establish and maintain procedures related to the provision of human sexuality instruction and the administration of personal analyses, evaluations, or surveys to students.

© Neola 2025

Policy 2340 - FIELD AND OTHER CORPORATION-SPONSORED TRIPS

Proposed Board Policies
November 19, 2025

The School Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the School Corporation's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: a) field trips; b) extra-curricular/co-curricular program-related trips; c) overnight trips; and d) other Corporation-sponsored trips.

Field Trips

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member, approved by the (x) Board and furthers or supplements an integral part of a course of study as planned and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the students' learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of state field trips that do not include an overnight stay must be approved by the Board.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the Corporation. For example, a Corporation athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year or for the particular season. Extra-curricular or co-curricular trips shall be approved by the () Superintendent activities director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the activities director of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than IHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. The Corporation views overnight travel outside of the Corporation related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The Corporation recognizes the importance of

Proposed Board Policies
November 19, 2025

overnight travel outside of the Corporation to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall be approved first by the Principal in accordance with the Corporation's overnight travel guidelines, and then must be submitted to the Board for final approval.

Other Corporation-Sponsored Trips

Other Corporation-sponsored trips shall be defined as any planned student-travel activity that is approved as part of the Corporation's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the Corporation.

Trip Approval Process

No staff member may offer or lead any trip as a Corporation-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details and the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be supervised properly.

A list of field trips may be approved annually. Each proposed field trip not so listed must be approved separately.

General Trip Provisions

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for field trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's policies and administrative guidelines.

All trips must be well-planned, properly-timed, and related to regular learning activities or to Corporation goals and objectives. There cannot be "free time" assigned on any single day or overnight field trip; students must be accountable to a chaperone at all times; students must be accounted for and in their assigned rooms each evening.

Proposed Board Policies
November 19, 2025

The person who signs the application must be an administrator, teacher, coach or other designated staff going on the trip. This person will be known as the trip leader and is responsible for planning and conducting the trip and for implementing a security plan. For overnight field trips, the administrator, teacher, coach or other designated staff must submit to the Principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe the manner of bed checks and must include emergency contact information detailing the itinerary (hotels/short-term housing rental, destinations, transportation company information, etc.) for administrators, school police officers or SROs, parents, and nurses. The security plan must detail the responsibilities of each chaperone with their student assignments for the length of the overnight trip at all times.

For overnight field trips, the following lodging rules shall apply:

- A. Students (and their parents/guardians) shall be held liable for any damage or loss of property at all times while on the trip. .
- B. There are to be NO MIXED GROUPS in hotel/lodging rooms or short-term housing rental rooms; that is, no males in females' rooms or vice versa. If students want to be in mixed-gender groups, they will need to do so in the lobby or public area of the hotel or short-term housing rental.
- C. Students shall be in their rooms by curfew, which will be announced each night. Students may not leave their rooms after bed check. No exceptions will be made unless there is an emergency.
- D. Students must be considerate and respectful of other hotel guests or the host/owner of the short-term housing rental. Unnecessary and loud noises, such as slamming doors, running in the hallways, and loud music, are forbidden.
- E. No room service is allowed.
- F. Students will neither open hotel/lodging or short-term housing rental windows nor hang/throw objects out of hotel/lodging or short-term housing rental windows.
- G. Students are not permitted to change assigned hotel/lodging or short-term housing rental rooms.
- H. Students are not permitted to invite or solicit unknown person(s) or anyone not associated with the tour to the hotel.
- I. Students are not permitted to use facilities such as the pool or jacuzzi/hot tub unless a chaperone is present at all times.
- J. Students are not allowed to leave hotel/lodging or short-term housing rental grounds without a chaperone.
- K. Hotel/lodging rooms and short-term housing rental rooms are rented by and in the name of the school, not the individual students.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board

Proposed Board Policies
November 19, 2025

permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with this policy and the Corporation's administrative guidelines.

The Superintendent shall refer the trip leader to this policy, which shall ensure they meet the following criteria:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all trips complies with the Student Code of Conduct;
- G. the staff member in charge shall have access to each student's Emergency Medical Authorization Form;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required, to accommodate students and/or chaperones with disabilities;
- J. provisions have been made for the selection of lodging (for overnight trips) that provide a safe and secure environment.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in their charge is imperiled.

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

Trips Not Sponsored by the Corporation

No staff member, volunteer, coach, or other individual acting in some capacity for the Corporation may solicit students of this Corporation to participate in any trip not sponsored by the Corporation unless that individual has received approval of the Principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the Corporation is participating as well as athletic activities outside the Corporation's athletic program.

If approval is granted to solicit students to participate, that individual must communicate clearly to parents that the trip is not Corporation-sponsored and that the individual is not

Proposed Board Policies
November 19, 2025

participating within the staff individual's role representing the Corporation. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics.

Transportation for Field and Other Corporation-Sponsored Trips

Regular or special-purpose school vehicles shall be used for transportation on field and other Corporation-sponsored trips.

Transportation for all field and other Corporation-sponsored trips shall use vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle and to supervise students upon return to the Corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, incorporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles and/or use of private vehicles.

Pursuant to State law, school buses may be used if the trip does not involve more than 200 miles of out-of-state travel.

© Neola 2025

Policy 2370 - EDUCATIONAL OPTIONS

The School Board recognizes the need to provide alternative means by which students achieve the goals of the School Corporation.

Proposed Board Policies
November 19, 2025

Educational options are learning experiences or activities that are designed to extend, enhance, supplement, or serve as an alternative to classroom instruction.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent. The Superintendent shall prepare a plan of educational options for use in meeting special needs.

Such options may include, but not be limited to, include but are not limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, distance learning, online coursework, etc.

Credit will be granted to the student upon complete evaluation of the program.

Prior approval of the educational option application shall be required before a student participates in one (1) of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age eighteen (18) participates in one of the available educational options.

Participation in an educational option shall be in accordance with an instructional and performance plan which will be developed based on the individual student's needs. The instructional plan will include:

- A. instructional and performance objectives that align with the Corporation's curriculum requirements;
- B. a description of the criteria and method for assessing student performance; and
- C. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan which may include providing, supervising, or reviewing instruction or learning experiences, and the evaluation of student performance.

Credit will be granted to the student upon complete evaluation of the program.

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with Corporation policy and established administrative guidelines.

The credit shall be placed on the student transcript. The amount of credit counting toward graduation shall comply with the Corporation graduation requirements.

The Corporation shall recognize the training and experience a student obtained in the United States Armed Forces in meeting high school graduation requirements. Examples include:

- A. Basic Training - A maximum of four (4) credits may be recognized in the following areas:

Proposed Board Policies
November 19, 2025

1. Physical Education (two [2] credits); and
2. Health and Wellness (two [2] credits).

For basic training, a maximum of one (1) credit may be granted for every three (3) months of service

- B. Service Training School - Credit may be granted in accordance with recommendations made by the American Council on Education in the publication Guide to the Evaluation of Education Experience in the Armed Forces.
- C. Armed Services Institutes - Credit may be awarded for courses completed in the:
 1. United States Armed Forces Institute;
 2. Marine Corps Institute; and
 3. Coast Guard Institute;

provided that the courses are validated by terminal examinations as recommended by the American Council on Education. Credit may be awarded in recognition of satisfactory achievement on examinations in established high school courses, not including GED tests, offered by the United States Armed Forces Institute and the American Council on Education.

- D. Credit may be awarded for courses completed through accredited colleges and universities as recommended by the respective colleges and universities.

The Corporation may allow an eligible student in grade 11 or 12 to complete an instructional day that consists of three (3) hours of instructional time if the student participates in the school flex program. See po2370.02 - Flex Program.

The Corporation shall communicate information and procedures related to educational options available in the Corporation to students, parents, and interested stakeholders.

Neola 2025

Policy 2370.02 - FLEX PROGRAM

The School Board recognizes the normal instructional program might not be appropriate for all students, therefore, it authorizes the Superintendent to provide a flexible school program for select students.

Proposed Board Policies
November 19, 2025

In order to qualify to be enrolled in this program the student must be in grade eleven (11) or grade twelve (12) and meet any of the following:

- A. is not on track to complete a postsecondary readiness competency;
- B. has been determined to be chronically absent by missing ten percent (10%) or more of a school year for any reason;
- C. has been determined to be a habitual truant;
- D. has been significantly behind in credits for graduation as identified by the school principal;
- E. has had at least a second suspension from school during the same school year;
- F. has been expelled from school previously; or
- G. has been determined by the principal and the student's parent to benefit from participating in the school flex program.

An eligible student who participates in a school flex program must:

- A. attend at least three (3) hours of instructional time per school day;
- B. pursue a timely graduation;
- C. provide evidence of college or technical career education enrollment and attendance or proof of employment and labor that is aligned with the student's career academic sequence under rules established by the Bureau of Youth Employment;
- D. not be suspended or expelled while participating in the school flex program;
- E. pursue course and credit requirements for an Indiana diploma with a general designation, and
- F. maintain a ninety-five percent (95%) attendance rate.

The instructional day shall consist of a minimum of three (3) hours of instructional time.

© Neola 2025

Policy 2411 - GUIDANCE AND COUNSELING

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

Proposed Board Policies
November 19, 2025

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

A program of guidance and/or counseling will be offered to all students and will:

- A. be limited to the services of a professional staff of fully certificated guidance personnel;
- B. include the possibility of a referral to a community mental health center (CMHC) or a provider certified or licensed by the Division of Mental Health and Addiction. Any such referral shall be made pursuant to a memorandum of understanding between the Corporation and the CMHC or provider and with the written consent of the student's parent or guardian. If a referral is made, the referral may be noted in the student's cumulative record but may not include a possible diagnosis or information regarding the student's mental health, other than medication(s) taken. All student records containing medical information shall be kept confidential. A school counselor or other Corporation employee shall not diagnose a student as having a mental health condition unless the individual's scope of practice includes diagnosing a mental health condition.

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

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. integrates with the total educational program;
- D. coordinates with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for the sharing of information among appropriate staff members as may be in the best interests of the student;
- G. provides an appropriate amount of time and effort be given to providing guidance and counseling services to those students sixteen (16) to nineteen (19) years of age

Proposed Board Policies
November 19, 2025

who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;

- H. establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

A student's guidance counselor, in consultation with the student and his/her parent, will review the student's career plan annually to determine if the student is progressing toward fulfillment of the plan. If the student is not progressing toward fulfillment of the graduation plan, the school counselor shall provide counseling services to advise the student of credit recovery options and services to help make progress toward graduation. If the student is not progressing toward fulfillment of the graduation plan due to failing to meet a postsecondary (college or career) readiness competency, the school counselor shall meet with the teacher assigned to the student for remediation of the particular competency area, the parents, and the student to discuss available remediation and to plan to meet graduation requirements.

Each year, the Corporation shall use the model notice prepared by the Commission for Higher Education to notify each student and parent who is in grade 12 of 1) the existence, availability of, and the State deadline to complete the Free Application for Federal Student Aid (FAFSA); 2) a description of the process for and benefits of completing a FAFSA; 3) a statement regarding the most recent labor market trends, including the number and percentage of State minimum wage jobs that do not require education beyond high school and require additional education or training after obtaining a high school diploma; 4) a statement that Indiana offers guaranteed financial aid options for high school graduates, regardless of family income, including information on Indiana's high value workforce ready credit-bearing grants, such as Indiana's Next Level Jobs Workforce Ready Grant; 5) a statement that eligibility for many merit based and needs based scholarships, grants and other financial aid opportunities require the FAFSA to be completed by a certain date; and 6) a statement that each student is required to complete and submit the FAFSA in the student's senior year unless the parent or guardian (or emancipated minor) submits a signed waiver that the student understands what the FAFSA is and declines to complete it or the high school principal or school counselor waives the requirement due to being unable to reach the parents or guardians by April 15 after two (2) reasonable attempts to contact the parents; and 7) a website link to the online FAFSA affirmation form.

- I.C. 20-26-5-39
- I.C. 20-26-5-42.2
- I.C. 20-30-4-6
- I.C. 20-34-3-21
- I.C. 21-12-8
- I.C. 21-18-6-6

Proposed Board Policies
November 19, 2025

511 IAC 4-1-5
© Neola 2025

2421 - CAREER AND TECHNICAL EDUCATION PROGRAM

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

**Proposed Board Policies
November 19, 2025**

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

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

The Board shall provide, in cooperation with the Impact Institute, a career and technical education program which may include the following subject areas:

- A. Agricultural Education
- B. Business, Marketing, and Information Technology Education
- C. Engineering and Technology Education
- D. Family and Consumer Science
- E. Health Science Education
- F. Trade and Industrial Education
- G. Work Based Learning
- H. Career and Technical Education Pilot Programs (non-standard course waiver required)

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

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

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

The career and technical education program may include:

Proposed Board Policies
November 19, 2025

- A. a shared-time program outside of school;
- B. a work-study program involving the employment of qualified students.

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

Any course that meets the requirements of a career and technical education program under I.C. 20-43-8-7.5 may be taught virtually by a virtual provider if:

- A. the program of study leads to an industry recognized credential;
- B. the course was approved by the State board under I.C. 20-43-8-7.5; and
- C. all instruction required to be in person by the agency that receives, distributes, and accounts for all funds received for career and technical education under the Carl D. Perkins Vocational and Applied Technology Act (20U.S.C. 2301 et seq.) as described in I.C. 20-19-2-19 are conducted through:
 - 1. an employer provided work based learning program; or
 - 2. a career and technical education center.

Students entering high school beginning with the 2025-2026 school year shall have the opportunity to earn a diploma with an Employment Honors Seal when they choose to pursue those options.

To be eligible for an Employment Honors Seal, a student must:

- A. complete one (1) of the following:
 - 1. earn an industry recognized or a postsecondary credential. Only credentials designated as approved Employment Honors Seal credentials by the department may be used to satisfy this requirement;
 - 2. complete three (3) career and technical education courses in a program of study;
 - 3. complete a career scholarship account program approved under I.C. 20-51.4-4.5-6; or
 - 4. complete a locally created graduation pathway approved by the State board.
- B. complete at least 150 hours of work based learning;
- C. demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or

Proposed Board Policies
November 19, 2025

the State board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision; and

D. complete one (1) of the following:

1. at least one (1) school year with no more than three (3) days of unexcused absences; or
2. at least 150 hours of work based learning experience with no more than three (3) unexcused absences.

If a student completes the requirements for one or more of these Indiana Diploma seals, the seal shall be specified in the student's high school transcript.

I.C. 20-19-2-17

I.C. 20-37-2-1 et seq.

I.C. 20-37-4

511 IAC 6-7.2-21

511 IAC 6-10

511 IAC 8

© Neola 2025

Policy 3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

Proposed Board Policies
November 19, 2025

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

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

- A. Superintendent
- B. assistant superintendent
- C. building administrators (principals, assistant principals, associate principals, and dean of students)
- D. classroom teachers
- E. Special Education Coordinator
- F. special education staff with required certification or license
- G. activities director
- H. Director of Guidance
- I. guidance counselors
- J. media specialists
- K. Technology Director
- L. Federal Grants administrator

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Superintendent.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised directly by the staff member.

Corporation employees may date and develop friendships and relationships with other employees—both inside and outside of the workplace—as long as the relationships do not have a negative impact on their work or the work of others.

Proposed Board Policies
November 19, 2025

Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

Adverse workplace behavior—or behavior that affects the workplace that arises because of personal relationships—will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

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

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

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

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable.

The Corporation shall review, in accordance with any applicable terms of the negotiated agreement, a candidate's previous teaching experience at a college, university, or certified nonpublic school in determining his/her position on the salary schedule.

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

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing that s/he is a volunteer firefighter, the Corporation may not discipline the staff member for:

- A. being absent absence from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving his/her duty station to respond to a fire or an emergency call if s/he the staff member has prior supervisor authorization from his/her supervisor to leave duty in response to a call received after s/he has reported reporting to work;

Proposed Board Policies
November 19, 2025

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage for his/her class can be arranged.

- C. an injury or being absent absence from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating confirming the staff member was engaged in an emergency call at the time of his/her the absence.

The Corporation may require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing confirming treatment for the injury at the time of his/her the absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers newly hired for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

Proposed Board Policies
November 19, 2025

- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
1. at least a bachelor's degree, and
 2. meets standards for new teachers (above), or
 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS GENERALLY

The highly qualified status requirements under the No Child Left Behind Act have been replaced by the requirements of the Every Student Succeeds Act (ESSA). Although the reporting of highly qualified teacher status by the Corporation is no longer required, teachers in Title I programs must be highly qualified. Additionally, ESSA requires teachers be "properly licensed." In order to ensure teachers are properly licensed, refer to <https://www.in.gov/doi/educators/educator-licensing/what-can-i-teach-with-my-license/> for the most recent "assignment code" language.

Although the requirements concerning highly qualified teachers have been removed from the IDEA and Article 7 regulations, the requirement that students be taught by teachers appropriately licensed to teach the subject area remains.

A special education teacher must hold the appropriate licensure based on a student's disability to be assigned as the student's teacher of record. A special education teacher may teach a core academic subject only if the student is being taught to alternate achievement standards. A teacher who holds any special education license is properly licensed to teach any applied course.

© Neola 2025

Legal

- 🔗 I.C. 20-23-4-21.6
- 🔗 I.C. 20-26-5-4
- 🔗 I.C. 35-44.1-1-4
- 🔗 I.C. 36-8-12-10.5
- 🔗 511 IAC 7-36-2
- 🔗 511 IAC 7-36-3
- 🔗 20 U.S.C. 7801

Policy 3120.02 – ADJUNCT TEACHERS

The School Board supports filling all teaching positions in the School Corporation with certificated employees but recognizes that there may be times when it is necessary to employ persons who have not completed their certification to teach. In an effort to fill a

**Proposed Board Policies
November 19, 2025**

vacant teaching position, offer a new program or class, or supplement a program currently being offered, the Board may issue an adjunct teacher permit to an individual if the following minimum requirements are met:

- A. The individual has at least four (4) years of experience in the content area in which the individual intends to teach.
- B. The Corporation conducts an expanded criminal history check and expanded child protection index check concerning the individual as required under Policy 3121 - Personal Background Checks, References, and Mandatory Reporting.
- C. The individual has not been convicted of an unemployable offense as identified in Policy 3121 - Personal Background Checks, References, and Mandatory Reporting.

The Corporation may enter into an employment agreement with an individual to whom the Board has issued an adjunct teacher permit as a part-time or full-time teacher of the Corporation. The individual who holds the adjunct teacher permit may teach in any content area in which the Corporation allows the individual to teach and in which the individual has at least four (4) years of experience. Provided, however, that:

- A. the individual shall be assigned a teacher mentor for support in pedagogy; and
- B. the individual shall complete the following training within the first ninety (90) days of employment:
 - 1. I.C. 20-26-5-34.2 (bullying prevention).
 - 2. I.C. 20-28-3-4.5 (training on child abuse and neglect).
 - 3. I.C. 20-28-3-6 (youth suicide awareness and prevention training).
 - 4. I.C. 20-28-3-7 (training on human trafficking).

An adjunct teacher shall not provide special education instruction.

Except as otherwise provided in a collective bargaining agreement entered into or renewed before July 1, 2022, an employment agreement entered into between the Corporation and an individual to whom the Board has issued an adjunct teacher permit is not subject to a collective bargaining agreement entered into under I.C. 20-29. Furthermore, it is not an unfair practice for the Corporation to enter into an employment agreement with an individual to whom the Board has issued an adjunct teacher permit.

The Corporation shall report the following information to the State Department of Education if it hires an adjunct teacher:

- A. The number of adjunct teachers who hold an adjunct teacher permit that the Corporation has hired each school year, disaggregated by the grade level and subject area taught by the adjunct teacher.
- B. The following information for each adjunct teacher:
 - 1. The name of the adjunct teacher.
 - 2. The subject matter the adjunct teacher is permitted to teach.

Proposed Board Policies
November 19, 2025

3. A description of the adjunct teacher's experience that qualifies the adjunct teacher for the adjunct teacher permit.
4. The adjunct teacher's total salary and any other compensation paid to the adjunct teacher during the school year.
5. The number of previous adjunct teaching employment agreements the adjunct teacher has entered into with the Corporation or any other school corporation.

The Corporation shall post a vacant adjunct teacher position on the State Department of Education's online adjunct teacher portal.

The Corporation may notify the parents of students enrolled in the Corporation of a vacant adjunct teacher position.

The Board shall announce any vacant adjunct teacher positions at Board meetings.

An individual who holds an adjunct teacher permit issued by the Board is not required to be employed on a uniform teacher's contract or a supplemental service teacher's contract. An employment agreement entered into between the Corporation and an individual who holds an adjunct teacher permit issued by the Board shall:

- A. be in writing;
- B. be signed by both parties; and
- C. contain the following:
 1. the total salary and any other compensation to be paid to the adjunct teacher during the school year;
 2. the method and frequency of salary payments;
 3. the number of classes the adjunct teacher is to teach;
 4. the classes and subject matter areas that the adjunct teacher will be teaching;
 5. an expiration date that is not later than the end of the school year.

This employment agreement is a public record open to inspection. An adjunct teacher may enter into employment agreements with more than one (1) school corporation. An employment agreement between an adjunct teacher and the Corporation is not subject to I.C. 20-28-9-1.5, which governs salary increases for a teacher employed by the Corporation.

An adjunct teacher holding a permit issued by the Board is not a "school employee" within the meaning of I.C. 20-29-2-13, for purposes of collective bargaining. The Corporation may discuss the use of adjunct teachers with a certificated employee or a group of certificated employees at one or more meetings open to all certificated employees.

Proposed Board Policies
November 19, 2025

I.C. 10-13-3-39
I.C. 20-19-3-25
I.C. 20-26-5-10
I.C. 20-26-5-11.2
I.C. 20-28-5-27
I.C. 20-28-6-7.3
I.C. 20-28-9-1.5(m)
I.C. 20-29-6-7

© Neola 2025

**Policy 3120.11 – PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE
BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE
AGREEMENT**

The School Board establishes the following policy for the public hearing that State law

Proposed Board Policies
November 19, 2025

requires be held prior to the commencement of collective bargaining with the exclusive representative of the School Corporation's teachers.

- A. Before the Corporation may negotiate privately with the exclusive representative of its teachers regarding teacher compensation, a public hearing shall be held that meets the following criteria:
 - 1. The public hearing shall not take place prior to the expiration of the current collective bargaining agreement;
 - 2. The Corporation employer and the exclusive representative shall jointly determine the time and place of the public hearing;
 - 3. Written notice of the public hearing that meets the requirements of the Open Door Law shall be provided to the public;
 - 4. The public hearing shall be held in a room large enough to accommodate the number of attendees reasonably expected to attend;
 - 5. One representative from both the Corporation employer and the exclusive representative shall host the public hearing;
 - 6. At the public hearing, the parties should begin the meeting with an opening statement explaining the purpose and procedure of the meeting;
 - 7. The parties must then take public testimony, either written or oral, to discuss matters relating to teacher compensation and collective bargaining in the Corporation and preserve the testimony to provide it to the Board;
 - 8. The Corporation employer and/or the exclusive representative do not need to comment or answer questions during the public hearing.
- B. The public hearing may take place at a regular or special meeting of the Board.
- C. The Corporation shall not engage in formal collective bargaining with the exclusive representative of the Corporation's teachers until after a public hearing is held that meets the requirements of Section A above.
- D. A public hearing need not be held in the second year of a two (2) year contract if the parties do not open the contract for bargaining in the second year of the budget biennium.

Board members may not participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend the public hearing as it could then constitute a Board meeting.

Members of the public may not participate in the public hearing by means of electronic communication.

In addition to the public hearing described above that is required prior to the commencement of collective bargaining, the Board must conduct a public meeting to discuss a tentative collective bargaining agreement at least seventy-two (72) hours before it is ratified by the Board. The Board must allow for public comment by members of the public who are physically present at the meeting at which a tentative collective bargaining agreement is ratified.

**Proposed Board Policies
November 19, 2025**

Board members may not participate in the public meeting by means of electronic communication unless otherwise authorized by Bylaw 0164.6.

Members of the public may not participate in the public meeting by means of electronic communication.

A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing and the public meeting described above occurred as well as an attestation signed by both parties attesting that the public hearing and the public meeting described above occurred on the dates specified in the ratified collective bargaining agreement. The Board shall indicate as part of the attestation whether Board members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Not later than fourteen (14) business days after the parties have reached an agreement, the Board shall post the contract upon which the parties have agreed on the Corporation's website.

© Neola 2025

Policy 4120 - EMPLOYMENT OF SUPPORT STAFF

Proposed Board Policies
November 19, 2025

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

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. ~~No other representative of the Corporation~~ Only the Board has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Commented [L12]: This also seems like a typo or at best is needlessly confusing. Removing this portion of the sentence does not change the sentence meaning, it does make it easier to read and understand.

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

- A. Facilities Director
- B. Cafeteria Manager
- C. Transportation Director
- D. Secretary
- E. Building Treasurer
- F. Bookkeeper
- G. Maintenance
- H. Custodian
- I. Social Worker
- J. Nurse
- K. Cook
- L. Office Aide
- M. Bus Driver
- N. Media Assistant
- O. Sports and Fitness Instructors

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised by the staff member.

Corporation employees may date and develop friendships and relationships with other

Proposed Board Policies
November 19, 2025

employees—both inside and outside of the workplace—as long as the relationships do not have a negative impact on their work or the work of others.

Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, shall be subject to discipline, up to and including termination.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - shall not be tolerated. Corporation employees who disregard this policy shall be subject to discipline, up to and including termination.

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

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

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

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing that s/he is a volunteer firefighter, the Corporation may not discipline the staff member for:

- A. being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving his/her duty station to respond to a fire or an emergency call if s/he has prior the staff member has prior supervisor authorization from his/her supervisor to leave duty in response to a call received after s/he has reported reporting to work;

However, when an emergency call is received while the staff member is on duty, the staff member shall notify the principal before leaving so coverage for his/her class can be arranged.

- C. an injury or being absent absence from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

Proposed Board Policies
November 19, 2025

The Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating confirming the staff member was engaged in an emergency call at the time of his/her absence.

The Corporation may require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing confirming treatment for the injury at the time of his/her absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use funds from Title I funds to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;
- E. Passed annual school-level evaluations;
- F. Completed forty-eight (48) credit hours of college level classes;
- G. Child Development Associate (CDA) Credentials;
- H. Completed Local Educational Agency (LEA) required professional development modules/training;
- I. Completed other requirements (LEAs may request approval from IDOE).

Proposed Board Policies
November 19, 2025

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program shall:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.




Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or duties that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

© Neola 2025

-  I.C. 20-26-5-4
-  I.C. 35-44.1-1-4
-  I.C. 36-8-12-10.5

Proposed Board Policies
November 19, 2025

Policy 5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY

The School Board establishes the following policy for determining student eligibility to attend the schools of this School Corporation.

- A. The Board will educate, tuition-free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition.
- C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for the placement of that child.
- D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition-free.
- E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).
- F. If a student's legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen (18) years of age), or a juvenile court conducting a proceeding under I.C. 31-34-20-5, I.C. 31-34-21-10, I.C. 31-37-19-26, or I.C. 31-37-20-6 (or I.C. 31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Principal, the effective date of withdrawal from the Corporation may be extended to the end of that school year.

Students who have completed the eleventh grade in this Corporation and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

- G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250 - Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership.)

Transportation from and to the site of the new legal settlement will not be provided by the Corporation for a student whose effective date of withdrawal is extended

Proposed Board Policies
November 19, 2025

beyond the date of the change of legal settlement unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

- H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

I. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled or their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

Transfer Students

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation if:

- A. the student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;
- B. the student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades nine (9) through twelve (12);
- C. the majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of the Corporation; and
- D. the Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

Proposed Board Policies
November 19, 2025

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. By August 1, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 - 1. has been enrolled in the Corporation in the prior school year;
 - 2. is a member of a household in which any other member of the household is a student in the transferee school; or
 - 3. has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least \$8,000 or \$3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement and the Corporation has the capacity to accept the student.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

- A. during the preceding twelve (12) months, the student has been suspended or expelled for:
 - 1. ten (10) or more school days;
 - 2. possession of a firearm, deadly weapon, or a destructive device;
 - 3. causing physical injury to a student, school employee, or visitor to the school; or
 - 4. a violation of the Corporation's drug or alcohol rules.
- B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

Proposed Board Policies
November 19, 2025

All due process procedures applicable to Corporation students who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students during the school year. (See Board Policy 5610 - Suspension and Expulsion of Students)

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

Transportation will not be provided by the Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

No transfer student shall be accepted for enrollment for **solely** athletic reasons.

Commented [L13]: This seems like a typo by Neola. They mean to say that the school will not take a transfer student only for athletic purposes. I have corrected that here.

Students Without Legal Settlement Attending Alternative Education Programs

Students without legal settlement in the Corporation may be accepted into an alternative education program operated by the Corporation even if the Corporation does not otherwise accept transfer students. The Board shall comply with I.C. 20-26-11-32(g), (h), (j), (k) and (l) with respect to those students.

© Neola 2025

- ✎ I.C. 20-18-2-11 (legal settlement defined)
- ✎ I.C. 20-26-11-1 (residence defined)
- ✎ I.C. 20-26-11-2

Proposed Board Policies
November 19, 2025

Policy 5410 - PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when they have:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade achieved the instructional objectives and legal requirements set for the present grade (See also Policy 2623 - Student Assessment and Policy 5460 - Graduation Requirements);
- C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Any decision regarding retention of a student who is eligible for special education and related services shall be made in accordance with the student's individualized education program (IEP) and in compliance with the statewide assessment program's policies and Federal law.

A student who is eligible for special education and related services shall be promoted or retained based on the recommendation of the case conference committee and the student's IEP.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school

Proposed Board Policies
November 19, 2025

year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be retained in third-grade.

Good cause exemptions that may be considered are:

- A. the student was subject to retention and previously has been retained in grade 3 for one (1) school year;
- B. the student has an intellectual disability or the student's IEP specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. an English learner student who has received services for fewer than two (2) years and whose Individual Learning Plan (ILP) Committee including the parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record (if one exists), and an English learner corporation administrator (if one exists) has determined that promotion is appropriate based on the implementation of research-based instructional practices outlined in the student's ILP;
- D. the student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment;
- E. the student has received intensive intervention as determined by the Indiana Department of Education in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

A parent whose child has been retained in grade 3 under the reading deficiency remediation plan and would not be subject to retention for other reasons may appeal the student's retention if the parent believes that the student meets one of the above exemptions. The Superintendent shall develop administrative guidelines that include the procedure for appeal.

© Neola 2025

 I.C. 20-32-8.5

 511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

 511 IAC 6.2-3.1-3

 IDOE Memorandum April 7, 2017: IREAD-3 Guidance for 2017-18 School Year

Proposed Board Policies
November 19, 2025

Policy 5460 - GRADUATION REQUIREMENTS

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

The Superintendent is directed to provide each student in grade 12 and the parent of each student in grade 12 a notice regarding the existence of the Free Application for Federal Student Aid (FAFSA) and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in Indiana and State scholarships, grants or other assistance available to students in Indiana. The Superintendent may use the model notice prepared by the Commission of Higher Education or develop a local notice containing the required information.

A graduation plan shall be developed, in consultation with the student's school counselor and after seeking consultation with each student's parents, by the time each student completes 8th grade. This plan will be part of each student's permanent student record and accessible to a parent of the student pursuant to the Family Education Rights and Privacy Act (FERPA).

Each plan shall include:

- A. a statement of intent to graduate from high school;
- B. an acknowledgment of the importance of:
 - 1. good citizenship;
 - 2. school attendance; and
 - 3. diligent study habits;
- C. the subject and skill areas of interest to the student;
- D. the postsecondary goals of the student aligned with the graduation pathway requirements pursuant to State law;
- E. a program of study under the college/technology preparation curriculum adopted by the State Board under I.C. 20-30-10-2 for grades 10, 11, and 12 that meets the interests, aptitude, and postsecondary goals of the student;
- F. assurances that upon satisfactory fulfillment of the plan, the student:
 - 1. is entitled to graduate; and
 - 2. will have taken at least the minimum variety and number of courses necessary to gain admittance to a State educational institution;
- G. An indication of assessments that the student plans to take voluntarily during grade 10 through grade 12 and which may include any of the following:
 - 1. The SAT Reasoning Test;
 - 2. The ACT Test;

Proposed Board Policies
November 19, 2025

3. Advanced placement exams;
 4. College readiness exams approved by the Indiana Department of Education (IDOE);
 5. Workforce readiness exams approved by the Department of Workforce Development, established under I.C. 22-4.1-2; and
 6. Cambridge International examinations.
- H. For students graduating in 2029 and subsequent years, or others graduating in 2026, 2027, or 2028 who are pursuing the New Indiana Diploma, the student's intent to pursue one or more diploma seals or an individualized plan that includes the courses and activities a student intends to complete that are aligned with their enrollment, employment, or enlistment goals after high school

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

To earn a standard Indiana high school diploma, students must satisfy all three of the graduation pathway requirements established by the State. To be eligible to receive a diploma a student shall: To earn a standard Indiana high school diploma, students in the graduating class of 2023, and each graduating class through 2028 must satisfy all three of the graduation pathway requirements established by the State. To be eligible to receive a diploma, a student shall: 1) meet the credit requirements of the State as provided by the Indiana Department of Education (IDOE). 2) learn and demonstrate employability skills through one of three methods as defined by the IDOE. 3) demonstrate postsecondary-ready competencies through one of the several methods provided for by the IDOE. Students in the graduating class of 2029 and each graduating class thereafter must satisfy the graduation requirements for the New Indiana Diploma enumerated in 511 IAC 6-7.2.

Students enrolled in the Corporation shall have the opportunity to earn the standard Indiana high school diploma with any of the designations approved by the Indiana State Board of Education, and for those pursuing the New Indiana Diploma requirements, the opportunity to earn one (1) or more of the diploma seals.

The Corporation may award a standard Indiana high school diploma with a general designation, Core 40 designation, Core 40 with academic honors designation, or Core 40 with technical honors designation. Students pursuing the New Indiana Diploma requirements may earn the Enrollment Honors Seal, Employment Honors Seal, Enlistment Honors Seal, Enrollment Honors Plus Seal, Employment Honors Plus Seal, and/or the Enlistment Honors Plus Seal.

The Board shall issue a diploma for a deceased student at the request of a parent (as defined in I.C. 20-18-2-13) of the student if the student:

- A. died while enrolled in grade 12 of a school in the Corporation; and

**Proposed Board Policies
November 19, 2025**

- B. was eligible academically or on track to meet the requirements for the diploma at the time of death.

A student who is issued a diploma pursuant to this provision may not be considered a graduate for purposes of I.C. 20-26-13.

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

- A. a diploma;
- B. an alternate diploma for students with significant cognitive disabilities;
- C. a certificate of achievement (I.C. 20-32-3); or
- D. a certificate of course completion.

The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's individualized education program (IEP).

The Board shall award an alternate diploma to students with significant cognitive disabilities who meet the criteria established by the State Board. Not more than the greater of: A) one percent (1%) of the Corporation's graduation cohort that receives an alternate diploma; or B) three (3) students; may be counted as having graduated for purposes of determining the Corporation's graduation rate.

The Board shall award a certificate of achievement to a student who meets the criteria under I.C. 20-32-3, namely, who completes the minimum courses required for high school graduation but does not satisfy all three (3) of the Graduation Pathway Requirements, unless the student meets the criteria for waiver under State law, in which case the Board shall award a diploma to the student.

The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by the student's case conference committee and indicated on the student's IEP if the student completes the requirements for the certificate of completion set by the case conference committee.

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

Additional Requirements for Students with Disabilities

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

Proposed Board Policies
November 19, 2025

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

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

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

Each student is required to meet:

- A. the academic standards tested in the graduation examination;
- B. the course and credit requirements adopted by the IDOE;
- C. additional graduation requirements established by the Board provided, however, that the Board shall not require students with disabilities to meet requirements that exceed those required by State law.

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

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

© Neola 2025

 I.C. 20-19-2-21

Proposed Board Policies
November 19, 2025

- ✎ I.C. 20-26-5-37
- ✎ I.C. 20-30-4-2
- ✎ I.C. 20-32-4-1.5 through 14
- ✎ Flexibility in Physical Education March 2013 (IDOE)

Proposed Board Policies
November 19, 2025

Policy 5517.01 - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. 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
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means 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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

Proposed Board Policies
November 19, 2025

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes they have been or are currently the victim of bullying shall immediately report the situation to the building principal, assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be investigated promptly and documented according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. Bullying incidents shall be reported to the parents of both the targeted student and the alleged perpetrator in an expedited manner, that is not less than five (5) business days after the incident is reported, by the Principal, Assistant Principal or Superintendent to whom the bullying incident initially was reported or by their designee.

Proposed Board Policies
November 19, 2025

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator shall report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment or Policy 2266 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (no later than five [5] business days after the incident is reported), the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the alleged perpetrator, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and shall not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Suspected retaliation shall be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble similarly is prohibited and shall not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Remedial Action

Follow-up services shall be provided during or after the investigation which include support services for the victim and bullying education for the alleged perpetrator.

Proposed Board Policies
November 19, 2025

The severity of an incident of bullying may be considered, including whether the victim suffered a physical injury, in determining the appropriate remedial action, including whether an incident of bullying may warrant the transfer of the victim or the alleged perpetrator to another school in the Corporation.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality shall be maintained during the investigation process. However, in some circumstances, a proper investigation shall require the disclosure of names and allegations.

Discipline Rules

As required by State law, the Superintendent shall require that any discipline rules adopted by the Corporation's schools shall prohibit bullying and include:

- A. provisions concerning education, parental involvement, and intervention;
- B. 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. provisions that require a school to prioritize the safety of the victim;
 - 4. timetables for reporting of bullying incidents to the parents of both the targeted student and the alleged perpetrator in an expedited manner that is not later than five (5) business days after the incident is reported;
 - 5. 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;
 - 6. discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
 - 7. discipline provisions for false reporting of bullying; and
- C. a detailed procedure outlining the use of follow-up services that includes:
 - 1. support services for the victim; and
 - 2. bullying education for the alleged perpetrator.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. 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.

Proposed Board Policies
November 19, 2025

The discipline rules shall prohibit bullying through the use of data or computer software that is accessed through a:

- A. computer;
- B. computer system;
- C. computer network; or
- D. cellular telephone or other wireless or cellular communications device.

The discipline rules shall include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention program.

The discipline rules may include provisions to determine:

- A. the severity of an incident of bullying; and
- B. whether an incident of bullying may warrant the transfer of the victim or the alleged perpetrator to another school in the Corporation.

Pursuant to I.C. 20-33-8-13.5, this section may not be construed to give rise to a cause of action against a person or the Corporation based on an allegation of noncompliance with this section. Likewise, noncompliance with this section may not be used as evidence against the Corporation in a cause of action.

Each school in the Corporation shall document acts of bullying and abusive behaviors:

- A. against a victim; and
- B. committed by a verified perpetrator.

Pursuant to I.C. 20-33-8-13.5, a record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under I.C. 5-14-3.

Documentation

The Corporation shall document acts of bullying and abusive behaviors against a victim that are committed by a verified perpetrator.

Parent Access to Materials

The parent of a child attending a school in the corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

**Proposed Board Policies
November 19, 2025**

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

I.C. 5-2-10.1

I.C. 20-20-8-8

I.C. 20-30-5-5.5

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

I.C. 20-33-8-35

I.C. 20-334-6-1

Cross References

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR
ACTIVITIES

po5517 - ANTI-HARASSMENT

po8400 - SCHOOL SAFETY INFORMATION

© Neola 2025

Proposed Board Policies
November 19, 2025

~~Policy 5540 – THE SCHOOLS AND LAW ENFORCEMENT AGENCIES~~

~~The School Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to comply with the law and its need for assistance from law enforcement in certain circumstances.~~

~~The School Corporation contracts with local law enforcement agency one or more School Resource Officers (SROs).~~

~~When law enforcement agents, including the U.S. Immigration and Customs Enforcement (ICE), request permission to interview a student at school or on School Corporation premises, the Superintendent or Principal shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat to the school, its staff or students or the officer is in possession of a valid judicial warrant. A judicial warrant shall be deemed valid if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant.~~

~~If a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.~~

~~If a student is interrogated by a law enforcement agent on school property, the Principal must make an effort to immediately notify the student's parent of the interrogation. If immediate notification is not possible, the Principal must notify the student's parent not later than twenty four (24) hours after the interrogation occurs.~~

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

~~Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of Corporation administration due to suspicion of a violation of school policy that also may be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.~~

~~Different procedures are to be followed in each instance as outlined below:~~

~~A. – By law enforcement agents, on request of Corporation authorities~~

- ~~1. – An administrator may exercise discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a~~

Commented [LI4]: The current version of the policy speaks about DCS only and that is perfectly fine. Implementing these policies as proposed will get the school sued by the Indiana Attorney General. Any direct mention of ICE is going to be asking for a law suit. Our firm also believes that these policies specifically have a clear political slant to them that the community would clearly dislike.

Commented [LI4R2]: We understand that the spirit of this policy is to protect children and disruptions of the school day by federal agents. 5540.02 would properly establish this as a policy without horribly clashing with federal agents. I do not know if the Attorney General would agree with me and be okay with that policy. Tread lightly

Proposed Board Policies
November 19, 2025

~~crime, committed in the administrator's school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency, and the administrator shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, the Principal shall consider the mandatory reporting requirements of I.C. 31-33-5, in the case of suspected child abuse or neglect, I.C. 20-33-8-16(g), with respect to a student who brings a firearm or destructive device to school or on school property or is in possession of a firearm or destructive device on school property, and I.C. 20-33-9, with respect to a threat made to, the intimidation of, battery of, or harassment of a school employee. However, any time a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview, including the administrator primarily responsible for the investigation. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.~~

- ~~2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The student may request representation, such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s), and the student will be placed in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. A decision whether to take a student into custody is the decision of the law enforcement agent.~~
- ~~3. If the investigation focuses on a particular student as a prime suspect of a crime, the administrator and the law enforcement agent shall abide by the guidelines with respect to any interrogation, search, and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the student's constitutionally protected rights are respected during the investigation process is the law enforcement agent's responsibility.~~
- ~~4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with Corporation responsibility to maintain the confidentiality of student records under State and Federal law.~~

~~**B. By law enforcement agents without the request of Corporation authorities**~~

- ~~1. Law enforcement agents, including the U.S. Immigration and Customs Enforcement (ICE), will be asked to make every effort to interview students outside of school hours and outside of the school setting in those cases where assistance has not been requested by Corporation authorities. This procedure will not apply to circumstances where a serious crime may be involved, where imminent threats to persons or property may be involved, or~~

Proposed Board Policies
November 19, 2025

~~where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.~~

- ~~2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement agent shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require law enforcement to investigate within the school and obtain the administrator's approval to interview a student during school hours. The law enforcement agent shall not commence an investigation until such approval is obtained. The law enforcement personnel may appeal to the Corporation Administrator if it is deemed that approval was unreasonably withheld. Provided, however, that prior approval by the administrator is not required if the law enforcement agent has a valid judicial warrant.~~

~~Except in the case of an emergency or where the law enforcement agency has a judicial warrant, all law enforcement agents must follow the procedures for school visitors as established by the Superintendent pursuant to pe9150—School Visitors and any administrative guidelines~~

~~The administrator shall make every effort to maintain the privacy of the student.~~

- ~~3. Accordingly, the administrator shall do the following:~~
- ~~a. request that law enforcement arrive at school inconspicuously (e.g., dressed in plain clothes and driving an undercover vehicle);~~
 - ~~b. request that every attempt be made to schedule questioning during a time the student is not in class;~~
 - ~~c. request that the student be pulled out of class by a school administrator, rather than a law enforcement officer, if necessary;~~
 - ~~d. notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.~~
- ~~4. If law enforcement agent is in possession of a valid judicial warrant, school officials shall in no way interfere with the officer's execution of the warrant. A judicial warrant shall be considered "valid" if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant. Corporation officials shall not attempt to evaluate the sufficiency of probable cause upon which the judicial warrant is based.~~

~~In the event a law enforcement agent seeks to execute a judicial warrant on school grounds, the agent is to be directed to building administration. The administration shall attempt to assist in executing the judicial warrant by~~

Proposed Board Policies
November 19, 2025

~~directing the student to report to the office. The school administration shall then: 1) contact the student's parent if the student is a minor; and 2) contact the Corporation Administrator. This process shall be followed unless the law enforcement agent states that the agent has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the judicial warrant.~~

~~Release of Records~~

~~Attempts to notify the parents regarding investigations by law enforcement shall be documented.~~

~~No school official may release personally identifiable student information in education records to law enforcement without the prior written permission of the parent, a lawfully issued subpoena, a court order, or in the event of a health or safety emergency. (See Board Policy 8330).~~

~~Removal of Student~~

~~No student shall be released to a law enforcement agency without written parental permission or a judicial warrant, except in the event of an emergency or for the protection of life or property as determined by the Student Services Director and Principal.~~

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

~~I.C. 20-33-8-16~~

~~I.C. 20-33-9~~

~~I.C. 31-9-2-44.1~~

~~I.C. 31-30-5-1~~

~~I.C. 31-33-5~~

~~Ind. R. Evid. 617~~

~~© Neola 2025~~

Proposed Board Policies
November 19, 2025

Policy 5540.01 – INVESTIGATIONS BY THE DEPARTMENT OF CHILD SERVICES

~~The School Board is committed to protecting students from individuals not associated with the School Corporation seeking access to students at school but also recognizes its responsibility to comply with the law regarding access to the school premises and its students by the Department of Child Services (DCS).~~

~~When DCS requests permission to interview a student at school, the Principal shall attempt to inform the student's parents unless directed not to do so by the DCS representative.~~

~~When DCS states a legitimate purpose for questioning or examining a student while the student is entrusted to the Corporation, such as exigent circumstances as defined by State law, the Principal shall be present throughout the proceedings unless ordered not to be present by a DCS representative or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination but shall only observe.~~

~~If the DCS makes a request to interview a student at school alone, this request will be granted only under the following circumstances:~~

- ~~A. the DCS employee presents their official credentials as a DCS caseworker or other proof of employment with the DCS upon arrival at the school; and~~
- ~~B. the DCS employee produces a written statement that the DCS "has parental consent or a court order, or exigent circumstances exist as defined by I.C. 31-9-2-44.1 to interview _____ [insert child's name]." This statement shall not disclose any of the facts of the allegations or evidence and may be transmitted to the Corporation electronically.~~

~~If a written statement is produced or emailed regarding the need for a DCS employee to interview a student at school, this statement shall not be maintained in the student's file, and the Corporation shall protect the student and the student's family's confidentiality regarding the written statement and the DCS interview.~~

~~Except in the case of an emergency or where DCS has a judicial warrant, all DCS representatives must follow the procedures for school visitors as established by the Superintendent pursuant to po9150 – School Visitors and any administrative guidelines.~~

© Neola 2025

Policy 5540.02 - THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to protecting students from individuals not associated with the School Corporation seeking access to students at school, but also recognizes its responsibility to comply with the law regarding access to the school premises and its students by Federal, State, and local governmental agencies.

Access to a student's education records shall not be provided to a governmental agency unless the agency representative produces a court order requiring access or one of the exceptions contained in 34 C.F.R. 99.31 applies. School administration must comply with PO 8330 – Student Records with respect to providing access and maintaining records of access to a student's education records by a governmental agency.

When a governmental agency requests permission to interrogate a student at school, the principal or designee shall attempt to inform the student's parents, unless directed not to do so by the representative of the agency.

When the governmental agency states a legitimate purpose for questioning or examining a student while the student is entrusted to the Corporation, the Principal shall be present throughout the proceedings, unless ordered not to be present by a representative of the governmental agency or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination.

If the governmental agency makes a request to interview a student at school alone, this request will be granted only under the following circumstances:

- A. the employee of the governmental agency presents their official credentials or other proof of employment with the governmental agency upon arrival at the school;
- and
- B. ~~the employee of the governmental agency provides written parental consent or a court order to interview a student at school.~~

If written parental consent or a court order is provided to the Corporation for an employee of a governmental agency to interview a student at school, it shall be maintained in the student's file in compliance with po8330 – Student Records.

Except in the case of an emergency or where the governmental agency has a judicial warrant, all governmental agency employees must follow the procedures for school visitors as established by the Superintendent pursuant to po9150 – School Visitors and any administrative guidelines.

© Neola 2025

Commented [L15]: This one might be a step too far. In that it would ultimately always operated as a prevention for the interview to ever happen. I would doubt that a parent would consent. Also there are agencies that operate without a court order.

Proposed Board Policies
November 19, 2025

Policy 6111 - INTERNAL CONTROL STANDARDS AND PROCEDURES

The Superintendent shall establish, document, and maintain effective internal control standards and procedures for all funds received by the School Corporation, including financial grants and awards from Federal or State sources, that provide reasonable assurance that the Corporation is managing the program and funds in compliance with that U.S. Constitution, Federal, and State statutes, Federal and State regulations, and the terms and conditions of grants and awards made to the Corporation.

The Corporation shall have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control of the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal control standards and procedures must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal and State reports; maintain accountability for all funds, property, and assets; and demonstrate compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards.

The internal control standards and procedures also must provide reasonable assurance that these transactions are executed in compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards that could have a direct and material effect on any grant or award, as well as any other Federal and State statutes and regulations that are identified in the Federal Compliance Supplements and/or directives of the State Board of Accounts (SBOA).

Additionally, the Corporation's internal control standards and procedures must provide reasonable assurance that all Federal and State funds, property, and other assets are safeguarded against loss, damage, theft, fraud, unauthorized use, or unauthorized disposition.

Further, erroneous or irregular material variances, losses, shortages, or thefts of any amount of Corporation funds or property whose source is a Federal grant or award are considered material and therefore are to be reported immediately to the SBOA as required by Federal and State law.

Proposed Board Policies
November 19, 2025

If the Corporation is declared to be unaudited by the Indiana State Board of Accounts because it failed to reconcile accounts, records, files, or reports, the Corporation shall bring its accounts into an auditable condition within ninety (90) days.

Other than with respect to Corporation funds or property whose source is a Federal grant or award, any erroneous or irregular material variances, losses, shortages, or thefts of Corporation funds or property in excess of:

- A. with respect to cash funds:
\$500.00 in any fund
- B. with respect to assets other than cash funds:
any asset valued in excess of \$500.00 are considered material and therefore are to be reported immediately to the SBOA as required by State law.

The Corporation shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal grants and awards;
- B. comply with State statutes and regulations related to the management and control of all funds received by the Corporation;
- C. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of Federal grants and awards and State and local funds received;
- D. investigate all variances, losses, shortages, or thefts of Corporation funds or property, document the investigation and its results, and maintain a record of the investigation and its results;
- E. take prompt action when instances of noncompliance are identified;
- F. report all misappropriations of Corporation funds or property to the SBOA and the county prosecuting attorney whenever a Corporation employee has actual knowledge of or reasonable cause to believe that a misappropriation has occurred;
- G. provide, upon employment and periodically thereafter, training concerning the internal control standards and procedures established for the Corporation for any personnel whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the Federal government, State government, the Corporation, or other governmental entities;
and
- H. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the Corporation considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

PII is defined at 2 C.F.R. 200.1 as "information that can be used to distinguish or

Proposed Board Policies
November 19, 2025

trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "

The definition of PII is not attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested resources:

- A. *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States;
- B. *Internal Control Integrated Framework* (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. *Circular A-110 Compliance Supplement* issued by the U.S. Office of Management and Budget;
- D. *Circular A-133 Compliance Supplement* issued by the U.S. Office of Management and Budget; and
- E. Internal control guidance issued by the U.S. Department of Education.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 6116 - TIME AND EFFORT REPORTING

As a recipient of Federal funds, the School Corporation shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of Title 2 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects as well as internal controls. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services also may include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Anticipated employee compensation amounts, including hourly costs and/or stipends, shall be approved by the School Board before any costs are incurred. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the Corporation's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the Corporation's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the Corporation;
- C. reasonably reflect the total activity for which the employee is compensated by the Corporation, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the Corporation on an integrated basis;
- E. comply with the Corporation's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

Proposed Board Policies
November 19, 2025

The Corporation also shall follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data shall be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the Corporation may use budget estimates for interim accounting purposes. The system used by the Corporation to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the Corporation and entered into the Corporation's records in a timely manner.

The Corporation's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 6151 - BAD CHECKS AND UNCOLLECTABLE DEBTS

When the School Corporation receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within ten (10) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to remove the fee or charge from the Corporation's Accounts Receivable and to take appropriate action against the student and/or the parents.

If efforts to collect an amount due the Corporation have not been successful and, in the opinion of the Treasurer, CFOO, Superintendent, and Assistant Superintendent (hereafter "the staff"), further efforts to collect the amount due are unlikely to be successful, the staff shall submit a recommendation that the Board find that the debt is uncollectable. This recommendation shall be supported by a brief statement that summarizes the efforts to collect the debt to date and the reason(s) why further efforts to collect the debt are not likely to be successful. The Board shall act upon this recommendation.

If the Board approves the staff recommendations that it find a debt to be uncollectable, the staff recommendation and any Board addition, deletion, or modification to the staff recommendation shall be included in the minutes of the Board meeting in which the staff recommendation is considered by the Board.

If the staff concludes that collection of the full amount due the Corporation is not possible, but that collection of a lesser amount is possible, the staff shall recommend that the Board authorize the staff to accept a reduced amount as payment in full of the amount due to the Corporation. This authorization shall contain a date by which payment in full of the reduced amount is due. If payment in full of the reduced amount is received by the due date established by the Board, the amount by which the original debt to the Corporation is reduced shall be processed pursuant to this policy as an uncollectable amount.

Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after a period of two (2) years after December 31 of the year issued shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by Indiana's Unclaimed Property Division and its Reporting Guidelines for unclaimed property, including due diligence prior to remittance and annual reporting of unclaimed property.

Insufficient Funds Checks

Proposed Board Policies
November 19, 2025

When the Corporation receives a check that is not honored upon presentation to the respective bank or other depository institution, the Treasurer/CFOO is authorized to take appropriate action. If payment is not received within ten (10) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the Treasurer to remove the fee or charge from the Corporation's Accounts Receivable and to take appropriate action against the payer. The payer may be charged a fee for insufficient funds (NSF fee) not to exceed \$25.00 for a returned check. A check may be presented for payment not more than three (3) times. However, only one (1) NSF fee may be charged.

I.C. 24-4.5-7-202

I.C. 32-34-1.5

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 7300 - DISPOSITION OF REAL PROPERTY

The School Board believes that the efficient administration of the School Corporation requires the disposition of property no longer necessary for the maintenance of the educational program or the operation of the Corporation.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property. Furthermore, the sale or disposal of real property must comply with I.C. 36-1-11.

In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms, except offers from charter schools and State educational institutions.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer. In the case of charter schools and State educational institutions, a resolution must be adopted by the charter school or State educational institution stating that the covered school building can be operated within the charter school's or State educational institution's budget.

Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

Money derived from the sale or exchange of property that is no longer needed for school purposes shall be placed in any school fund established by law that the Board considers appropriate.

Lease or Sale of Property to Charter Schools and/or State Educational Institutions:

Except as specified below, before the Board may dispose of real property previously used for instruction, the Board shall make available for lease or purchase any school building owned by the Corporation or any other entity that is related in any way to or created by the Corporation or the Board, including but not limited to a building corporation, that is vacant and unused and previously was used for classroom instruction to any charter school in order for the charter school to conduct prekindergarten through grade 12 classroom instruction or to a State educational institution to use for an academic purpose.

Proposed Board Policies
November 19, 2025

No later than thirty (30) days after the date a governing body of a school corporation determines at a public meeting to cease using a covered school building for classroom instruction on student instructional days for a school year, the Board shall:

- A. notify the State Department of Education (SDOE) of the official action and the effective date that the school building will be closed, no longer used, or no longer occupied;
- B. make the school building available for inspection by a charter school or State educational institution that notifies the SDOE that it is interested in leasing or purchasing the school building; and
- C. make the following information available to the interested charter school(s) or State educational institution(s):
 - 1. Estimates of the operating expenses for the school building for the past three (3) years.
 - 2. Written information regarding the condition of the building, including the age of the roof and the HVAC system, and any known conditions which, in the Board's opinion, require prompt repair or replacement.
 - 3. A legal description of the property.

Throughout the process of the sale, lease, or disposal of Corporation school buildings, the Corporation is responsible for the maintenance of the vacant or unused school building until the building has been sold or leased to a charter school, state educational institution, an accredited nonpublic school or postsecondary educational institution or otherwise is eligible for sale or disposal pursuant to the provisions of this policy and state law. This maintenance includes protection against theft or vandalism; fire protection; and protection from damage during adverse weather conditions. The Corporation will maintain the physical condition of the vacant or unused school building as it was on the last day it was used for classroom instruction. The Corporation is financially responsible for any damage or destruction to the vacant or unused school building prior to the lease or purchase.

The Corporation shall lease the school building to a charter school or State educational institution for \$1 per year for as long as the charter school uses the school building for classroom instruction or the State educational institution uses the facility for an academic purpose for a term at the charter school/State educational institution's discretion, including the option to purchase the school building for \$1, or sell the school building for \$1 if the charter school/State educational institution does the following:

- A. Within ninety (90) days of receiving notice from the SDOE, a charter school or State educational institution must submit a preliminary request to purchase or lease the school building.
- B. Within ninety (90) days of receiving the SDOE's notice, a charter school or State educational institution must submit to the Corporation the following information:
 - 1. The name of the charter school or State educational institution that is interested in leasing or purchasing the vacant or unused school building.

**Proposed Board Policies
November 19, 2025**

2. A time frame, which may not exceed three (3) years from the date that the school building is to be closed, no longer used, or no longer occupied, in which the charter school or State educational institution intends to begin providing classroom instruction in the vacant or unused school building.
3. A resolution, adopted by the board of the charter school or State educational institution stating that the board has determined that, after the charter school or State educational institution has made any necessary repairs or modifications, the school building will be sufficient to meet the charter school's or State educational institution's needs and can be operated within the charter school's budget.

Not later than fifteen (15) days after the date the Indiana Department of Education (IDOE) receives a notice from a school corporation that has determined to cease using a covered school building for classroom instruction on instructional days, the IDOE shall provide written notice to all interested persons regarding the notice from the school corporation.

Upon receipt of the SDOE's notification that it has not received any preliminary requests to purchase or lease the school building, the Corporation may sell or otherwise dispose of the school building in accordance with I.C. 36-1-11, I.C. 20-25-4-14, I.C. 20-26-5-4(a)(7), and I.C. 20-26-7.1-8. Provided, however, that not later than fifteen (15) days after the Board passes a resolution to sell, exchange, lease, demolish, hold without operation, or dispose of a school building, the Board shall submit an application to the State Attorney General to obtain a certification that the Board is in compliance with the requirements of I.C. 20-26-7.1.

If a Corporation school building is sold to a charter school or State educational institution pursuant to this procedure, and the charter school or State educational institution, or any subsequent owner, subsequently sells or transfers the school building to a third party, the charter school or State educational institution or subsequent owner must transfer an amount equal to the gain in the property minus the adjusted basis (including costs of improvements to the school building) to the Corporation. Gain and adjusted basis shall be determined in the manner prescribed by the Internal Revenue Code and the applicable Internal Revenue Service regulations and guidelines.

A charter school or State educational institution that purchases a school building from the Corporation assumes total control of the school building and must maintain the school building, including utilities, insurance, maintenance, and repairs. In the event a charter school or State educational institution does not use the school building for classroom instruction within two (2) years after acquiring the school building, the school building shall revert to the Corporation, which may sell or otherwise dispose of the school building under I.C. 36-1-11.

During the term of a lease, the charter school or State educational institution is responsible for the direct expenses related to the school building leased, including utilities, insurance,

Proposed Board Policies
November 19, 2025

maintenance, repairs, and remodeling. If the lease involves co-locating charter schools or State educational institution, the obligations under the lease of the school building shall be joint and several. The Corporation is responsible for any debt incurred for or liens that attach to the school building before the charter school or State educational institution leased the school building.

Exceptions:

The procedure described above does not apply to:

- A. A school building that has been vacated to renovate the building for future use by the Corporation;
- B. A school building that has been vacated to demolish the building and build a new school building on the same site;
- C. An emergency manager of a distressed school corporation under I.C. 6-1.1-20.3.
- D. A school corporation that has had a designation as a distressed political subdivision under I.C. 6-1.1-20.3 within the previous three (3) years.

A lease entered into by the Board under I.C. 20-26-5-4(a) (7) prior to January 1, 2019, with an accredited nonpublic school shall remain in full force and effect. The Board may, during or at the expiration of the term of such lease, sell the school building leased under I.C. 20-26-5-4(a)(7) to the nonpublic school at a purchase price mutually agreed to by the Board and the nonpublic school.

The Attorney General has broad authority to investigate complaints that a Corporation has not complied with the provisions established regarding the lease, sale, destruction or disposal of a school building.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 7310 - DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the School Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum;
2. information that may not be current; and/or
3. worn beyond salvage.

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds five thousand (**\$5,000**) to replace as a single unit and does not lose its identity when incorporated into a more complex unit. The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Textbooks

The Corporation shall dispose of textbooks determined by Corporation officials to no longer be of use in the Corporation pursuant to Section D below.

Proposed Board Policies
November 19, 2025

D. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal in compliance with 2 C.F.R. 200.313 and 200.314.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the Corporation may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

If the Board passes a resolution to close a high school, the Corporation shall develop a plan relating to the preservation or transfer of memorabilia, trophies, or other property that may have historical significance as determined by the Board. The plan shall be made available for public inspection and posted to the Corporation's website.

When equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, the Corporation shall request disposition instructions from the Federal agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal agency.

Equipment with a current fair market value of \$5,000 (per unit) or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312(b) - Federally-owned and exempt property, or if the Federal agency fails to provide requested disposition instructions within 120 days, items of equipment with a current fair market value in excess of \$10,000 (per unit) may be retained or sold by the Corporation. The Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution toward the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the Federal agency may permit the Corporation to retain from the Federal share \$1,000 of the proceeds, to cover expenses associated with the selling and handling of the equipment.

The Corporation may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the Corporation shall be entitled to compensation for its attributable percentage of the current fair market value of

Proposed Board Policies
November 19, 2025

the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the Corporation to retain equipment or authorize a pass-through entity to permit the Corporation to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

© Neola 2025

Legal
2 C.F.R. 200.312, 200.313
I.C. 20-26-5-4
I.C. 36-1-11

Proposed Board Policies
November 19, 2025

Policy 7430 - SAFETY STANDARDS

The School Board believes that the employees and students of this School Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

The Superintendent shall, with the approval of the Board, designate an individual to serve as the school safety specialist for the School Corporation. The school safety specialist shall:

- A. conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, State and report any violations to the Superintendent;
- B. have the authority to organize and direct the activities of a Corporation safety committee;
- C. serve on the county safety commission, if one is established within the county;
- D. participate in the school safety training when the county safety council determines it is to be held;
- E. assist the county safety council with the development of a safety plan for each school in the Corporation;
- F. coordinate the safety plans of each school in the School Corporation as required by rules adopted by the Indiana State Board of Education;
- G. act as a resource for other individuals in the School Corporation on issues related to school discipline, safety, and security.

The Corporation shall test the drinking water in any child care facility or preschool operated by the Corporation before January 1, 2026, to determine whether lead is present in the drinking water in a concentration that equals or exceeds the action level for lead. Drinking water testing required by this section must be performed in accordance with the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority. If the drinking water in a Corporation child care facility or preschool has been tested through a lead sampling program conducted by the Indiana Finance Authority, additional testing is not required. If the testing of the drinking water in a Corporation child care facility or preschool indicates that the presence of lead in the drinking water equals or exceeds the action level for lead, the Corporation shall take action to reduce the concentration of lead in the drinking water to a level below the action level for lead by:

**Proposed Board Policies
November 19, 2025**

- A. eliminating the source of the lead in the drinking water; or
- B. installing a water filtration system that will reduce the level of lead in the drinking water to a level below the action level for lead. The water filtration system must meet the requirements of I.C. 16-41-21.2-4(e) and (f).

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

I.C. 5-2-10.1-9
I.C. 16-41-21.2
I.C. 20-34-3-19
511 IAC 2-4-1

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 7440.01 - ELECTRONIC MONITORING AND RECORDING

In order to protect School Corporation property, promote security and protect the health, welfare and safety of students, staff and visitors, the School Board authorizes the use of video and audio monitoring equipment on Corporation property, and on school buses. Information obtained through video and audio monitoring may be used to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Corporation to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to install and operate fixed-location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Corporation facilities. Common areas include hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with Corporation legal counsel before authorizing placement of monitoring equipment in private areas in which privileged communications occur (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained. Corporation employees are authorized to carry and use video and audio recording equipment when video and audio documentation would assist in performing the duties of their position.

Proposed Board Policies
November 19, 2025

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings in which monitoring equipment may be deployed. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility they are entering. Students and staff shall also be advised of the use of monitoring the recording equipment in Corporation facilities and on Corporation property.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the Corporation's schools and facilities. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Records obtained through the use of monitoring equipment installed and operated in compliance with this policy may be authenticated and used as evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

Monitoring and recording equipment capability shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility of monitoring and recording. The results of monitoring or recording shall not be used for any tortious or criminal purpose and shall never be used in violation of the rights of the persons whose communication is monitored or recorded.

Not all monitoring will result in recording of what is monitored. Where a recording is made, not all recordings will include both audio and video, and the quality of recorded audio or video is not warranted to always be intelligible. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

Smart Sensor Monitoring Technology

To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on school property, including in school buildings and on school vehicles. Smart sensor monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct; as such, it may be used as evidence in disciplinary actions and may be provided to law enforcement in appropriate circumstances.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement

Proposed Board Policies
November 19, 2025

other means that the Corporation employs to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the Corporation. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor monitoring equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, gymnasiums, libraries, locker rooms, entryways, the front office, and other areas where students, employees, and visitors are permitted to freely come and go). The Superintendent will post notices in areas where smart sensor monitoring equipment is in use.

Any person who takes action to block, move, or alter the location of a smart sensor device shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the Corporation's schools and facilities and for law enforcement purposes and not for any other purposes. As such, information obtained through the use of smart sensor monitoring equipment may be used as evidence in any disciplinary proceedings or administrative proceedings, or provided to local law enforcement, subject to Board policy and administrative guidelines.

Smart sensor monitoring technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor monitoring equipment and will take appropriate action in any cases of wrongful use of this policy or such technology.

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a student, and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the building principal, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

Proposed Board Policies
November 19, 2025

School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.

The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within **seven (7)** days of the event/incident. Unless an investigation is being conducted, or the Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after **seven (7)** days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of **two (2)** years from the date of the action taken. Recording may also be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Corporation.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

© Neola 2025

Legal
FERPA, 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

Proposed Board Policies
November 19, 2025

Policy 7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The School Board shall maintain a capital-asset capital asset accounting system. The capital-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- B. adequate insurance coverage
- C. control and accountability

Capital assets are defined as those tangible assets of the School Corporation:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines;
- C. which are capitalized in accordance with GAAP; and
- D. which the Corporation intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital-asset capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) software), whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Leased capital assets and assets which that are jointly-owned shall be identified and recorded on the capital-asset capital asset system.

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the CFOO, pursuant to I.C. 29-1-15-14 and 2 C.F.R. 200.439.

Proposed Board Policies
November 19, 2025

Normally, the cost recorded is the purchase price or construction costs of the asset. Also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs may include the following:

- A. Legal and title fees, closing costs
- B. Appraisal and negotiation fees, surveying fees
- C. Damage payments
- D. Land preparation costs, demolition costs
- E. Architect and accounting fees
- F. Design and consulting fees
- G. Transportation charges

Donated or contributed assets should be recorded at their fair market value on the date donated or acquired.

The Corporation will capitalize items with an individual value equal to or greater than \$5,000. Improvements or renovations to existing machinery and equipment will be capitalized only if the change causes the total cost to exceed \$5,000, extends its useful life two (2) or more years, and if the total costs will be greater than the current book value and less than fair market value. The Corporation should capitalize items whose individual acquisition costs are less than the threshold if those assets in the aggregate are significant, i.e., exceed the threshold.

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of capital assets.

Depreciation shall be recorded for funded capital assets using the method(s) agreed upon by the Superintendent and the CFOO, pursuant to the capital asset depreciation guidelines established by the State of Indiana.

The following information shall be maintained for all capital assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation

Proposed Board Policies
November 19, 2025

- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

2 C.F.R. 200.1

2 C.F.R. 200.436

2 C.F.R. 200.439

2 C.F.R. 200.465

I.C. 20-40-18-6

I.C. 20-40-18-7

I.C. 29-1-15-14

U.S. Department of Education's FAWs on Uniform Guidance (July 2024)

GASB Implementation Guide No. 2021-1, Implementation Guidance Update - 2021

State of Indiana Capital Asset Management Policy (July 1, 2009)

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8120 - VOLUNTEERS

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

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with the School Corporation's needs.

Volunteer Coaches

Before allowing an individual to serve as a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on the volunteer coach.

Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association-recognized sport, the Corporation must take the following steps:

- A. ask the individual:
 - 1. whether the individual is or has been accredited by the association; and
 - 2. if the individual is or has been accredited by the association, whether the individual's accreditation has ever been suspended or revoked;
- B. request references from the individual;
- C. contact the references that the individual provides to the Corporation; and
- D. contact the association to determine whether the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the association when a volunteer coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

- A. A sex crime under I.C. 35-42-4 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).
- B. Kidnapping (I.C. 35-42-3-2).
- C. Criminal Confinement (I.C. 35-42-3-3).
- D. Incest (I.C. 35-46-1-3).
- E. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).
- F. Dealing in methamphetamine (I.C. 35-48-4-1.1)
- G. Manufacturing methamphetamine (I.C. 35-48-4-1.2)

Proposed Board Policies
November 19, 2025

- H. Dealing in a Schedule I, II, or III controlled substance (I.C. 35-48-4-2).
- I. Dealing in a Schedule IV controlled substance (I.C. 35-48-4-3).
- J. Dealing in a Schedule V controlled substance (I.C. 35-48-4-4).
- K. Dealing in a counterfeit substance (I.C. 35-48-4-5).
- L. Dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10).
- M. An offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance (as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019)) under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019), a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).
- N. Homicide (I.C. 35-42-1).
- O. Voluntary manslaughter (I.C. 35-42-1-3).
- P. Reckless homicide (I.C. 35-42-1-5).
- Q. Battery as any of the following: (i) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014). (ii) A Class B felony (for a crime committed before July 1, 2014) or a Level 3 felony (for a crime committed after June 30, 2014). (iii) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).
- R. Aggravated battery (I.C. 35-42-2-1.5).
- S. Robbery (I.C. 35-42-5-1).
- T. Carjacking (I.C. 35-42-5-2) (before its repeal).
- U. Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-1-1(a)).
- V. Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (I.C. 35-43-2-1).
- W. Human trafficking (I.C. 35-42-3.5).
- X. Dealing in a controlled substance resulting in death (I.C. 35-42-1-1.5).
- Y. Attempt under I.C. 35-41-5-1 to commit an offense listed in this subsection.
- Z. Conspiracy under I.C. 35-41-5-2 to commit an offense listed in this subsection.
- AA. Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.

The Corporation shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.

Proposed Board Policies
November 19, 2025

Without conferring the rights of an employee on a volunteer coach, the Corporation shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.

Other Volunteers

With respect to all other volunteers:

To protect students and staff members, the Board requires an inquiry into the personal background of each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer.

Each volunteer who is in direct contact with students will be required to submit to a background check which shall include:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5;
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice;
- D. beginning July 1, 2017, a search of the State child abuse registry;
- E. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than thirty (30) days after the start of their volunteer service.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana expanded child protection index check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than sixty (60) days after the start of their volunteer service.

The Board shall prohibit volunteer service by an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal.

**Proposed Board Policies
November 19, 2025**

The Board also shall prohibit volunteer service by an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the volunteer service of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may prohibit volunteer service by or terminate the volunteer service of an individual who is the subject of a substantiated report of child abuse or neglect.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the volunteer:

- A. is the subject of a substantiated report of child abuse or neglect; or
- B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c); or
- C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b)

The Superintendent is to inform each volunteer that the volunteer:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of the volunteer's services;
- D. will be required to report any arrest or the filing of criminal charges against the volunteer;
- E. will be required to report any convictions for a crime while serving as a volunteer;
- F. will be required to report any substantiated report of child abuse or neglect of which the volunteer is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of the Corporation's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8121 - PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

To protect students and staff members, the School Board requires an inquiry into the personal background of each contractor, subcontractor, and employee of a contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contracted service or employment.

The Superintendent shall establish the necessary procedures to provide that (1) individuals serving as contractors or subcontractors submit to a background check and (2) entities operating as contractors or subcontractors conduct an inquiry into the background information of their employees who are likely to have direct, ongoing contact with children, that shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. an expanded child protection index check in other states
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

Each contractor and subcontractor shall require that their employees certify under penalty of perjury their eligibility to be employed by the contractor/subcontractor as a United States citizen or a qualified alien as a condition of any contract with the School Corporation.

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each contractor or subcontractor who is likely to have direct, ongoing contact within the scope of their contract before or not later than thirty (30) days after the start of the contract. Likewise, the Board requires that each entity operating as a contractor or subcontractor conduct an expanded criminal history check for each employee who is likely to have direct, ongoing contact with children within the scope of their employment before or not later than thirty (30) days after the start of their employment.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

Proposed Board Policies
November 19, 2025

The Board requires that an Indiana expanded child protection index check be conducted for each contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contract before or not later than sixty (60) days after the start of the contract. Likewise, the Board requires that each entity operating as a contractor or subcontractor conduct an Indiana expanded child protection index check for each employee who is likely to have direct, ongoing contact with children within the scope of their employment before or not later than sixty (60) days after the start of their employment.

The Board shall not contract with an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall cease contracting with or terminate the contract of an individual who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) unless the conviction has been reversed, vacated, or set aside on appeal. If the contract is with an entity, no employee of that contractor who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c) may provide services under the contract with the School Corporation unless the conviction has been reversed, vacated, or set aside on appeal.

The Board also shall not contract with an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the contract of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal. If the contract is with an entity, no employee of that contractor who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) may provide services under the contract with the Corporation, unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may refuse to contract with or terminate the contract of an individual who is the subject of a substantiated report of child abuse or neglect. If the contract is with an entity, the Corporation may refuse to contract with the entity or terminate the contract with the entity if it employs or contracts with an individual who is the subject of a substantiated report of child abuse or neglect.

Per I.C. 20-26-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item

A. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5. Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the contractor or subcontractor.

Proposed Board Policies
November 19, 2025

Information and records obtained from inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with any mandatory State reporting requirements.

Mandatory Reporting

Each contractor and subcontractor providing services to the Corporation and each employee of a contractor or subcontractor providing services to the Corporation shall notify the Superintendent within two (2) business days of the:

- A. arrest and/or filing of criminal charges against the contractor, subcontractor, or an employee of the contractor or subcontractor and the disposition of such arrest or filing of charges;
- B. conviction of the contractor, subcontractor, or an employee of the contractor or subcontractor in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c);
- C. conviction of the contractor, subcontractor, or an employee of the contractor or subcontractor in Indiana or another jurisdiction for an offense listed in I.C. 20-26-11.2(b) or I.C. 20-26-11.2(c); and
- D. substantiated report of child abuse or neglect of which the contractor, subcontractor, or employee of the contractor or subcontractor is the subject.

Each individual serving as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the Corporation shall be required to report the arrest and the filing of criminal charges against the contractor or subcontractor, conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Each individual servicing as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the Corporation shall be required to report the arrest and the filing of criminal charges against the contractor or subcontractor, conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or

**Proposed Board Policies
November 19, 2025**

- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Each contractor and subcontractor providing services to the Corporation shall screen all employees who are likely to have direct, ongoing contact with children in the course of providing services to the Corporation. Screening shall be required only one (1) time during the period of the current contract with the Corporation as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the arrest and the filing of criminal charges against the employee, conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c), I.C. 20-26-11.2(b), or I.C. 20-26-11.2(c), and substantiated report of child abuse or neglect of which the employee is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Corporation.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the contractor, subcontractor, or employee of a contractor or subcontractor:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c); or
- C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

The Superintendent shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge, criminal conviction of a contractor, subcontractor, or employee of a contractor or subcontractor in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c), I.C. 20-26-11.2(b), or I.C. 20-26-11.2(c), and substantiated report of child abuse or neglect of which the contractor, subcontractor, or employee of a contractor or subcontractor is the subject and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or subcontractor to remove an employee from direct contact with students, upon request from the Superintendent, shall be considered to be a material breach of the contractor's or subcontractor's contract with the Corporation.

I.C. 5-2-22

**Proposed Board Policies
November 19, 2025**

I.C. 9-30-5
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10
I.C. 20-26-5-11
I.C. 20-26-5-11.5
I.C. 20-28-5-8
I.C. 35-42-2-1
I.C. 35-42-2-1.3
I.C. 35-46-1-8
I.C. 35-47
I.C. 35-47.5
I.C. 35-48.4

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; 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; or information requested by a person whom the School Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the Corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

The Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records
- B. the students' latest State-mandated testing statewide assessment results
- C. any secondary level and postsecondary level certificates of achievement earned by the student
- D. immunization information from the student's immunization record
- E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4
- F. a functional workplace Spanish designation on the student's transcript if the student successfully completed a Spanish language course that meets the requirements of I.C. 20-32-4-12(b)

Proposed Board Policies
November 19, 2025

G. immunization information from the student's immunization record

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. verified reports of serious or recurrent behavior patterns;
- E. rank in class and academic honors earned;
- F. psychological tests;
- G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff

Proposed Board Policies
November 19, 2025

member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation, and identification of students suspected to have a disability;
- C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g., a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. "Designated school personnel" may include but is not limited to employees or agents of an insurance carrier providing a defense to the Corporation or its employees or agents and Corporation legal counsel.

In the case of a health or safety emergency, "appropriate officials" include local or State law enforcement officials, Department of Child Services (DCS) officials, trained medical personnel, and school administrators whose knowledge of PII in a student's education records is necessary to protect the health or safety of students or other persons on Corporation property. The term "school administrator" includes a principal, an assistant principal, a superintendent, and an assistant superintendent. The term "school administrator" also includes a director of special education or assistant director of special education.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student's family or to provide a defense to the Corporation with respect to any of these tasks. The Board directs that reasonable and

Proposed Board Policies
November 19, 2025

appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 - 2. the parent or eligible student, upon request, receives a copy of the record; and
 - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school corporation in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request.
- C. provide, disclose, or report on the education records of a student, including PII contained in the education records, without the consent of the student's parent or eligible student, to appropriate officials and the parents of an eligible student whose knowledge of the information is necessary to protect the health or safety of the student or other individuals if school administrators determine there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

Information concerning any suspicious activity or potential criminal activity related to a child that is shared between a law enforcement officer and the Corporation or an appropriate official shall not be stored or maintained in any type of database.

- D. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;

Proposed Board Policies
November 19, 2025

- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a federal- or state-supported education program or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception (see Form 8330 F16).

This written agreement must include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the

Proposed Board Policies
November 19, 2025

purpose of the disclosure is disclosed; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the Corporation will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the Corporation will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The Corporation will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the Corporation will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the Corporation will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

- H. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a

Proposed Board Policies
November 19, 2025

parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; place of birth; e-mail address, photograph, major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; scholarships;

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

Proposed Board Policies
November 19, 2025

In accordance with Federal law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Student Mental and Behavioral Health Services Records

Student Mental and Behavioral Health Services (SMBHS) records are documents relating to mental health or behavioral health services provided to students by (1) a provider certified or licensed by the State to provide mental or behavioral health services who is contracted or employed by the Corporation or a special education cooperative of which the Corporation is a member or (2) a community mental health center established under State law with whom the Corporation or a special education cooperative of which the Corporation is a member has entered into a memorandum of understanding. SMBHS records include but are not limited to mental health records, reports, notes, diagnosis(es) and/or appointments relating to a student who was referred by Corporation officials to receive mental or behavioral health services pursuant to State law or under a memorandum of understanding between the Corporation and a community mental health center established under State law or a provider certified or licensed by the state to provide mental or behavioral health services to students. SMBHS records are to be considered medical records and are confidential. SMBHS records that include any reports, notes, diagnosis(es) or appointments that result from a student's participation in any treatment relating to mental or behavioral health services provided by a community mental health center or appropriate provider that is contracted and paid for by the Corporation or a special education cooperative of which the Corporation is a member shall not be maintained in a student's permanent educational file/cumulative file. SMBHS records kept by a provider employed or contracted by the Corporation or a special education cooperative of which the Corporation is a member shall be maintained in separate student folders in a secured file under the control of the provider. Sharing of any reports or notes resulting from a conference with the student and the student's parent to address the

Proposed Board Policies
November 19, 2025

student's potential need for and benefit from mental or behavioral health services with other Corporation officials is strictly prohibited.

Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Board not to release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3(f))

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least three (3) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within one (1) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

**Proposed Board Policies
November 19, 2025**

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the United States Department of Education;
- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent also shall develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Address Confidentiality Program

Proposed Board Policies
November 19, 2025

If a parent (or adult student) presents information to the Corporation certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Address Confidentiality Program administered by the State Attorney General, the Corporation shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Because student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Corporation shall list only the address designated by the Attorney General's Office to serve as the student's address in any student records or files, including electronic records and files. Further, the Corporation shall use the student's designated address for any and all communications and correspondence between the Board or Corporation employees and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

The intentional disclosure of the student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action.

Violation of this Policy

As provided for by State law, an employee or agent of the Board:

- A. who knowingly or intentionally discloses information classified as confidential by State statute commits a Class A infraction;
- B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless the destruction is pursuant to a record retention schedule adopted by the County Public Records Commission.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on School Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the Corporation, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of Corporation facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a corporation-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and Corporation safe school committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the Corporation.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to Corporation employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining

Proposed Board Policies
November 19, 2025

employer and employee responsibilities and expectations related to health and safety.

- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

ANIMALS IN CLASSROOMS

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the Principal.

Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

When bringing an animal into the classroom, consideration must be given to students or staff who may be allergic to the animal. In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the Principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the Principal and teacher shall discuss options that may be considered. The name of the student with the allergy shall remain confidential.

If after an animal is brought to class and school officials become aware that an individual did have an allergic reaction, the school shall resolve the issue and provide the necessary cleaning of all surfaces in the classroom to remove the allergen.

The care of an animal is the responsibility of the teacher. Cages and aquariums shall be cleaned by the teacher, not a student. Animal waste and materials from the cages shall be bagged and disposed of in a proper manner in a proper outside trash container. Wastewater from an aquarium may be disposed of by flushing it down a toilet or any sink where food is not prepared. For animals staying in the classroom for longer than that day, it is the teacher's responsibility to provide care over the weekends and during vacations.

Under the teacher's supervision, students may handle the animal in the classroom after being given instruction on proper handling techniques for handling the animal, as well as proper hand washing techniques after handling the animal. When appropriate, students may feed the animal under the supervision of the teacher.

Live animal presentations and assemblies under the supervision and control of a trained professional may at times have more unique animals and may not be allowed in the

Proposed Board Policies
November 19, 2025

classrooms. These presentations are allowed in accordance with the provisions of this policy.

Exceptions to this policy are service animals and fish in an aquarium provided the fish are of a reasonable size and quantity.

Owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

INDOOR AIR QUALITY (IAQ)

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the School Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation's website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator's name and contact information.

Each school facility is to meet criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

Criteria established by the ISDH are as follows:

- A. Carbon dioxide levels shall never exceed 700 ppm over the outdoor carbon dioxide concentration.
- B. Outdoor air shall be supplied to classrooms when occupied.
- C. Heating facilities shall be capable of and operated during periods of student occupancy to maintain a temperature not less than sixty-eight (68) degrees Fahrenheit in all instructional rooms, offices, locker rooms, and cafeteria; sixty-five (65) degrees Fahrenheit in activity rooms and shops; and sixty (60) degrees Fahrenheit in interior toilet rooms.
- D. When air conditioning is being provided, the system shall be capable of providing and operating during times of student occupancy to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit and sixty-five percent (65%) relative humidity.
- E. The school corporation shall establish and maintain a written procedure for routine maintenance of the heating, ventilating and air conditioning system (HVAC). This procedure shall include the following items:
 - 1. a schedule for inspecting the HVAC system, including annual inspection

Proposed Board Policies
November 19, 2025

2. ensuring that all supply and return air pathways in the HVAC system are unobstructed and perform as required
3. a schedule for cleaning the HVAC coils at least annually
4. a schedule for inspecting and changing filters

This written procedure for routine maintenance, as well as a log verifying the maintenance, was completed in a timely manner including the logging of cleaning and filter changes of the HVAC system, shall be made available for the State inspector's review and maintained for a minimum of three (3) years.

The Corporation shall comply with the ISDH's manual of best practices for managing indoor air quality at schools, including but not limited to the recommendations for radon testing.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination

When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours.

- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air

Proposed Board Policies
November 19, 2025

In addition, activities that create indoor air quality health hazards shall not be permitted.

- E. when mold or mold-contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours

Further, the school corporation shall endeavor to reduce irritants by not allowing the use of ozone generators sold as air purifiers while students are present in the classroom. Scented candles and air fresheners are not to be used in the classrooms.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

SCHOOL BUS AND OTHER VEHICLE IDLING

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality.

The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy 8615.

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with environmental policy and applicable regulations, the Corporation shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

DRINKING WATER TESTING

The Superintendent is responsible for implementing the appropriate testing of drinking water in all school buildings in the Corporation prior to January 1, 2023. The Superintendent must test the water to determine whether the drinking water equals or exceeds the action level for lead established in the Code of Federal Regulations of fifteen (15) parts per billion or fifteen one-thousandths (.015) milligram of lead per liter of water.

Proposed Board Policies
November 19, 2025

The Superintendent may satisfy the requirement for testing the drinking water in a school building if the drinking water in the school building:

- A. was tested during the lead sampling program for school buildings conducted by the Indiana Finance Authority in 2017 and 2018;
- B. is tested in the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority in 2019 and 2020; or
- C. otherwise has been tested for compliance with the federal standards set forth above since calendar year 2016.

Any system exceeding the action level for lead shall implement all applicable source water treatment requirements established by the State of Indiana and pursuant to the Code of Federal Regulations necessary to reduce the lead level to below the action level for lead set forth above. After the implementation of applicable corrosion control and source water treatment requirements have been met, any system exceeding the lead action level shall complete a lead service line replacement. The Superintendent must provide a notice of lead tap water monitoring results to all students, staff, community members who are serving at the school sites that have been tested. If a system exceeds the lead action level, the Superintendent shall implement the public education requirements. The results of the treatment provisions shall be reported to the State of Indiana. The Corporation shall maintain records of the program in accordance with the Code of Federal Regulations.

The Corporation shall test the drinking water in any child care facility or preschool operated by the Corporation before January 1, 2026, to determine whether lead is present in the drinking water in a concentration that equals or exceeds the action level for lead. Drinking water testing required by this section must be performed in accordance with the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority. If the drinking water in a Corporation child care facility or preschool has been tested through a lead sampling program conducted by the Indiana Finance Authority, additional testing is not required. If the testing of the drinking water in a Corporation child care facility or preschool indicates that the presence of lead in the drinking water equals or exceeds the action level for lead, the Corporation shall take action to reduce the concentration of lead in the drinking water to a level below the action level for lead by:

- A. eliminating the source of the lead in the drinking water; or
- B. installing a water filtration system that will reduce the level of lead in the drinking water to a level below the action level for lead. The water filtration system must meet the requirements of I.C. 16-41-21.2-4(e) and (f).

The Superintendent shall seek any State and Federal grant money available for lead sampling or testing, including any money available under the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority.

Proposed Board Policies
November 19, 2025

Indiana Department of Health Model Policies

I.C. 16-19-3-5

I.C. 16-41-21.2

I.C. 16-41-37.5

410 IAC 33-4-1 through 8

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 8420 - Emergency Preparedness Plans and Drills

Policy 8431 - Chemical Management and Preparedness for Toxic or Asbestos Hazard

Policy 8432 - Pest Control and Use of Pesticides

Policy 8442 - Reporting Accidents

Policy 8450 - Control of Casual-Contact Communicable Diseases

Policy 8453 - Control of Noncasual-Contact Communicable Diseases

Policy 8453.01 - Control of Blood-Borne Pathogens

Policy 8615 - Idling School Buses and Other Idling Vehicles on School Property

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8451 - PARASITIC INFESTATION (HEAD LICE, BED BUGS)

Infestations of parasitic insects are a universal problem, present in the community at all times, and is particularly prevalent among elementary school-age children. Parasitic infestation is a nuisance but does not spread disease. Control of infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. Parasitic infestation is not an indicator of uncleanliness or socioeconomic status. Parasitic infestations are spread most commonly by direct contact. However, much less frequently they are spread by sharing clothing or belongings onto which parasitic insects have crawled or nits attached to shed hairs may have fallen.

Communication from the school to parents directly and through parent and classroom education to the students help increase the awareness for both parents and child. Parents need to check their child's head, body, and belongings on a regular basis for signs of parasitic infestation and treat any infestation adequately and appropriately as necessary. Control depends on promptly finding and effectively treating infestations.

The school nurse or their designee shall be the only ones authorized to conduct examinations of students for head lice.

If a student in the Corporation is found to have an infestation, the school nurse or designee shall notify the parent and ask the parent to pick the student up at their earliest convenience. In the case of a pediculosis capitis (lice) infestation, the parent shall be advised to administer an FDA-approved treatment (e.g., pediculicide/ovicide) by a qualified healthcare provider or seek treatment at a clinic specializing in parasitic insect removal. The student shall remain in the classroom until picked up by the parent. In the case of a bed bug infestation, the student's belongings shall be sealed and provided to the parent, and the parent shall be provided information on the treatment of bites, control of the infestation, and the need to use a professional exterminator service in the home.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, who may include the principal. The Corporation practices a policy of "no live insects" as the criterion for the return to school.

© Neola 2025

Proposed Board Policies
November 19, 2025

8500 - FOOD SERVICE PROGRAM

The School Board will provide cafeteria or serving facilities in all schools where space and facilities permit and food service for the purchase and consumption of lunch for all students.

It is the intent of the Board to participate in the National School Lunch and School Breakfast Program and to offer paid, free, or reduced-price meals in accordance with the Child Nutrition Program, the National School Lunch Act, and Indiana law. The operation of the food service program shall also be in compliance with the regulations set forth in State law and regulations.

Students who are eligible for free or reduced-price meals shall be approved and properly accounted for by the Principal in accordance with criteria established by the Child Nutrition Program and National School Lunch Act. The Board requires that the identity of students receiving free or reduced-price meals be safeguarded and kept confidential.

The operation and supervision of the food service program shall be the responsibility of the School Nutrition Program Director. The School Corporation will adhere to the professional standards for school nutrition personnel who manage and operate the food service program, including the requirements related to hiring and training that are set forth in United States Department of Agriculture ("USDA") regulations.

Further, as required by USDA regulations and upon recommendation of the Superintendent, the Board shall certify annually:

- A. the School Nutrition Program Director meets the hiring standards and training requirements set forth in USDA regulations; and
- B. each employee in the food service program has completed the applicable training requirements set forth in USDA regulations.

The Food Service program will comply with Federal and State laws and regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State laws and regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Proposed Board Policies
November 19, 2025

Further, the Food Service program shall comply with the School Lunch Fund provisions of Chapter 4 of the State Board of Accounts *Uniform Compliance Guidelines for Indiana Public School Corporations*.

The superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.

School Breakfast

School breakfast meals shall be made available to students at all schools in the Corporation. Each elementary, middle, and high school shall make a breakfast meal available if a student arrives at school on the bus less than fifteen (15) minutes before the first bell rings and shall allow the student at least fifteen (15) minutes to eat the breakfast.

Summer Food Service

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

Nutrition Standards

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold.

In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under I.C. 25-14.5-4, a dietetic technician registered with the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The Corporation's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.

Proposed Board Policies
November 19, 2025

The Superintendent shall require that the food service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report annually to the Board at one of its regular meetings regarding the Corporation's compliance with the standards.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Competitive Food Sales

The Food and Nutrition Services Department will comply with the provisions set forth in Federal law, incorporated in Indiana Code 20-26-9-18.5, regarding the sale of competitive food and foods of minimal nutritional value.

The Food and Nutrition Services Department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell food and beverage items in accordance with the Board's wellness policy (Policy 8510) and guidelines (AG 8510) and with Principal approval. Accordingly, all food and beverage items for sale to students on campus from vending machines, or school stores, or as fund-raisers by student clubs and organizations, parent groups, or boosters clubs shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, and applicable State law and regulations, and shall be available only between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

Meal Charges

Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.

A periodic review of the food-service accounts shall be made by the FSD. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods may accrue to the food-service program.

Proposed Board Policies
November 19, 2025

Cafeteria purchases shall be prepaid into individual food service accounts before meal service begins or paid as they receive meals. Prepayments into individual food service accounts may be made at any time.

The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.

If a student withdraws or graduates and has a positive balance of less than \$5.00, the balance may be receipted into the school lunch fund where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than \$5.00 the parents shall be notified by mail and given the option of receiving a refund within 30 days. If no response is received within 30 days, the account will be closed, and the funds will no longer be available. Unclaimed balances will be transferred to the school lunch fund where the school lunch program funds are maintained.

Bad Debt/Uncollectable Debt

Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program.

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable, are also unallowable. Any significant negative lunch account balance shall be pursued in accordance with Policy 6152 - Student Fees and Charges for collection before it is determined to be uncollectable to Policy 6151 - Bad Checks and Uncollectable Debts.

Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation operations fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectable also are unallowable.

Any significant negative lunch account balance shall be pursued initially in accordance with Policy 6152 - Student Fees and Charges for collection before it is determined to be

**Proposed Board Policies
November 19, 2025**

uncollectable pursuant to Policy 6151 -Bad Checks and Uncollectable Debts. Further, bad debt may be removed from accounts receivable in accordance with Policy 6151 - Bad Checks and Uncollectable dates.

Negative Account Balances

Parents initially shall be notified by email upon every occurrence of a negative balance in their child's account. Negative balances are expected to be corrected upon the notification by Corporation personnel. The Food Service Secretary shall be responsible for making this initial notification to parents.

Students shall be permitted to purchase meals from the Corporation's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate a negative food service account balance not to exceed \$10.00. A student shall not be permitted to purchase a la carte items without a sufficient food service account balance or cash on hand. Likewise, any student who has a negative food service account balance may not purchase a la carte items with cash unless the student also is able to bring their food service account current.

If a student has reached the permissible level of negative food service account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative food service account balance.

Students who have qualified for free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches.

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, which is a medical professional authorized in the State of Indiana to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

Proposed Board Policies
November 19, 2025

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian, as applicable, request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Dietary Accommodation Coordinator.

A student with a disability may have an individualized education program (IEP) or Section 504 plan that requires specific instruction, services, or accommodations related to the student's nutritional needs. If a student's IEP or Section 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The Corporation will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be implemented immediately.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy or otherwise available under Indiana or Federal law.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Superintendent and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final

Proposed Board Policies
November 19, 2025

- B. Any other complaint or disagreement with the food service administration concerning the implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The Superintendent's determination shall be final.

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and Board policy, and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the Corporation shall offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the Corporation may consider factors such as cost and efficiency, and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or Section 504 plan that requires specific food-related accommodations, the Corporation shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request shall be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

Proposed Board Policies
November 19, 2025

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may seek clarification or updates on special dietary requests annually.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

Emergency First Aid

In each school cafeteria, there shall be a poster that is easily visible and prominently placed that contains step-by-step instructions on how to provide emergency first aid for choking on conscious individuals. During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Food Safety Compliance

In accordance with Federal law, the FSD shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection shall be posted in a publicly visible location, and a copy of the report shall be available upon request.

Operation of the Food Service Program

With regard to the operation of the Corporation Food Service program, the Superintendent shall require:

- A. maintenance of sanitary, neat premises free from fire and health hazards;
- B. preparation of food that complies with Federal food safety regulations;
- C. planning and execution of menus in compliance with USDA requirements;
- D. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130 - Conflict of Interest, Policy 1214 - Staff Gifts, Policy 3113 - Conflict of Interest, Policy 3214 - Staff Gifts, Policy 4113 - Conflict of Interest, Policy 4214 - Staff Gifts, and Policy 6460- Vendor Relations);
- E. compliance with food holds and recalls in accordance with USDA regulations;

Proposed Board Policies
November 19, 2025

- F. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. regular maintenance and replacement of equipment;
- I. compliance with the Corporation's time and effort record-keeping policy by all Corporation employees whose salaries are paid from USDA funds or with non-Federal funds used to meet a match or cost share requirement. (See Policy 6116 - Time and Effort Reporting)

The Corporation's Food Service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period also shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs* and the *USDA Smart Snacks in Schools* regulations. Foods and beverages unassociated with the food-service program may be vended subject to the rules and regulations set forth in Policy 8540.

The Superintendent shall require that the Food Service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Vending Machines

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

- A. no food or beverages are to be sold or distributed, which will compete with the Corporation's food-service program;
- B. food and beverage items available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and the *USDA Smart Snacks in Schools* regulations and applicable State law.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction is prohibited unless the classroom also is used to serve meals to students.

The profits from the sale of items in a vending machine will be credited in the following manner:

Proposed Board Policies
November 19, 2025

- A. profit from vending machines available to students will be used for the benefit of the students;
- B. profit from vending machines not available to students may be used for the benefit of school, Corporation, or staff needs;
- C. profit from vending machines sponsored by an authorized student organization may be used to benefit the sponsoring organization, if approved by the Superintendent.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender status, sexual orientation, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected classes") or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833)256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Proposed Board Policies
November 19, 2025**

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the Corporation must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

The above nondiscrimination statement complements the Corporation's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.

Policy Distribution

This policy shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. The policy will also be provided to all Corporation staff with responsibility for enforcing the policies.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 8510 - WELLNESS

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

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

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

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

A. With regard to nutrition education:

1. Nutrition education shall be included in the health curriculum at all grade levels so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
5. The standards and benchmarks for nutrition education shall be behavior focused.
6. Nutrition education shall include enjoyable, developmentally appropriate, and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
7. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

Proposed Board Policies
November 19, 2025

8. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
9. Nutrition education posters, such as the Food Pyramid Guide and USDA's MyPlate, will be displayed in the cafeteria and other appropriate areas visible to students and others in the school community.
10. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
11. Nutrition education shall extend beyond the school by engaging and involving families and the community.
12. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate and enjoyable.
13. The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity:

1. Physical Education

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

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day (e.g., classroom physical activity breaks).
- c. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in

Proposed Board Policies
November 19, 2025

sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

- d. All students in grades K - 5/6 shall be provided with a daily recess period at least (15) minutes in duration. Recess shall not be used as a reward or punishment.
 - e. Recess, physical education, and any other form of physical activity shall not be revoked from students as a form of punishment or to complete unfinished class work.
- C. With regard to other school-based activities:
1. Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
 2. The schools shall provide at least twenty-five (25) minutes daily for students to eat.
 3. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 4. The school shall provide attractive, clean environments in which the students eat.
- D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards. This includes marketing on school property, on educational materials, where food is purchased, in school publications and school media, and through fundraisers.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include five (5) specific subgroups outlined in the Dietary guidelines for Americans and promoted in the MyPlate materials (dark green, red/orange, beans/peas/lentils, starchy, and other)
 - c. whole grain, including whole and whole grain-rich products that meet school lunch and breakfast program requirements and, if offered, Smart Snack in School standards
 - d. choice of fluid milks that are fat-free or low-fat (unflavored and flavored) at program lunch and breakfast meals with one (1) choice being unflavored
 - e. meals designed to meet specific calorie ranges for age/grade groups

Proposed Board Policies
November 19, 2025

3. eliminate foods offered in program meals and those offered as part of Smart Snacks in Schools that are not free of added trans-fat;
4. promote and encourage a variety of choices from the fruit component and vegetable component daily within the school lunch program;
5. require students to select a fruit or vegetable as part of a complete reimbursable meal;
6. designate wellness champions at each school who will promote resources through the Corporation's website for wellness for students, families, and the community;
7. provide opportunities for students to develop the knowledge and skills for consuming healthful foods;
8. promote access to the traditional school breakfast program but work to explore additional opportunities for students to participate, such as Grab-n-Go
9. promote and encourage Farm to School efforts through its nutrition department in order to provide the healthy foods identified above;
10. require that all foods and beverages sold as fundraisers on the school campus during the school day shall meet the USDA Competitive Food regulations;

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

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition.
- E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

Proposed Board Policies
November 19, 2025

- F. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- G. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- H. The food service program will provide information to families about free/reduced meal eligibility (e.g. sending applications home with all students once a year, posting the application on the school website, etc.).
- I. All food items and beverages available for sale to students for consumption on campus between midnight and thirty after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or boosters clubs.
- J. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- K. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- L. The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
- M. The food service program shall be administered by a qualified nutrition professional.
- N. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- O. All food service personnel shall receive pre-service training in food service operations.
- P. Continuing professional development shall be provided for all staff of the food service program in accordance with USDA professional standards.

The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.

The Superintendent shall appoint a Corporation wellness committee that meets at least four (4) times per year and includes parents, students, representatives of the school food authority, nutritionists or certified dietitians, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, the School Board, school administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. School level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

**Proposed Board Policies
November 19, 2025**

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

The wellness committee shall:

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

Before the end of each school year, the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

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

The Superintendent also shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. The Wellness leader will post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool:

http://www.doe.in.gov/sites/default/files/nutrition/evaluation-checklist_0.pdf

The assessment shall be made available to the public:

Proposed Board Policies
November 19, 2025

A. by a formal written request.

Nondiscrimination Statement

In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov

This institution is an equal opportunity provider.

The above nondiscrimination statement complements the Corporation's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal

**Proposed Board Policies
November 19, 2025**

Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 9150 - SCHOOL VISITORS

The School Board understands that parents or other persons with legitimate educational purposes may visit the school; however, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this School Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. ~~See also po5540 – The Schools and Law Enforcement Agencies regarding the presence of law enforcement agents at school for law enforcement purposes; see also po5540.01 – Investigations by the Department of Child Services (DCS) regarding the presence of DCS representatives at school for investigations; and see also po5540.02 – The School and Governmental Agencies regarding the presence of employees of governmental agencies other than law enforcement and DCS at school for investigations.~~

Formatted: Right: 0", Space Before: 0.05 pt

Commented [LI6]: See removal of policy 5540 et seq.

Persons who have been entered into the State Sex and Violent Offender Registry or the equivalent Federal registry will not be permitted access to school grounds, except as otherwise required to comply with State or Federal law.

Persons who meet the definition of Serious Sex Offender under Indiana law will not be permitted access to school grounds, except as otherwise required to comply with State or Federal law.

Visits by persons other than parents, including but not limited to outside therapists, doctors or other service providers, are subject to administrative guidelines established by the Superintendent.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Superintendent . In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President.

**Proposed Board Policies
November 19, 2025**

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board member should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

© Neola 2025

Proposed Board Policies
November 19, 2025

Policy 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the School Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

If a person is asked to leave or is removed from a school event, no admission fees shall be refunded.

Further, if a person is asked to leave or removed from a school event more than one (1) time times in a school year, or if the severity of the incident leading to removal warrants, the Superintendent may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban them from attending school events for the remainder of the school year.

A person who is banned from attending school events for the remainder of a school year may appeal that decision to the Board, whose decision in the matter shall be final.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation.

Raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - Corporation Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the Corporation's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Corporation is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

Proposed Board Policies
November 19, 2025

Individuals with disabilities have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

Individuals attending school events are permitted to record or live-stream audio and video without restriction if the performance does not include copyrighted material. If the performance includes copyrighted material, recording or live-streaming shall be permitted only if the appropriate license authorizing such recordings has been secured in advance by the Corporation. If the performance is of copyrighted material and the necessary license has not been secured in advance by the Corporation, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, and live-streams are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of noncorporation audio/visual recording and live-streaming equipment at any Corporation-sponsored event or activity.

Any person or organization seeking to record or live-stream students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully accessible. Any person requiring further accommodation should contact the Student Services Director at the School Corporation's central office."

For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available at no charge for use by Board members, members of the staff, senior citizens who are residents in the Corporation.

Such tickets shall be distributed on priority basis established by the Superintendent.

© Neola 2025