

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION SCHOOL BOARD POLICY MANUAL

PREFACE

This handbook is to serve as an organizational and administrative guide for the Western Boone County Community Schools. It is not and cannot be constructed so as to cover all situations that might arise.

Written policies represent an accepted method of operation by the board of education. Policies need to change to meet the needs of a changing society. This handbook will be reviewed periodically.

As written policy can be accepted only by the board of education, it is only by board of education approval that it can be changed. Any situation not covered that you as a staff member feel needs explanation should be brought to the attention of the superintendent and discussed with him/her.

CHAIN OF COMMAND

Before any organization such as ours can function effectively, a chain of command must be established, and all personnel must understand it. The following represents the chain of command as it relates to our school district. The diagram is not intended to indicate levels of authority.

BOARD OF EDUCATION

Superintendent

Business/Technology Director - Curriculum Director - Principals
Maintenance Director – Transportation Director - Food Service Director
Teachers - Nurses - Students

1. The board of education is the policy-making unit of the corporation.
2. The superintendent is the administrator of that policy.
3. Directors oversee their departments and employees, under the direct supervision of the superintendent.
4. The principal is the chief administrator of all activities in his/her building, under the direct supervision of the superintendent.
5. The teacher is charged directly with the transfer of educational knowledge as it relates to the subject area of the teacher.

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OPERATIONS OF SCHOOL BOARD - BP SECTION 1000

PHILOSOPHY

BP - 1110

The effective operation of any school corporation depends upon the cooperation of all personnel involved, from each school board member right on down through the spectrum of all personnel. It should be the policy of all educators to realize the optimum from all existing facilities and provide long-range planning to educate children for today's modern world.

The task of administration and of teaching is to guide but not to restrict, to lead but not to dictate, to help but not to hinder. This objective is simpler to state than to achieve. It is to provide for the orderly operation of the school system and, at the same time, permit professional and non-professional employees and students the opportunity to experiment, to try out, to learn from each other, and to grow.

Due to the large geographic area encompassed by our corporation, communications present problems. In brief, communication is defined as the exchange of ideas. To recognize a problem is to begin its solution. To be most effective, communication must be a three-way process. There should be communication upward and horizontally as well as downward. It must be possible for any individual or group in the organization to communicate with any other individual or group, and with the superintendent's office.

Date Adopted: 08/22/94

RESPONSIBILITIES (PHILOSOPHY)

BP - 1120

The board of education must assume six major responsibilities in order to implement the philosophy:

1. To secure the best teachers available within our budget limitations
2. To provide adequate educational programs and guidance services so that our students may receive maximum benefits from their educational opportunities
3. To provide adequate facilities and teaching materials to enable students to have the opportunity for a quality education
4. To maintain an elastic and changing curriculum to meet the changing needs of the youth and of the adults in the community
5. To develop a workable budget, considering both the present and future needs of all students, that is both reasonable and challenging for the school community
6. To enact those policies, rules, and regulations that are necessary for implementing the philosophy

Date Adopted: 08/22/94

ETHICS

BP - 1130

To implement the preceding philosophy and responsibility, the board of school trustees adheres to the following code of ethics. A school board member should honor the high responsibility which his/her membership demands.

1. By thinking always in terms of "children first"
2. By understanding that the basic function of the school board member is "policy-making" and not administrative
3. By refusing to "play politics" in either the traditional partisan, or in any petty sense
4. By representing at all times the entire school community
5. By recognizing responsibility as a state official to seek the improvement of education throughout the state
6. By recognizing that authority rests only with the board in official meetings and that the individual member has no legal status to bind the board outside of such meetings
7. By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the board as a whole
8. By making decisions only after all facts bearing on a question have been presented and discussed
9. By striving to procure, when the vacancy exists, the best professional leader available for the head administrative post
10. By giving the superintendent full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results
11. By acting upon the recommendation of the superintendent in the matters of employment or dismissal of personnel (under normal circumstances)
12. By having the superintendent present at all meetings of the board except when his/her contract and salary are under consideration
13. By striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community, and discharge their educational functions on a thoroughly professional basis
14. By regarding it as a major responsibility of the board to interpret the aims and the methods of the school to the community
15. By insisting that all school business transactions be on an open, ethical, and above-board basis
16. By vigorously seeking adequate financial support for the schools

17. By refusing to use his/her position on a school board in any way whatsoever for personal gain
18. By refusing to discuss the personal matters or any other confidential business of the board in his/her home, on the street, or in his/her office
19. By winning the communities confidence that all is being done in the best interest of school children
20. By respecting the opinion of others and by graciously conforming to the principle of "majority rule"

Date Adopted: 08/22/94

CURRICULUM DEVELOPMENT

BP - 1140

Recognizing the vital role of curriculum development in providing children with appropriate educational experiences, the following principles shall be recognized and encouraged by the board of education:

1. The curriculum shall be recognized as a dynamic continuous process, rather than as a final, fixed entity or body of experiences and materials.
2. The process of curriculum development shall be conducted in a democratic manner and involve representatives of various areas of the education community.
3. The curriculum shall provide for the needs, interests, and abilities of individual children.
4. Curriculum evaluation will occur regularly and shall include representation from various stakeholders in the school community. When considered appropriate by the board, curriculum evaluation shall involve additional representation from the community.

Date Adopted: 08/22/94

Date Revised: 09/08/14

MEMBERSHIP AND COMPENSATION OF THE BOARD

BP - 1150

The board of education is the governing body of the WBCCSC. It consists of seven members, one of whom is elected at-large from among the boundaries of the school corporation, and the other six members elected from among the residents of Sugar Creek, Washington, Clinton, Jefferson, Harrison, and Jackson townships.

All board members are elected at the primary election on a non-political basis by all registered voters in the school corporation.

Each board member shall be elected for a term of four years. There is no limit on the number of consecutive terms a board member may serve.

The current organizational plan calls for the board members from Jefferson and Washington townships and the at-large member to be elected in November 2012 (2016), with the board members from Jackson, Clinton, Sugar Creek, and Harrison townships to be elected in November 2014 (2018). However, those members elected from Sugar Creek and Harrison townships in November 2014 (2018) shall not commence their four-year terms of service until January 1, 2016 (2020). Similarly, the terms of all future board members from Harrison and Sugar Creek townships shall not commence their terms until January 1 of the year after the year of their election.

All candidates for election or appointment to the board of school trustees must have been residents of the school corporation for at least one year immediately prior to the date of election or appointment.

The spouse, daughter, son, daughter-in-law, or son-in-law of a board member is not to be employed by the corporation except in a short-term and/or intermittent position.

The board by resolution shall annually determine the amount of salary and per diem each member will receive for services performed as board members, not to exceed the limitations established by Indiana law.

Legal Reference: I.C. §20-5-3-6

Date Adopted: 04/13/98

Date Revised: 07/08/02

01/10/05

09/13/10

07/18/11

08/13/12

ORGANIZATION OF THE BOARD

BP - 1160

The organization meeting of the board shall be within the first 15 days after the first of January each year, or at any other time when an officer resigns his/her office. One member shall be elected president, one elected vice president, and one as secretary. The treasurer is elected from personnel outside the board membership.

Date Adopted: 08/22/94

Date Revised: 08/13/12

RESPONSIBILITIES OF THE BOARD

BP - 1170

The board of education, being an agency of the state, has its duties and limitations prescribed by law. Briefly stated, the board has the following responsibilities:

1. To interpret the educational needs of the school community
2. To develop policies, in accordance with law and with the educational needs of the people of the school community
3. To select the superintendent of schools and support that individual in the performance of the duties
4. To evaluate and to act upon the nominations of personnel as presented by the superintendent
5. To formulate, establish, and adopt the annual budget with the assistance of the superintendent and the staff
6. To evaluate and pass upon the recommendations of the superintendent for additional capital outlays and to determine the means of financing such outlays
7. To determine salaries and salary schedules of all employees after consultation with the superintendent
8. To adopt regulations concerning the use of school property
9. To appraise the efficiency of the schools and of the service rendered in terms of value to the community
10. To keep the citizens intelligently informed of the purpose, value, conditions, and needs of public education within the community.

Date Adopted: 08/22/94

MAJOR FUNCTIONS OF THE BOARD

BP - 1180

Policymaking is the function which determines what shall be done, establishes procedures for accomplishing the tasks, selects and executive officer, and delegates to him/her the placing of policies into action.

Appraisal is that function which attempts through careful examination and study of facts and conditions to determine: (1) the efficiency of operation of the general activities, and (2) the worth and value of results of the activities in relations to the efficiency and value of instruction.

Date Adopted: 08/22/94

MEETINGS OF THE BOARD

BP - 1190

At the annual organizational meeting of the board, an annual calendar of regular board meetings shall be adopted.

The hour of the meetings shall be 7:00pm, unless otherwise ordered by the board. Four members of the board will constitute a quorum providing the other members have been properly notified of the meeting by personal notice from the superintendent. Each school board member is notified by email, personally, or by U.S. mail, delivered to the permanent home address, and by law posted on the door and in the paper no less than 72 hours before the meeting is to be held.

All regular meetings of the board are open to the public. Executive sessions, excluding the public, will be conducted according to law. Special meetings may be called at the discretion of the board.

No action or agreement entered into by members of the board of education will be binding unless such action is taken or is authorized to be taken (or such agreement is entered into) at a regular or special meeting of the board at which a quorum of the board members is present. Such action is recorded in the official minutes of the board meeting.

Date Adopted: 08/22/94

Date Revised: 07/08/02

08/13/12

ORGANIZATIONS

BP - 1200

The board of education shall hold membership in the Indiana School Boards Association. All board members shall be reimbursed for expenses incurred while traveling on school business and to ISBA meetings. Mileage will be reimbursed at current corporation rates.

The board of education shall also designate other institutional membership at their yearly organizational meetings and shall appoint representatives.

Date Adopted: 08/22/94

REVISIONS OF POLICIES

BP - 1210

Policies may be revised, added to, or amended at a regular meeting of the board by a majority vote of the members. Proposed amendments may be voted upon at any meeting subsequent to their presentation.

The board of education, or its designated committee, shall meet annually in January or any other time deemed necessary to review and appraise existing policies.

Date Adopted: 08/22/94

IMPLEMENTATION OF POLICY

BP - 1220

Rules and regulations compiled by the board of education, the superintendent of schools, and the principals and faculties of the respective schools, shall be binding on all students, teachers, and staff in attendance at the respective schools.

Date Adopted: 08/22/94

SCHOOL ATTORNEY/SELECTION/COMPENSATION

BP - 1230

This person shall be selected by the board and should attend meetings as requested by the board. He/She shall represent the school corporation and such officers and employees of the corporation as the board shall direct in all legal proceedings of the corporation to which they, or any of them, as such shall be a party. He/She shall, when requested, advise the board, superintendent, and all executive departments in legal matters pertaining to the business of the school corporation.

Appointment and compensation shall be established annually at the school board organizational meeting in January.

Date Adopted: 08/22/94

Date Revised: 08/13/12

BOARD MEMBER ABSTENTION VOTE

BP - 1240

The school board recognizes its obligation to vote on the issues confronting it and does not recognize abstentions by board members as to vote on motions presented. Accordingly, an abstention shall be recorded as a vote with the majority of the board members who vote on the question. In the case of a tie vote, there is no majority vote for the abstention to go with, thus the motion fails.

A board member may abstain from a vote which presents a legitimate conflict of interest for him/her.

Date Adopted: 08/22/94

SCHOOL BOARD AUTHORITY

BP - 1250

As a body created under the laws of the State of Indiana, the board of education of the Western Boone School Corporation has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of the corporation on matters of education.

In addition, the board of education may exercise any power it has when the power is not expressly denied by the Constitution of the State of Indiana, state and federal statutes and regulations including interpretations of them, and is not expressly granted to any other entity. In accordance with the Indiana School Corporation Home Rule Act, the board of education will develop written policy as needed to exercise its power under the act. The board will follow the procedures established by it for the exercising of said power.

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

Legal Reference: I.C. 20-5-1.5

Date Adopted: 08/22/94

RELATIONSHIP OF THE SCHOOL TO COMMUNITY

BP - 1260

The superintendent shall plan, stimulate, and organize a continuous program of public information which will define and explain the activities of the schools to the public. Through the years the public should be conditioned sympathetically to the needs and the programs of the schools.

The superintendent shall recognize the importance of the school staff, teachers, and pupils in developing an effective public information program. He/She shall enlist assistance in developing and carrying out such a program.

Complaints from parents should be handled by the principal in charge of the school concerned. However, such complaints may be carried to the superintendent if they cannot be solved at the local school level. The board of education will review all unsolved problems that need to be brought to its attention.

The board recognizes the importance of keeping all employees of the school district informed of board policies. Conversely, all employees are expected to keep the superintendent's office informed of all formal activities dealing with the school program that reach groups of individuals outside the schools.

The board recognizes and encourages the Parent-Teacher Organization as one major mean whereby school personnel and parents may cooperate to advance the educational welfare of the children.

Date Adopted: 08/22/94

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP - 1270

The WBCSC Board of Education welcomes patrons to its board meetings. These meetings are held in public and are not a public meeting. The Board will allow expressions of public comment on actionable items following the guidelines established by the Board in adherence with Indiana Law. If patrons would like to speak at the meeting on a non-actionable item, they must contact the administration office and speak to the superintendent requesting to be placed on the agenda. If this has not been done, the patron will need to contact the superintendent at the administration office and ask to be placed on the agenda of the next regularly scheduled board meeting. All requests must be received by the Wednesday prior to the board meeting.

A person who wishes to address the WBCSC Board of Education must sign in at least five (5) minutes prior to the start of the meeting. A registration sheet shall be available at least twenty (20) minutes prior to the start of the meeting. Required information shall include the name, address, and organization represented (if applicable) by the person making the comments, and the specific agenda item(s) upon which the person wishes to comment. Public participation shall be permitted under actionable agenda items public comment section. The presiding officer will first recognize the individual and require the individual to state their name, address, and the organization represented (if applicable). Patrons will be advised of the time allotment to express their comments.

The following rules shall guide the presiding officer:

1. Public participation shall be permitted only as indicated on the agenda or at the presiding officer's discretion.
2. Participants must be recognized by the presiding officer and must preface their comments by announcing their name, address, and the organization represented (if applicable).
3. The statement made by a participant shall be limited to three (3) minutes.
4. No participant may speak more than once on the same topic.
5. All statements shall be directed to the presiding officer; no person may address or question WBCSC Board of Education members or staff members individually.
6. The public comment section shall not be considered a time for discussion. Public comments will be heard by the WBCSC Board of Education but will not illicit a response from board members or school personnel.
7. Discussion on agenda items shall be limited to the WBCSC Board of Education, the superintendent, and school administration when applicable.
8. No person may present orally or discuss at any meeting of the WBCSC Board of Education any charges or complaints against individuals identified as employees of the school district.
9. The presiding officer may terminate any person's privilege of address for persistent violations of rules or conduct and declare that person out of order for violations of the above-listed rules.

The presiding officer may:

1. Interrupt, warn, or terminate a person's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;

3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The provisions in this policy will apply at the collective bargaining public hearing, the tentative agreement meeting, and at the time during a meeting when the school board will vote to ratify the tentative collective bargaining agreement. All public comments made at the collective bargaining hearing will be recorded in a manner that will be shared with every member of the school board.

Date Adopted: 08/22/94

Date Revised: 09/13/10

Date Revised: 03/09/15

Date Revised: 06/13/22

PUBLIC COMMUNICATIONS

BP - 1280

The school board recognizes the right of citizens and taxpayers to learn about and offer comments concerning the conduct of local schools. Generally speaking, the responsibility for decision-making is vested in locally elected board members and school administrators. The school board is charged with, among other things, the selection and evaluation of the superintendent, establishment of the curriculum, and the setting of local policy. Administrators are expected to implement those policies and carry out their assigned legal and contractual duties.

To accomplish this objective, the board endorses an affirmative public communication policy and shall endeavor to keep the public informed about the school activities. In cooperation with administrators and teachers, it will inform individual citizens and groups about school activities and welcomes community input with regard to decisions that have been or are to be made. While not required by law to do so, the board allows for pre-arranged public comment on appropriate topics at its public meetings.

All board meetings shall be open to the public and to the press. Closed executive sessions shall be held only as permitted by law. Accurate minutes will be kept as required by law.

Except when authorized to speak on behalf of the board itself, the statements of a board member are those of the individual and do not necessarily reflect corporation policy or the views of the entire board.

In accomplishing this objective, the board welcomes the interest and assistance of publishers, editors, and media reporters.

Information which might invade the privacy or damage the reputation of pupils, their parents and guardians, or staff members will not be released except as required by law. Records and information that the law allows to be maintained in confidence shall be so respected unless the board or superintendent authorizes its release after consultation with legal counsel.

The superintendent and administration are authorized to prepare and disseminate notices, publications, and other communications intended to keep the public reasonably informed. All school personnel shall seek to maintain relationships with pupils, parents, organizations, and representatives of the media which will help implement this policy.

Date Adopted: 08/22/94

Date Revised: 06/09/14

COMMUNITY USE OF SCHOOL FACILITIES

BP - 1290

Western Boone County Community School Corporation encourages the use of its school facilities by residents, employees, and property taxpayers of the school district. Groups interested in using the facilities must review the established guidelines and submit an application to the building principal of the facility requested. The building level administrator shall exercise discretion and make the determination regarding building use per the established guidelines (see attached).

Date Adopted: 8/22/94

Date Revised: 12/13/04

11/08/10

Community Use of School Facilities - Guidelines

Insurance Requirements

All non-school groups must provide proof of insurance with limits of no less than \$500,000 combined single limit liability for both bodily injury and property damage liability and an addition naming the Western Boone County Community School Corporation as an additional insured and a signed Release and Indemnification Agreement completed by the appropriate representative. Those who are not part of an organization with proof of insurance are required to sign a release waiver.

The following groups may use facilities (no rental fees charged) with corporation administration's permission.

- School related student, teacher, and parent groups (e.g., student clubs, WBCTA, PTO)
- Organized local youth groups (e.g., Brownies, Scouts, 4-H, school athletic associations)
- Organized local adult groups for special meetings sponsored by local civic organizations which are of general interest, educational, open to public, and where no admission fee is charged
- A group, club, or student activity that benefits the students

Rental Fees For Use of School Facilities

(For organizations that charge for admission or make money off of the facility)

Granville Wells and Thorntown	\$40/1st hour
Cafeterias	\$15 each add. hour

Granville Wells and Thorntown	\$100/1st hour
Gymnasiums	\$50 each add. hour

Western Boone Cafeteria	\$40/1st hour
	\$15 each add. hour

Western Boone Gymnasium	\$100/1st hour
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	\$25 each add. hour
Western Boone Auditorium	\$100/1st hour \$25 each add. hour
Western Boone Swimming Pool	\$100/1st hour \$25 each add. hour
Outdoor Fields	\$50/1st hour \$25 each add. hour

Notes regarding other fees.

1. Custodians and cooks will be paid at overtime rate if activity is held outside normal working hours.
2. If extra clean up is required after the activity, the renting organization will be responsible to pay custodial fees incurred.
3. The swimming pool supervisor will be paid at contracted hourly rate.
4. Custodians, cooks, technical crew for the auditorium, and lifeguard for the swimming pool are in addition to the rental fee.
5. Rental fees are payable to Western Boone County Community School Corporation. Custodial, cook, pool supervisor, lifeguard, and technical crew fees are to be paid to the corporation, which will reimburse the parties to be compensated.
6. The corporation administration reserves the right to waive and/or reduce fees on a case-by-case basis.

General Rules and Regulations

1. When custodial services are needed, a custodian must be on duty. A cook must be on duty when kitchens are used. An approved pool supervisor must be on duty when the pool is used.
2. Organizations approved to use facilities may not assign, transfer, sublet, or charge a fee for use of facilities, unless special permission is granted.
3. All activities must be under competent adult supervision. The custodian will supervise the operation of the facilities but is not required to supervise the group or its activities. The corporation administration may require the hiring of additional adult supervisors.
4. All permits are revocable and will not be considered as a lease. The school board or its authorized agent may reject any application.
5. Furniture and equipment owned by the district shall not be moved from one school to another or from one classroom to another.

6. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with normal school programs.
7. School property shall not be used for teaching, promoting, disseminating, or furthering of any theory or doctrine of subversive nature.
8. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the event, and likewise the school district against any and all liability and any damages to any person or persons, and hold harmless the Western Boone County Community School Corporation, their agent and employees from and against all claims, damages, losses, and expense including attorney's fees.
9. Tobacco use is prohibited on school grounds.
10. The use of intoxicating beverages or substances is prohibited anywhere in or on the premises. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
11. All local and state ordinances and laws of the police and fire departments must be observed.
12. All programs, performances, or any usage of buildings must conclude by 12:00 midnight, unless prior permission is obtained from corporation administration.
13. Any use of recreational, audio-visual, or other school equipment must show item approval on the use permit prior to use. Competent equipment operators will be provided by the school at permit holder's expense.
14. Regular school activities and organizations of the school will have first priority in reserving the use of any school facilities.
15. All organizations using school facilities must fill out an application regardless of charge.
16. Organizations may be required to submit an application to the school board for use of facilities on Sundays or holidays.
17. Any organization using facilities where set-up is required should contact the building principal at least three days in advance of the event. The swimming pool director or the food services director needs to be contacted in advance so that specific arrangements can be made for the use of the pool or cafeteria.
18. No facilities will be rented to individuals for personal use.
19. The above rules may only be changed by the corporation administration.

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION
1201 North State Road 75, Thorntown, Indiana 46071

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization or Group Requesting Use of Facilities:

Purpose of Facility Use:

How Many People Will Be Involved in This Activity? _____

Name and Location of Facility Desired: _____

Date of Activity: _____ **Hours Requested:** _____

The Following Services Will Be Needed:

Custodians: How Many? _____ How Long? _____ Pay Rate? _____

Cafeteria Personnel: How Many? _____ How Long? _____

Pool Supervisor: How Long? _____ Pay Rate? _____

Lifeguard: How Many? _____ How Long? _____ Pay Rate? _____

Admin. Supervisor: How Many? _____ How Long? _____ Pay Rate? _____

Facilities Set-Up: How Many Tables? _____ How Many Chairs? _____

Equipment: Podium? _____ Microphone? _____

A.V. Equipment (specify)? _____

Please describe your set-up arrangement _____

Charges: Use of Facility \$ _____ Personnel \$ _____

Name of Organization Representative: _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Having read the policies, rules, and regulations for use of school facilities, we agree to adhere to them and to be responsible for payment of all fees charged and damages to property, not including ordinary wear and tear.

Signature: _____ Date: _____
(Organization Representative)

Please Note:

- Arrangements for meals to be prepared and served by cafeteria employees should be discussed with the food service director.
- All checks for school facilities and employee compensation are to be made out to Western Boone County Community School Corporation.

Approved By: _____ Position: _____
Western Boone County Community School Corporation

COMMUNITY USE OF SCHOOL FACILITIES - RELEASE WAIVER

I, _____ (User) agree to indemnify and hold harmless the school, school board, school board officials, administrators, principals, teachers, and all other school employees, volunteers, or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits damages, proceedings, costs, and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of school premises by the User (or the servants, agents, or invitees of the User), and for such further sums in excess of those contained in any insurance policy procured by User relating to the use of the school premises or for such amounts as may not be payable under any such insurance policy.

Name of User (Print): _____

Signature of User: _____

Activity of School Facility: _____

Date: _____

IMMUNIZATIONS REQUIREMENTS FOR SCHOOL ENTRANCE

BP - 1320

Each child who is enrolling in Western Boone County Community School Corporation for the first time shall meet the immunization requirements under state law.

The following immunizations are required:

- Tdap: Diphtheria, Tetanus, Pertussis (Whooping Cough)
- MMR: Measles, Rubella, Mumps
- Poliomyelitis
- Hepatitis B
- Varicella: Chicken Pox - 2 doses for all students PreK -12th grade.
- Meningitis (MCV4) - 1 dose required for 6th grade students
- Hepatitis A - 2 doses for all students entering kindergarten
- Booster Meningitis (MCV4) - 1 dose recommended for all students grades 11 and 12

The dose required for the above-listed diseases are the amount of doses recommended by the American Academy of Pediatrics of the United States Public Health Service Advisory Committee on Immunization Practices at the time the child enrolls in the Western Boone County Community School Corporation.

A written document, signed by the parent(s) or guardian(s), must state that the objection to immunization is based on religious grounds and must be renewed each year. This statement must be delivered to the school office before the start of the school year.

In no case shall a child be permitted to attend school more than twenty (20) days beyond the date of his/her enrollment without furnishing documentation of the immunization/test or a valid written objection to the immunization requirement.

If any physician certifies that a particular required immunization is or may be detrimental to the child's health, the requirement for that particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health.

Legal Reference: I.C. 20-8.1-7-1 et seq.
410 IAC 1-1-1

Date Adopted: 08/22/94
Date Revised: 07/26/04
07/15/13

COMPLAINT FORM

BP - 1340

Procedure for Registration of Official Complaint

Due to the geographical size of the school corporation, many problems could result because of a breakdown in our chain of command arrangement. In an attempt to improve the effective operation of the chain of command of this school corporation, we have devised an instrument to aid in the processing of problems that might arise. In fact, before action can be taken by the various elements of the chain of command, the hereinafter devised form is to be followed.

Complainant: _____

Please state the complaint in detail: _____

Signature of Complainant: _____ Date: _____

The following represents the chain of command to be followed in establishing a valid complaint:

	Date Rec'd	Date Forwarded
Student Signature: _____	_____	_____
Parent Signature: _____	_____	_____
Teacher Signature: _____	_____	_____
Other Signature: _____	_____	_____
Principal Signature: _____	_____	_____
Superintendent Signature: _____	_____	_____
Pres. of School Board Signature: _____	_____	_____

Final Solution: _____

* Note: If complaint is not received by each continuing party within a 3-day period, the complaint will be considered invalid.

Date Adopted: 08/22/94

FIXED ASSET CAPITALIZATION POLICY

BP - 1350

The Western Boone County Community School Corporation will keep an inventory of all fixed assets with a dollar amount at purchase date in excess of \$5,000.00. Groups of items of lesser value, which are purchased at one time for one building, will be recorded as one total item. All fixed assets will be entered on Form 369 and will be kept on a separate Form 369 for each individual building.

Date Adopted: 07/26/04

RESIGNATION OF BOARD MEMBERS

BP - 1360

The resignation of any school board member shall be in writing and should be given to the superintendent or board president, except in the case of the board president, whose written resignation shall be received by the superintendent. When the superintendent or the board president has received a written resignation, he/she will so inform the board within 72 hours after the receipt of the resignation. The board will decide at a meeting open to the public upon the process of filling the vacancy.

This process also applies to a leave of absence for military service requested by a board member who has been called to active duty.

The school board member who is resigning shall also give written notice of the resignation to the county circuit clerk of the county containing the largest percentage of population of the school corporation.

Legal Reference: I.C. 5-8-3.5-1(a)(4)
I.C. 5-8-3.5-1(b)
I.C. 5-9-4-7(a)

Date Adopted: 07/26/04

USE OF TOBACCO ON SCHOOL PREMISES

BP - 1370

The school board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the board.

For the purpose of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor", or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the board prohibits the use of tobacco in school buildings, on school grounds, in school vehicles, or at any school-related event effective July 1, 2005.

Date Adopted: 01/10/05
Revised: 03/11/19

USE OF ALCOHOL ON SCHOOL PREMISES

BP-1375

The board prohibits the possession or consumption of alcoholic beverages on property owned or occupied by the school system. Individuals that violate this policy will be asked to leave the school property immediately and, if he or she fails to do so, law enforcement will be notified, and a report filed for criminal trespassing and any other charges deemed appropriate.

Date Adopted: 10/08/18

CRIMINAL HISTORY REPORTS

BP - 1380

To help ensure a safe environment and as required by state law effective July 1, 2009 and revised July 1, 2016 the Western Boone County Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. This includes but is not limited to all persons receiving monetary compensation from the corporation. The expanded criminal history check and expanded child protection index check will be obtained by the corporation prior to the individual's employment but no later than three (3) months after the individual's employment begins. The individual will be responsible for the cost to the school corporation or designee for obtaining the expanded criminal history check and expanded child protection index check.

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

Any volunteer, who may have direct, ongoing contact with children when performing services for the school, must provide to the corporation a limited criminal history check and child protection index check prior to beginning volunteer work for the corporation. The volunteer may be responsible for all costs associated with obtaining the limited criminal history check and expanded child protection index check.

Any entity which has a contract to provide services to the corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the corporation expanded criminal history and expanded child protection index checks for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the expanded criminal history and child protection index check. An individual who is working for such an entity may also be required to provide the individual's expanded criminal history and expanded child protection index check to the school corporation upon its request to do so or to provide consent to the school corporation for it to request an expanded criminal history and expanded child protection index check of the individual.

The school corporation, at no cost to the employee, may run expanded criminal history reports and child protection index checks as often as necessary on any school employee, entity's employee, or volunteer.

Any information obtained from any type of criminal history check and is confidential and shall not be released or disseminated unless required to do so by law.

All school employees and individuals or entities that have contracts for services with the corporation are required by state law to report convictions of certain crimes enumerated in state law to the corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

Legal Reference: I.C. 20-26-5-10
I.C. 20-26-5-11

Date Adopted: 07/13/09
Date Revised : 07/18/16

IC 20-26-5-11b

(b) A school corporation or entity may use information obtained under section 10 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with the individual:

- (1) Murder (IC 35-42-1-1)
- (2) Causing suicide (IC 35-42-1-2)
- (3) Assisting suicide (IC 35-42-1-2.5)
- (4) Voluntary manslaughter (IC 35-42-1-3)
- (5) Reckless homicide (IC 35-42-1-5)
- (6) Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (7) Aggravated battery (IC 35-42-2-1.5)
- (8) Kidnapping (IC 35-42-3-2)
- (9) Criminal confinement (IC 35-42-3-3)
- (10) A sex offense under IC 35-42-4
- (11) Carjacking (IC 35-42-5-2)
- (12) Arson (IC 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (13) Incest (IC 35-46-1-3)
- (14) Neglect of a dependent as a Class B felony (IC 35-46-1-4(b)(2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (15) Child selling (IC 35-46-1-4(d))
- (16) Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (17) An offense involving a weapon under IC 35-47 or IC 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (18) An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (19) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (20) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- (21) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction

(c) An individual employed by a school corporation or an entity described in subsection (a) shall notify the governing body of the school corporation, if during the course of the individual's employment, the individual is convicted in Indiana or another jurisdiction of an offense described in subsection (b).

As added by P.L.1-2005, SEC.10.

EXERCISE OF HOME RULE POWERS

BP - 1390

The board of trustees in exercising any power granted to it by the Indiana Home Rule statute, and the exercise of such power is not provided for by any constitutional or statutory provision, shall execute such power in the following manner.

1. Prior to the board's exercise of its power, all aspects, consequences and results of its action will be reviewed and considered by the board in an open meeting. Consideration and review by the board may include opportunity for members of the community and school personnel to provide input to the board's action.
2. The board will take action by adoption of a policy at the next regularly scheduled, open board meeting. In the case of an emergency, or in an urgent situation, the board may act upon the matter in the same open meeting, or call a special meeting to consider its action.

With respect to contracts and the exercise of Home Rule power, contracts entered into by the board with an individual school employee and/or the exclusive representative of any employee group through a collective bargaining process shall be reviewed by the board prior to the vote to accept or ratify such contracts. Provisions of such contracts which have been accepted or ratified shall be deemed the policy of the board of trustees.

Legal Reference: I.C. 20-26-3-1 et seq.

Date Adopted: 12/14/09

POSSESSING FIREARMS ON SCHOOL PROPERTY

BP - 1391

This policy applies to persons who may legally possess a firearm under Indiana law.

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

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

An employee who holds one of the following positions is authorized to carry a firearm in or on school property: School Resource Officer

Legal Reference: I.C. 35-47-9-1

I.C. 35-47-11.1-4(6) (applies only if public meeting prohibition is used)

I.C. 34-28-7-2

Date Adopted: 09/08/14

PARTICIPATION IN POLITICAL ACTIVITIES

BP - 1400

The board recognizes the right of its employees, as citizens, to engage in political activity. However, the board also recognizes that school property and school time should not be used for partisan political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of pupils in writing or addressing campaign materials, and the distribution of campaign materials on school district property or during school time. These activities would indicate that a school employee is using a position in the school corporation to further personal partisan views on candidates for public office or questions of public policy.

Nothing in this policy shall be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classroom.

Date Adopted: 10/13/14

ADMINISTRATION - BP SECTION 2000

SUPERINTENDENT

BP - 2010

The superintendent of schools is the chief executive officer of the board of trustees. It is his/her responsibility to act as the professional advisor to the board and to furnish creative leadership to the school administration. Some of his/her duties are:

1. To attend all meetings of the board of education except when his/her employment is under consideration
2. To put into practice the adopted educational policies of the state and of the board
3. To evaluate this practice in accordance with executive needs
4. To supply the board with the information needed to keep the community fully informed of the conditions and needs of the schools
5. To present nominations of persons to fill vacancies on the professional staff
6. To assign all teachers and other professional employees of the school system in accordance with board policy
7. To define the duties of all personnel in the system
8. To make final approval of any change or revision in a course of study or change in textbooks
9. To prepare the annual budget in cooperation with the board of education
10. To review all complaints, requests, questions, and other activities prior to formal presentation to the board
11. To supervise general maintenance of the school district
12. To administer various federal programs as approved by the board
13. To be responsible for completion and implementation of applications for federal and state assistance of special programs
14. To be responsible for the coordination of curriculum programs as studied and designed by the faculties
15. To be responsible for the organization of in-service programs

Date Adopted: 08/22/94

BUSINESS MANAGER

BP - 2020

The business manager is under the direct supervision of the superintendent. The main function of this person is to prepare and manage the annual corporation budget and serve as the corporation treasurer.

1. Assist in preparing the annual school budget and continually monitor budget expenditures to ensure that appropriations are not overspent.
 - a. Meet with maintenance director in developing 3-year Capital Projects Plan.
 - b. Meet with the transportation director to develop 12-year Transportation Plan.
2. Manage purchasing activities for the school corporation.
 - a. Prepare bid/quote specifications and documents as needed.
 - b. Review all requests to purchase.
 - c. Review all claims for payment.
3. Manage and update insurance programs (property/casualty, liability, worker's compensation, and health insurance) for the school corporation.
4. Serve as Western Boone Treasurer.
5. Manage and update corporation asset information as detailed by school board policy.
6. Regularly attend educational meetings and/or events to increase knowledge in the educational field with other school business officials.
7. Fulfill other duties and responsibilities as requested by superintendent of schools and/or school board.

Date Adopted: 08/22/94

Date Revised: 10/11/10

MAINTENANCE DIRECTOR

BP - 2030

The maintenance director is under the direct supervision of the superintendent and is to work with each principal on a project in their respective building. The maintenance director is in charge of all maintenance and repair in the district. He/She and the building principal of each school will work together in needed repair, maintenance, or installation at the building supervised by the principal.

Date Adopted: 08/22/94

Date Revised: 09/13/10

TRANSPORTATION DIRECTOR

BP - 2031

The transportation director is responsible for the organization, administration, and supervision in the area of the school district transportation, personnel, and purchasing in accordance with state law and policies along with school district policies. Assist the business manager to develop and update the 12-year School Bus Replacement Plan annually.

Oversee the school **transportation system** by organizing and implementing a pupil transportation system within the policies of the school board.

1. Analyze bus routes and update annually keeping stops as safe as possible.
2. Hire and supervise corporation bus drivers and maintain personnel files on each including periodically checking bureau of motor vehicle driving records and criminal history records.
3. Supervise contracted bus drivers and maintain personnel files on each including periodically checking bureau of motor vehicle driving records and criminal history records.
4. Prepare bus route specifications and make recommendations on contractor bids.
5. Prepare bus bid specifications and make recommendations for bus purchases.
6. Schedule and track all extra-curricular transportation.
7. Develop and monitor annual budget for transportation and school bus purchases.
8. Oversee and supervise the CDL bus driver drug testing program including preparation for the annual state police audit.
9. Work with drivers and building principals on student discipline issues as needed.
10. Conduct driver education program for school bus drivers.
11. Keep records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, special trip needs, traffic accidents, and other required reports.
12. Make recommendations that may improve transportation services and efficiency such as rules and regulations for drivers and pupil conduct.

Date Adopted: 10/11/10

PRINCIPALS

BP - 2060

The principal serves as the head of each school within the school district. In the secondary school the principal is assisted in his/her duties by assistant principals, counselors, et. al. Some of the duties of the principal are:

1. To assume complete control of the school and its activities
2. To serve as the educational leader of his/her staff in matters of instruction and curriculum
3. To insure that all courses of study, textbooks, and workbooks are approved by the central administration
4. To cooperate with the supervisory staff in planning the instructional program for his/her building
5. To register all pupils by legal names, their birth dates, and other pertinent data
6. To identify tuition and/or transfer pupils in his/her building
7. To report all severe cases of truancy, habitual tardiness, extended illness, or other attendance problems
8. To assist nurses and psychologists in matters pertaining to their services
9. To keep such records as the superintendent or his/her representative may request
10. To be responsible for cleanliness and upkeep of the building
11. To attend, or have their representatives attend, all activities such as school plays, athletic contests, and other events sponsored by the school
12. To requisition and approve all supplies, equipment, repairs, and improvements needed for the school year
13. To plan and direct, in cooperation with the superintendent, a program involving in- service training of teachers during the year. Principals should encourage teachers to continue their professional training whenever possible.
14. To conduct fire drills in each building once a month. Principals are to certify monthly to the superintendent that such fire drill has been held. All fire extinguishers must be operable. Teachers and students are to be informed which doors they are to use during the fire drill. Principals will conduct tornado drills as prescribed by law.
15. To attend all meetings called by the superintendent. He/She shall have the power to call meetings with the faculty for such school business as necessary.

16. To cooperate with the superintendent and the board of education in planning the operational and educational program of the school district
17. To supervise interscholastic athletic program by working with the coaches and the athletic director
18. To supervise the work of office personnel and the custodians
19. To keep all personnel informed on school matters
20. To maintain a master calendar of all school activities and report the same to the superintendent's office
21. To assist in administering the testing program with the guidance personnel
22. To notify the parents in case of accidents to their children. To attend to the welfare of the students and fill out necessary insurance forms and accident reports with the assistance of the teacher who was in charge at the time of the accident. To report the accident to the superintendent's office
23. To supervise the educational program by classroom visitation, teacher conferences, and general observations
24. To promote proper relations between the school and the organized work of its patrons (e.g., S & C, P.T.O., churches, service clubs)
25. To appraise physical, social, and educational environment within the school and make recommendations for improvements
26. To see that all school activities are supervised by school personnel and to encourage staff to attend these activities
27. To supervise all personnel working in the building under his/her charge
28. To assign pupils to classes and/or to reassign pupils when necessary. Reassignment should take place only after a conference with the teacher, guidance counselor, and parent. The welfare of the child should be of prime concern.
29. To administer the extra-curricular activity fund

Date Adopted: 08/22/94

DIRECTOR OF CURRICULUM

BP - 2070

1. Receives direction, supervision, and evaluation from the superintendent of schools
2. Provides leadership in the development, implementation, and coordination of the district's K12 curriculum
3. Keeps abreast of development in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the district educational program
4. Guides development, implementation, and evaluation of in-service training programs for professional personnel
5. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the curriculum program throughout the district
6. Interprets the curriculum and its philosophy to the board, the administration, the staff, and the general public
7. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent
8. May serve as hearing officers/attendance officer

Date Adopted: 08/22/94

REPORTING OF THREAT OR INTIMIDATION AGAINST SCHOOL EMPLOYEE

BP - 2081

In compliance with Indiana law, any employee who has knowledge of a school employee being the subject of a threat, **an act of intimidation, or is the victim of a battery or harassment** shall report orally this knowledge to the building administrator and to the local law enforcement agency. The building administrator upon receiving such a report shall also make an oral report to the local law enforcement agency.

The law provides that any person who reports a threat, **an act of intimidation, a battery, or an act of harassment** against a school employee, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith.

Legal Reference: IC 20-33-9-1 et seq.

Date Adopted: 10/09/06

COMPLIMENTARY TICKETS

BP - 2100

In the spirit of community relations, the Western Boone School Corporation will provide the following people complimentary tickets to its interscholastic athletic events or other school related programs and activities:

- Board members and families
- Retired board members and families
- Administrators and families

Provision of complimentary tickets is contingent on their availability. The superintendent may establish regulations to implement this policy.

Legal Reference: IC 20-5-2-2.1

Date Adopted: 08/22/01

Date Revised: 05/14/01

INTERNET, NETWORK, AND ELECTRONIC ACCEPTABLE USE POLICY FOR STAFF

BP - 2110

All WBCCSC faculty and staff understand and agree to the following:

1. The use of WBCCSC Network and Internet access (Network) is a necessary component of business and educational objectives and, in many cases, is required by faculty and staff to successfully fulfill their duties as employees. Abusive conduct of the Network will not be tolerated. Such conduct would include but not be limited to, the placing of unlawful information on the system, and/or defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal material subscribed to or received by the user, or any violation of corporation rules or policies. Additionally, conduct that embarrasses, harms, or in any way distracts from the good reputation of WBCCSC and its faculty and staff, or any organizations, groups, and institutions with which the WBCCSC is affiliated is also deemed abusive. The superintendent will be the sole arbiter of what constitutes abusive conduct as described above. Discipline for violation of this policy will be based on the severity of the action and may include written reprimand, corrective action plan, suspension, or termination. When and where applicable, law enforcement agencies and/or the Department of Child Services will be notified.
2. The WBCCSC Administration reserves the right to review any digitally stored material and will edit or remove any material, which the administration, in its sole discretion, finds to be in violation of this agreement.
3. All information services and features contained on the Network are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden. Staff members are responsible for the use of their accounts, passwords, access and privileges. Any problems, which arise from the use of a staff member account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is expressly forbidden.
4. Staff members shall not use their personal cell phones, including messaging, or computers, including Internet access, for personal business during instructional time. Additionally, all staff members shall use good judgment when using any electronic device, whether it is for personal use on personal time or professional use during work time.
5. In consideration for the privilege of using the WBCCSC Internet services and in consideration for having access to the information contained on it, staff members hereby release and hold harmless the WBCCSC, its employees, and affiliates for claims of any nature arising from Internet use, or inability to use, the WBCCSC Network and user account access assigned to said staff member.
6. Staff members must receive permission from the WBCCSC Director of Business and Technology before installing software or hardware to any corporation equipment. Staff members agree to abide by all copyright laws. Staff members agree to use caution and diligence when obtaining files from home or via email sources to avoid virus outbreaks and damages to the WBCCSC Network.

7. Staff access to any use of the WBCSC Network is subject to such limitations as may be established by the administration, which may change from time to time. Staff members understand their access may be altered or terminated at any time. Staff members should also refrain from attempting to access or alter data or systems to which they have not been granted permission to do so.
8. Staff members shall make every effort to avoid viruses, phishing attempts, and other actions that may compromise their school accounts and/or the Network. Additional training may be required for staff members who may require it.
9. Staff members shall do everything in their power to protect sensitive and confidential student data and conform to the Family Educational Rights and Privacy Act (FERPA).
10. Staff members shall do everything in their power to provide a safe digital learning environment for all students. To that end, building principals are responsible for providing training so that teachers and staff under their supervision are knowledgeable about this policy as well as the student acceptable use policy. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Network and all corporation technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response.

All staff should be advised that access to the Internet may contain information which could be defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal. The WBCSC works diligently to protect students and staff from such content including the use of hardware and software to monitor and filter content. However, the corporation realizes staff members may inadvertently or accidentally come across this material and will not be held responsible in these cases. Questionable content should be reported to the Director of Business and Technology.

By signing the bottom of this page, staff members are granted Network access and agree to abide by this acceptable use policy.

Staff Member's Printed Name

Staff Member's Signature

Date

Date Adopted: 03/08/10

Date Revised: 04/18/11

Date Revised: 01/10/22

WESTERN BOONE SCHOOLS NETWORK USER ID FORM

PLEASE READ AND SIGN FORM

Your new user ID will follow the following formula:

First Name Initial + Last Name

Staff Example Name = Mrs. Jane Teacher, User ID = jteacher.staff

Your new password must be at least 5 characters in length. You will be required to change your password at the beginning of each school year. You may not use any of your last 9 passwords when this change is due. It is recommended that you use alpha and numeric characters to create your password. Refrain from using common words or numbers such as; Password, 12345, computer, etc. Also refrain from using your name, address, phone number or social security number. Your password is case sensitive.

PASSWORD SHARING IS PROHIBITED. YOU MUST NEVER GIVE OUT OR SHARE YOUR PASSWORD WITH ANYONE.

Access to the Western Boone Community Schools Network and the ability to use Network resources is a privilege. The Technology Department must have this form signed, dated, and on file before any Network access will be granted.

Your signature below verifies that you have read and understand the information above, and will comply with all rules and regulations set forth in the acceptable use policy regarding Network access and Network resource usage.

Print First Name: _____

Print Last Name: _____

Staff Signature: _____

Date: _____

For Technology Dept. Use Only

User ID: _____

Date: _____

Created By: _____

PROFESSIONAL PERSONNEL - BP SECTION 3000

TEACHER EMPLOYMENT QUALIFICATIONS

BP - 3010

The superintendent of the Western Boone County Community School Corporation has the responsibility for nominating personnel. The power of appointment rests with the board of education.

All new teachers employed in the Western Boone County Community School Corporation must have a bachelor's degree from an accredited college, must be certified by the State of Indiana, must hold a valid Indiana Teaching License, and must have a cleared Expanded Criminal History Report. In cases of emergency, a permit may be sought by the board of education.

All assignments shall be for the school year in which they are made or for the unexpired portion of the school year following the date of appointment.

Assignments may be made to any position for which, at the time of such assignment, the teacher has no certificate but is qualified to perform such duties assigned.

Any teacher desiring a change of assignment should contact the superintendent's office immediately upon receipt of an appointment letter.

Assignments to positions are generally completed by August 1st, and hopefully no later than two weeks before school starts.

Unless notified of a change of assignment, there can be a reasonable assumption that the assignment held by the teacher during the previous year will remain in effect.

All records pertaining to training and experience of the teacher must be verified and be on file in the superintendent's office by August 1st.

Date Adopted: 08/22/94

Date Revised: 05/13/13

DUTIES AND RESPONSIBILITIES

BP - 3020

Teachers in their daily contacts with children have the chief responsibility in the instructional program and in public relations. To this end they shall:

1. Know each child and plan toward their development as the best possible citizen in a democracy
2. Interpret to parents through individual or group conferences the child's total growth and progress in the instructional program
3. Cooperate with the administrative and supervisory staff in the proper functioning of all accepted policies, regulations, and procedures of the school system
4. Seek help in problems of instruction and child adjustment from principals, consultants, and coordinators. Take the problem to building principal first
5. Share with other members of the individual faculty the responsibilities for making that school function as a unit
6. Make adequate preparation for assignment each day
7. Cooperate with other members of the staff in the development and implementation of curriculum studies
8. Carry out all assigned duties punctually and in acceptable order
9. To conduct themselves in the highest professional manner
10. Instruct pupils in the proper use and care of school property
11. To keep a lesson plan book with assignments entered at least one week ahead (Monday through Friday)
12. Teachers and other personnel shall not leave the school building during the hours when school is in session without first making arrangements with the principal for the absence.
13. Attendance at teacher meetings or committee meetings which are called by the superintendent or building principal is the duty of all teachers.
14. All manner of dress and personal appearance shall be of such nature as not to attract specific attention to a staff member.

Date Adopted: 08/22/94

TEACHING ABOUT CONTROVERSIAL SUBJECTS

BP - 3025

American democracy requires that citizens be able to listen to all sides of a controversial issue, sort out the facts, and arrive at independent conclusions. Thus, students in school have a right to be exposed to issues which are within their intellectual grasp and are under current debate in our society. They should have the opportunity to study these issues in a class atmosphere where the large part of the curriculum is made up of established truths and values and the elements of our American heritage and traditions.

A controversial issue is any topic or problem on which there are differences of opinion. A controversial issue arises when different interpretations are given to a particular set of circumstances. Although there may be disagreement over facts, an issue usually becomes controversial because of values which are applied to the facts. Such issues will vary according to region, community, prevailing political, economic, and sociological climate and time.

The community has a right to expect that controversial issues will be presented in a fair and unbiased manner and to communicate through proper channels to the board if convinced that they are not.

It is the teacher's responsibility to select issues for study and discussion which contribute to the attainment of course objectives, and to make available to students materials concerning the various aspects of the issues. This includes access to all relevant information freely available in the school or public library.

Students should have the opportunity to find, collect, and assemble factual material on the subject, interpret the data without prejudice, reconsider assumptions and claims, and reach their own conclusions. Students have the right to form and express their own points of view and opinions without jeopardizing their positions in the classroom or in the school.

Teachers should have the right to express an opinion, providing the students understand it is the teacher's opinion and does not have to be accepted by the students as an authoritative answer. To encourage students to search after truth and think for themselves, teachers should refrain from expressing personal views before and during the period of research and study. Criticism and the promotion of a cause within the classroom are inappropriate and unscholarly. The teacher's attitude should be one which is truth seeking, open-minded, and tolerant.

Criteria For Determining Appropriateness of Issues For Classroom Treatment

1. The topic should be significant or related to a persistent problem, so that the information acquired about it will be of continuing usefulness. Significant issues are those which, in general, concern considerable numbers of people and/or under consideration by the public.
2. The topic should be considered within the emotional, intellectual, and social capacities of the class.
3. There should be adequate and appropriate materials available which present all sides of the issue.
4. The issue should be of importance and interest to students.

5. The topic should be one which the teacher can handle from both a personal and academic point of view.
6. The topic should be one which is in harmony with the nature of the course of study and one which is in keeping with the general philosophy or goals of the district.

Teachers shall consult with the administration on the appropriateness of any planned discussion of controversial issues with children. If in the judgment of the building principal, the material is deemed to be inappropriate to that age level student, the teacher will be so informed, and that material will be removed for further study and discussion.

Date Adopted: 01/10/05

RESIGNATION

BP - 3060

The teacher shall adhere to the conditions of a contract until the contract has been terminated by mutual consent, or has otherwise been legally terminated. Resignations are to be submitted in writing to the superintendent. A resignation can be accepted and approved by the superintendent.

Date Adopted: 08/22/94

Date Revised: 02/14/11

SALARY SCHEDULE REGULATIONS

BP - 3080

1. This schedule as adopted is intended to cover 182.5 days of service, a school year, unless changes are made by the Indiana Department of Education.
2. All professional staff members will be paid by the board as per master contract.
3. Teachers receiving appointments in the Western Boone County Community School Corporation may be allowed full credit for experience in other certified schools.
4. All teachers shall have on file in the superintendent's office an official record of service showing the number of years off previous service and/or employment.
5. Military experience up to four (4) years will be granted in addition to credit in other schools, provided an honorable discharge form the service is presented.
6. Credit for additional training will be allowed for a given year only when an official (signed and dated) transcript is filed in the superintendent's office on or before the first day of school.
7. It shall be the duty of all teachers to notify the superintendent's office not later than June 1st if they expect to receive advanced degrees or training before the beginning of the next school year. Failure to do so will result in the loss of the education increment for that year.
8. Teachers new to the system must furnish a complete transcript of college training credits for the files of the superintendent's office and either a teaching certificate or a valid statement of eligibility for certification.
9. Pay for substitute teachers will be established each year by the school board.
10. Teachers shall carry out their duties in a professional manner and adhere to the administrative rules and regulations announced to them.
11. Each teacher will be expected to cooperate fully with the administrative staff in the proper functioning of all accepted policies.
12. Each teacher will be expected to keep a lesson plan book with assignments entered at least one week ahead of present activities.
13. At the conclusion of the school day, each teacher shall cause all papers to be picked up off the floor, close all windows, adjust chairs, and adjust window blinds (end of period if another teacher uses that room next period).
14. Recognizing that many activities are involved in education other than classroom teaching, all teachers shall assume their proportionate share of extra-curricular activities as directed by the building principal.
15. The board will comply with the state requirements for duty-free time.

Date Adopted: 08/22/94

ANNUITY

BP - 3090

The Western Boone County Community School Corporation is receptive to teacher tax sheltered annuity programs. The board will deduct from the salaries of teachers amounts stated by them for annuities. The board will be receptive to deductions (separate) from up to four different annuity programs. These companies are selected by the Western Boone Teachers Association. New teachers to the corporation carrying a tax sheltered program other than those recognized by our corporation will be given consideration.

Date Adopted: 08/22/94

TRAVEL REIMBURSEMENT

BP - 3100

The superintendent of schools shall be authorized to evaluate requests for staff and administration to attend professional meetings and will accept or reject said requests.

Acceptance or rejection of requests to attend professional meetings will be based on the following:

1. The principal's opinion as to the value of the educational conference, workshop, or meeting to the school district
2. Adequate funds available in the budget appropriation to cover said expenses. Expenses covered by said approval are to be as follows:
 - a. Travel at a rate per mile as stated in the master contract or actual cost of public transportation, whichever, is less, if public transportation is used
 - b. Actual cost of lodging at the rate of a single person
 - c. Registration fees charged by a convention or association
 - d. Actual cost of meals charged by the convention meals secured outside the convention if needed
 - e. Proper receipts to be filed with the office of the superintendent concerning these claims
3. All trips more than 200 miles one way or out of the State of Indiana shall be presented to the board of education for prior approval.

Date Adopted: 08/22/94

Date Revised: 02/14/11

STUDENT TEACHERS

BP - 3110

The Western Boone County Community School Corporation will accept a reasonable number of Indiana college or university students as student teachers. Not more than one will be assigned to a supervising teacher during a college semester. Student teachers must be in good standing to be accepted by a school.

Approval must be given to the college by the superintendent and the building principal. Teachers will be assigned as supervising teachers who have three years of experience and are licensed in the requested subject matter or grade level.

Date Adopted: 08/22/94

Date Revised: 02/14/11

CRIMINAL HISTORY CHECKS – SCHOOL EMPLOYEES

BP - 3111

To help ensure a safe environment and as required by state law, the Western Boone County Community School Corporation will conduct an expanded criminal history check on each employee once every five (5) years, including adjunct teachers and drivers of appropriate vehicles, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the drivers; such vehicles include a car, truck, sport utility vehicle, minivan, or van. The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of an expanded criminal history check will be the responsibility of the employee unless otherwise collectively bargained with the exclusive representative of the employee.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

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

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

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

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal. The school corporation will not hire or contract with an individual who has been convicted of any felony crime or other crimes as provided in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. In addition, all individuals or entities that have contracts or services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10(f), (h), (i), (j), and (k)
I.C. 20-26-5-11.2

ADOPTED: 08/14/2017
08/08/2022
07/17/2023

CRIMINAL HISTORY INFORMATION – APPLICANTS AND CONTRACTORS

BP - 3112

To help ensure a safe environment and as required by state law, the Western Boone County Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The School Corporation will obtain an expanded criminal history check and an Indiana expanded child protection index check for each individual hired as an adjunct teacher or a driver of an appropriate vehicle, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicles include a car, truck, sport utility vehicle, minivan, or van. The individual will be responsible for the cost to the school corporation or designee for obtaining the expanded criminal history check and expanded child protection index check.

The expanded criminal history check will be obtained by the corporation prior to the individual's employment but no later than thirty (30) days after the individual's employment begins.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy. The Indiana expanded child protection index check must be obtained by the Corporation prior to the individual beginning employment with the school corporation and must be obtained no later than sixty (60) days after the individual's employment begins. If the applicant lived in a state other than Indiana over the age of 18 years, an expanded child protection index must be obtained for every state where the applicant lived.

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal. The school corporation will not hire or contract with an individual who has been convicted of any felony crime or other crimes as provided in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

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

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 and any coaching position identified in the Master Contract for Grades 5-8, the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation. The School Corporation will pay the costs for the expanded criminal history check for volunteer coaches.

Any volunteer, who may have direct, ongoing contact with children when performing services for the school, must provide to the corporation an expanded criminal history check and child protection index check prior to beginning volunteer work for the corporation. The volunteer may be responsible for all costs associated with obtaining the limited criminal history check and expanded child protection index check. However, the School Corporation will pay the costs by way of reimbursement for volunteers who are selected for service.

Any entity which has a contract to provide services to the corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the corporation expanded criminal history and expanded child protection index checks for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the expanded criminal history and child protection index check. An individual who is working for such an entity may also be required to provide the individual's expanded criminal history and expanded child protection index check to the school corporation upon its request to do so or to provide consent to the school corporation for it to request an expanded criminal history and expanded child protection index check of the individual.

The school corporation, at no cost to the employee, may run expanded criminal history reports and child protection index checks as often as necessary on any school employee, entity's employee, or volunteer.

Any information obtained from any type of criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated unless required to do so by law.

All school employees and individuals or entities that have contracts for services with the corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

Legal Reference: I.C. 20-26-5-10
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-28-5-8(c)
I.C. 20-26-14-9(b)

Date Adopted: 07/13/09
Date Revised: 07/18/16
07/15/19
08/08/22
07/17/23

REPORTING CHILD ABUSE

BP - 3120

The board of school trustees of Western Boone County Community School Corporation recognizes that school officials and employees may be able to identify abused or neglected children due to their continuous contact with school age children. This board policy is intended to aid school officials and employees in complying with child abuse reporting laws (I.C. 31-6-11). The board takes this opportunity to state its support for these laws.

The State of Indiana requires by law any school official or employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate oral report to the Department of Child Services or to local law enforcement. After the report has been made, the school employee shall notify the local building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement.

"Child abuse or neglect" as used in this policy refers to a "child in need of services" defined by I.C. 31-6-4-3 (a) (1) through (6) as follows:

"A child is a child in need of services if before his eighteenth birthday:

- (1) his physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of his parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision;
- (2) his physical or mental health is seriously endangered due to injury by the act or omission of his parent, guardian, or custodian;
- (3) he is the victim of a sex offense under I.C. 35-42-4-1, I. C. 35-42-4-2, I.C. 35-42-4-3(a), I.C. 35-42-4-3(b), I.C. 35-42-4-4, I.C. 35-42-4-1, I.C. 35-45-4-2, or I.C. 35-46-13;
- (4) his parent, guardian, custodian allows him to participate in an obscene performance defined by I.C. 35-30-10.1-3 or I.C. 35-30-10.1;
- (5) his parent, guardian, or custodian allows him to commit a sex offense prohibited by I.C. 35-45-4; or
- (6) he substantially endangers his own health or the health of another; and needs care, treatment, or rehabilitation that is unlikely to be provided or accepted without the coercive intervention of the court."

"Reason to believe," as used in this policy, means evidence (such as a child's statement or appearance) which is presented to individuals of similar background and training (i.e., professional educators) would cause those individuals to believe that a child was abused or neglected.

Staff personnel should be aware that they are required by state law to make the reports stated in this policy. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity by statute from any civil or criminal liability. Persons acting maliciously or in bad faith will not be so protected.

Any physical inspection or personal interview of a child will be conducted by the appropriate personnel from the local child protection service. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate suspected abuse or neglect.

All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person who is responsible for the welfare of the child named in a report.

Legal Reference: I.C. 31-6-4-3

Date Adopted: 08/22/94

Revised: 10/10/16

Revised: 8/14/17

TEACHER EVALUATION: WESTERN BOONE MODIFIED RISE EVALUATION PLAN

BP - 3130

State Law: Must be annual for every teacher and must put teachers in one of four ratings.

Staff members that are not present 162 days of the school year will be evaluated using two short observations until the following year that they are present 162 days. These staff members will keep their previous year's rating. For those teachers present at least 120 days who kept ineffective rating, there must be sufficient evidence in accordance to their improvement plan to support evaluator's recommendation for continued employment or dismissal.

Using the Modified RISE Model

Domain 2: Instruction=85%

Domain 3: Leadership=15%

Core Professional Domain

Teachers rated as Highly Effective or Effective from previous year:

Short Observation: Use electronic RISE Teacher Effectiveness Rubric

- At least 1 during fall semester
- No pre-conference
- At least 10 minutes in length
- Feedback will be sent electronically within 5 school days following observation
- Post-conference if noted by administration or teacher

Mid-Year Extended Observation: Use electronic RISE Teacher Effectiveness Rubric

- At least 1 completed by April 15th
- No pre-conference required
- At least 30 minutes in length
- Feedback will be sent electronically within 7 school days following observation
- Post-conference if noted by administration or teacher

Final Evaluation: Conference must be completed in May using RISE rubric

- Phase I: Meet with teachers individually with rubric and compiled documentation. Evaluation will be signed by teacher and administrator.
- Teachers will be preliminarily placed in one of four rating categories
- Teachers who are rated as Improvement Necessary or Ineffective will start a professional development plan (use Professional Development Plan form)

Fall Information/Data Available

- Phase II: Using Summative Form, 90% from RISE rubric and 10% from School-Wide Learning (SWL)(school grade A-F). Will be signed by teacher and administrator
- Teachers will be placed in one of four rating categories
- Teachers who are rated as Improvement Necessary or Ineffective will start a professional development plan (use Professional Development Plan form in Standard for Success)

Teachers rated as Probationary, Improvement Necessary or Ineffective

Short Observation: Use electronic RISE Teacher Effectiveness Rubric

- At least 2 conducted throughout the school year
- No pre-conference
- At least 10 minutes in length
- Feedback will be sent electronically within 5 school days following observation
- Post-conference if noted by administration or teacher

Mid-Year Extended Observation: Use RISE Teacher Effectiveness Rubric

- At least 1 completed after January 1st but before April 15th
- No pre-conference required
- At least 30 minutes in length
- Feedback will be sent electronically within 7 school days following observation
- Post-conference if noted by administrator or teacher

Final Evaluation: Conference must be completed in May using RISE rubric

- Phase I: Meet with teachers individually with rubric and compiled documentation. Evaluation will be signed by teacher and administrator.
- Teachers will be preliminarily placed in one of four rating categories
- Teachers who are rated as Improvement Necessary or Ineffective will start a professional development plan (use Professional Development Plan form)

Fall Information/Data Available

- Phase II: Using Summative Form, 90% from RISE rubric and 10% from School-Wide Learning (SWL)(school grade A-F). Will be signed by teacher and administrator.
- Teachers will be placed in one of four rating categories
- Teachers who are rated as Improvement Necessary or Ineffective will start a professional development plan (use Professional Development Plan form)

Final Yearly Summative Rating (Will be determined once IDOE releases IGM and SWL data)

90% from Teacher Effectiveness Rubric 10 % from School Wide Learning

Four Category Final Ratings

4=Highly Effective (3.5 – 4.0)

3=Effective (2.5 – 3.49)

2=Improvement Necessary (1.75 – 2.49)

1=Ineffective (0.0 – 1.74)

Negative Impact on Statewide Assessments

Teachers using IGM Data from ILEARN (or other “Statewide Measure”)

Negative impact as currently defined by the Indiana State Board of Education (SBOE) as the following:

1. For classes measured by statewide assessments with growth model data, the department shall determine and revise at regular intervals the cut levels in growth results that would determine negative impact on growth and achievement.
2. For classes that are not measured by statewide assessments, negative impact on student growth shall be defined locally where data show a significant number of students across a teacher's classes fails to demonstrate student learning or mastery of standards established by the state.

Indiana law requires the SBOE to adopt rules that establish standards to define actions that constitute a negative impact on student achievement. These standards apply to teachers with Indiana Growth Model data and teachers of non-tested subjects. The above definition, which maintains use of assessment growth and performance, remains in place unless and until SBOE modifies the definition.

Per state law, any teacher who shows negative impact will only be allowed to be in the category of Improvement Necessary or Ineffective.

Appeal Process

Any staff member that receives a rating score of ineffective may request a private conference with the Superintendent within 10 days following the summative conference with the primary evaluator. Request and reasons for appeal must be submitted in writing. Following conference, the Superintendent will have 10 days to give written reply noting change or no change to rating score. Written document will be placed in teacher's permanent file.

Date Adopted: 09/09/13

Date Revised: 11/05/18

Date Revised: 9/21/20

APPEAL OF TEACHER EVALUATION

BP - 3135

Indiana law requires all teachers be evaluated annually and that each teacher be placed in one of the four categories: Highly Effective, Effective, Improvement Necessary, or Ineffective. The Western Boone School Board of Trustees will not entertain or decide appeals of individual teacher evaluations.

Date Adopted: 04/14/14

TEACHER APPRECIATION GRANT

BP – 3136

The Western Boone County Community School Corporation (WBCCSC) School Board shall annually adopt a policy concerning the distribution of teacher appreciation grants. This policy shall be submitted by the Superintendent or designee to the Indiana Department of Education (IDOE) by September 15 of each year.

Definitions:

For purposes of this policy, the following shall apply:

The term "teacher" shall include a professional person whose position with a school corporation requires a state license (as defined by I.C. 20-28-1-7) and whose primary responsibility is the instruction of students

The term "license: refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the School Corporation shall be distributed to all licensed teachers who meet the following criteria:

1. Employed in the classroom or directly provided education in a virtual classroom setting;
2. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and
3. Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies.
4. Be present at least 162 days of the school year per the WBCCSC Evaluation Plan.

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

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

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

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

Date Adopted: 8/14/17, 11/5/18, 7/15/19, 7/20/20, 7/19/21. 7/18/22, 9/12/22, 7/17/23

TRAINING FOR COMMUNICABLE DISEASES

BP - 3140

The Western Boone County Community School Corporation shall provide simple and effective precautions against transmission of disease in the school environment and in compliance with I.C. 16-10-7 (1988). Each employee who has duties that require the employee to have direct contact with blood or other body fluids in the scope of their employment shall receive training and have access to the necessary equipment to prevent transmission of communicable diseases.

Before an employee is given an assignment where contact with blood or body fluids is likely, the employee shall be provided the necessary training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable diseases.

When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.

Legal Reference: I.C. 16-10-7

Date Adopted: 08/22/94

Date Revised: 11/14/11

EMPLOYEE DRUG AND ALCOHOL POLICY

BP - 3150/5080

In accordance with federal law, the board of school trustees of the Western Boone County Community School Corporation prohibits any employee from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, intoxicating liquor, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or other controlled substance, as defined by state or federal law, including so-called "look alike" controlled substances, in or during any of the following:

1. In any school building or on school premises
2. In any school-owned vehicle or other school-approved vehicle used to transport students
3. Off school property at any school-sponsored or school-approved activity, event or function where students are under the jurisdiction of the school corporation
4. During any period of time where such employ is supervising students on behalf of the school corporation or otherwise engaged in school business

Any employee who has been convicted of a criminal drug or alcohol violation in connection with any of the above must provide his or her supervisor with notice in writing of such conviction no later than five (5) calendar days after such conviction.

Any employee who violates any provision of this policy may be suspended, terminated, or otherwise disciplined at the discretion of the board.

Legal Reference: 41 U.S.C. Section 701 et seq.

Date Adopted: 08/22/94

ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES

BP - 3151

STATEMENT OF PURPOSE AND POLICY

Employees are an extremely valuable resource for Western Boone County Community School Corporation's business. Their health and safety is a serious concern of Western Boone County Community School Corporation's. Drug or alcohol use may pose a serious threat to employee health and safety. It is therefore, the policy of the Western Boone County Community School Corporation's (hereafter referred to as School) to prevent substance use or abuse from having an adverse effect on our employees. The School maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on School property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the School's assets.

The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require the School to implement a controlled substance testing program. The School will comply and require that a driver submit to alcohol and controlled substance tests administered in accordance with these regulations and is committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the School.

Specifically, it is the policy of the School that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on School premises, engaged in School business, while operating School equipment, or while under the authority of the School is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all employee applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation ("DOT") reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The School retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective February 10, 2020, and will supersede all prior policies and statements relating to alcohol or drugs.

Administration Guide to Western Boone School's Personnel
Alcohol and Drug Testing Procedures

I. **Purpose**

This purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants, current employees and employees pursuant to the Western Boone School's Alcohol and Drug Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between Western Boone Schools and any employee.

Western Boone School's alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the Transportation Director.

II. **Provisions**

A. **Applicability**

This policy applies to all Western Boone Schools employees that utilize a Commercial Driver's License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Weight Rating (GVWR) as assigned by the manufacturer of 26,001 pounds or more; or
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pounds or more.
3. A vehicle that is designed to transport 16 or more passengers, including the driver; or
4. A vehicle requiring a placard to transport hazardous materials.

B. **Prohibited Conduct**

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

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
 - a. All time spent at a facility waiting to be dispatched;
 - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - c. All driving time or time spent at the driving controls of a commercial vehicle in operation;
 - d. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, including completion of any related paperwork; and remaining in readiness to operate the vehicle;
 - e. All time performing those duties required of an employee involved in a vehicle accident; or
 - f. All time spent repairing, assisting, or attending to a disabled motor vehicle;
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within six (6) hours after using alcohol.

5. No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

C. Prescription Medication and/or Other Medication Use

1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the School with proof of such medical advice. The School can decide if the employee can remain at work or on the School premises and what work restrictions, if any, are deemed necessary.
2. Any employee who is using a prescribed drug or other medication, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the School prior to starting work or entering any School premises. The School will decide if the employee can remain at work or on the School Premises and what work restrictions, if any, are deemed necessary.
3. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

D. Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the School will be grounds for refusal to hire employee/applicant(s) and to discipline existing CDL employee(s).

A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the School's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the regulations.
6. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.
7. Failing or declining to take a second test as required by DOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
9. Refusing to sign step two (2) of the alcohol testing form.

10. A report from the MRO that you have a verified adulterated or substituted test result.

E. Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the School has implemented six circumstances for drug and alcohol testing: pre-employment (drug testing only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing

1. Pre-employment Testing

As a condition of employment, the employee applicant shall provide the School with a written authorization for all previous employers within the past three (3) years to release drug and alcohol testing records as the DOT and FMCSA regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the School obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous three (3) years. All applicants who are required to have or obtain a CDL must submit to a urine drug test unless a qualifying pre-employment exemption can be documented.

2. Random Testing

The School conducts random drug and alcohol testing. The School will submit all employees' names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The School will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. The School will select, at a minimum, twenty-five (25) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection by its very nature, may result in employees being selected in successive selections more than once a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a School official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does not go to the collection site as soon as possible after notification, such conduct may be considered a refusal to test.

3. Post-Accident Testing

Following any accident, the employee must contact Western Boone Schools as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

- injury requiring medical treatment away from the scene, or
- one or more vehicles having to be towed from the scene.

The employee shall follow the instructions from the School or its representative to complete required testing.

For other accidents not covered by the DOT definition above, the School may require a non-regulated drug and alcohol test when:

- The employee's actions may have contributed or cannot be completely discounted as a contributing factor to an accident.
- In this case, an accident shall mean an incident which results in damage over \$1000.00 or personal injury.
- An incident results in a lost time injury.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two hours, attempts to make such collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood test for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The School may request testing documentation from such agencies, and may ask the employee to sign a release allowing the School to obtain such test results.

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

4. Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations.

A supervisor observing such conditions will take the following actions immediately:

1. Confront the employee involved, and keep under direct observation until the situation is resolved.
2. Secure the DER's concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any

reason, the employee will be informed that continued refusal would result in disqualification from performing any safety-sensitive function.

3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in appropriate DOT files.
5. The DER shall remove or cause the removal of the employee from the School-owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a School vehicle or his/her own vehicle until a confirmed negative test result is received.

5. Return-to-Duty Testing

If the School decides to permit an employee who has tested positive to return to the performance of safety-sensitive functions, the school must ensure that the employee takes a Return-to-Duty test. This test must be completed after an evaluation by a Substance Abuse Professionals (SAP), be consistent with any recommended rehabilitation, and be conducted before the performance of a safety-sensitive function. The result of a drug test must be negative, the result of an alcohol test must be less than 0.02.

The Return-to-Duty test may not be limited to a specific substance (i.e., controlled substances or alcohol separately). If the SAP determines that a multiple-substance abuse problem exists, a drug test may be performed in conjunction with an alcohol test. All Return-to-Duty tests must include an observed collection. Please refer to 49 CFR Part 40 (§ 40.67) in Subpart E for detailed information.

NOTE: *The School is not required to return an employee to safety-sensitive duties because the employee has met all of the conditions established by the SAP. That is a personnel decision that the School has the discretion to make subject to collective bargaining agreements or other legal requirements.*

6. Follow-Up-Testing

A driver who tests positive must be evaluated by a SAP and follow a prescribed rehabilitation/treatment program. Following the determination that an employee needs to resolve problems associated with drug abuse and/or alcohol misuse, the School will, when choosing to retain the individual, ensure that the employee is subject to unannounced, Follow-Up drug and/or alcohol testing as determined by the SAP.

The employee must, at a minimum, be subject to six unannounced Follow-Up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may require a greater number of Follow-Up tests during the first 12-month period of safety-sensitive duty. The SAP may also require Follow-Up tests during the 48 months of safety-sensitive duty following this first 12-

month period. The SAP can modify and/or terminate any testing requirements imposed by the SAP after the initial 12-month period.

The School will not impose additional testing requirements (e.g., under the School's own authority) of the employee beyond those included in the Follow-Up testing plan directed by the SAP.

The choice of the SAP shall be the School's and the assignment of costs shall be the employee's. Follow-Up alcohol testing must only be conducted just before, during, or just after a driver performs a safety-sensitive function. All Follow-Up tests must include an observed collection. Please refer to 49 CFR Part 40 (§ 40.67) in Subpart E for detailed observed collection information.

F. Controlled Substance Testing Protocol

1. Urine Collection Procedures:

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the U.S. Department of Transportation as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by DOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to have been tampered with.
6. Observed collections may be required on return-to-duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

2. Laboratory Procedures:

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opioids, amphetamines and phencyclidine (PCP).

The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive it will be reported to the Medical Review Officer (MRO) as a positive.

3. Validity Testing:

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and ph. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test if required.

All laboratory results will be reported by the laboratory to a MRO designated by the School or its agents.

4. MRO Procedures:

1. All tests results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the School by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
 - a. Before reporting a positive, adulterated or substituted test result to the School, the MRO will attempt to contact the employee to discuss the test result.
 - b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
 - c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
 - d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the School, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
 - e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
 - f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
 - g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

5. Diluted Specimens

If a specimen is reported diluted by the laboratory, the MRO will report this information to the DER. The School policy will require an immediate recollect for another test. The result of this test will stand as the final result.

6. Medical Information Disclosure:

Pursuant to DOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be released to the School and will be kept

strictly confidential unless consent for the release of the test result has been obtained. Any individual who has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

7. Safeguards for the integrity of the drug testing process:

1. The collector must obtain photo identification from the donor or identification by supervisor prior to administering the test.
2. The employee will be asked to wash their hands.
3. The donor signs the chain of custody form signifying the correctness of data for test reporting.
4. Electronic communication of test results from the laboratory into the MRO reporting system with no external human intervention.
5. The specimen container and specimen bottles are individually wrapped and unwrapped in donor's presence.
6. After the specimen is provided in a reasonable time, the collector inspects it for sufficient volume, temperature and signs of tampering. If a specimen is not provided, the employee will be referred to a MRO to determine whether there is a valid medical reason. If there is, the employee must still attempt to provide a specimen each time their name is drawn.
7. After the specimen is given to the collector, the remaining collection procedures are conducted in donor's view.
8. The specimen bottles and shipping container are sealed with tamper evident seals.
9. The donor will be asked to sign the seals covering the specimen bottles identifying they were sealed in their presence.
10. The specimen bottle seals match the identifying seals on the chain of custody form.
11. The laboratory will check the specimen bottles upon receipt to insure the seal has not been broken. If the seal has been broken the laboratory will report the test as cancelled.
12. Blind sample submission through the laboratory for quality control.
13. A collector who has completed the qualification training as mandated in CFR Part 40 as amended will perform the collection.

G. Split Specimen Testing Protocol

An employee may request that the "split" portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. The School will withhold the amount of the cost of testing the split from the employee's pay unless other arrangements are acceptable to both the employee and the School. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangement with the laboratory to initiate the process.

H. Alcohol Testing Protocol

Alcohol tests will be conducted by a trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT). Screening tests may be done using an evidential breath testing device (EBT) or non-evidential screening device approved by the National Highway Traffic Safety

Administration. Confirmatory tests will be done by a trained BAT using an evidential breath testing device. The employee shall report to the alcohol testing site as notified by the School. The employee shall follow all instructions given by the alcohol technician.

If the result of a screening test is a breath alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety sensitive function.

Alcohol Testing Safeguards For employee's Protection:

1. The BAT must obtain donor's photo identification prior to administering the test.
2. An individually wrapped mouthpiece will be opened and inserted into the EBT for the donor's test.
3. The National Highway Traffic Safety Administration approves the EBT that is used.
4. Calibration checks are frequently performed to insure the EBT is working efficiently.
5. If the screening test indicates a 0.02 or greater, a confirmation test will be administered.
6. An air blank will be administered prior to the confirmation test with a 0.000 reading.
7. An individually wrapped mouthpiece will be inserted for the confirmation test.
8. The BAT has completed the required training course in the correct operation of the EBT.

I. Educational Materials

The School shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and the School's policies and procedures with respect to meeting these requirements. The materials supplied to the employees may include information on additional School policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have specified alcohol or controlled substances level based on the School's authority independent of Part 382.601 of the Federal Motor Carrier Regulations. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life.

Employees are required to attend an educational meeting(s) to discuss the School's policies and procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he or she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. The School shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

III. Disciplinary Procedures –

Any employee who has a positive test for alcohol (.04 BAC or greater) or controlled substances or has refused to test is considered in violation of this policy. This employee is not qualified to

drive a commercial motor vehicle and will be immediately removed from safety-sensitive duty without pay. The consequences of testing positive or refusing to test are outlined below.

Any driver who violates the Western Boone County Community School Corporation's Controlled Substance and Alcohol Abuse Policy for CDL drivers will be immediately terminated.

IV. Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

The School may release information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any State or local official with regulatory control over the School or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings to include:
 - Lawsuits (e.g., wrongful discharge action).
 - Grievances (e.g., an arbitration concerning disciplinary action taken by the employer).
 - Administrative proceedings (e.g., an unemployment compensation hearing) brought on by, or on behalf of, an employee and resulting from a positive DOT drug test or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
 - Criminal or civil actions – to the decision maker in the proceeding (e.g., the court in the lawsuit)

Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

V. Responsibility

- A. Employee - All School employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.
- B. Management Officials and Supervisors
All supervisors and School officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing School business.

VI. CLEARINGHOUSE REPORTING REQUIREMENTS

As part of the continuing efforts to promote safe roadways and to ensure only qualified CDL drivers are performing safety-sensitive duties, a database was created that will contain pertinent information containing CDL drivers' drug and alcohol testing violations.

Employers will be required to query the data base on an annual basis for current employees and as part of the pre-employment screening process for all covered prospective employees.

The following outlines the responsibilities for the reporting entity and when and what information is required to be reported to the clearinghouse. They are as follows:

Prospective/Current Employer of CDL Driver must report within 3 business days:

- An alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and alcohol testing, as applicable)
- Completion of follow-up testing.

Medical Review Officer (MRO) must report within 2 business day:

- Verified positive, adulterated, or substituted drug test result.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.

Substance Abuse Professional (SAP) must report within one business:

- Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing (identification of driver and date the initial assessment was initiated).

*Note: If an employer uses a C/TPA to comply with the employer reporting responsibilities, the employer remains responsible for ensuring that the C/TPA is compliant for such reporting

This policy is not intended nor should it be construed as a contract between the School and the employee. This policy may change at any time at the sole discretion of the School and/or to comply with changes in Federal DOT regulations.

APPENDIX A

Abbreviations and Terms

Abbreviations

BAT	Breath Alcohol Technician	CDL	Commercial Drivers' License
CMV	Commercial Motor Vehicle	DER	Designated Employer Representative
DHHS	Dept. of Health and Human Services	DOT	Department of Transportation
EAP	Employee Assistance Program	EBT	Evidential Breath Testing Device
MRO	Medical Review Officer	STT	Screening Test Technician
SAMHSA	Substance Abuse and Mental Health Services Administration		

Definitions

Adulterated Specimen

A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

Alcohol Use

Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath measurement (EBT) device.

Confirmation Test

In alcohol testing: a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

In controlled substances testing: a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmation Validity Test

A second test performed on a urine specimen to further support a validity test result.

Controlled Substances

In this regulation, the term 'drugs' and 'controlled substances' are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: *marijuana, *cocaine, *opioids, *phencyclidine (PCP), *amphetamines, including methamphetamines.

Designated Employer Representative (DER)

An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

Dilute Specimen

A specimen with creatinine and specific gravity values that are lower than expected for human urine.

EBT (or evidential breath testing device)

An EBT approved by the National Highway Traffic Safety Association (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Employee

Any person who operates a commercial vehicle (CMV), including: *full time, regularly employed employees, *casual, intermittent or occasional employees, *leased employees, *independent, owner-operated contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Evidential Breath Testing (EBT) Device

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

Initial Validity Test

The first test used to determine if a specimen is adulterated, diluted, or substituted.

Initial Drug Test

The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history and other relevant biomedical information.

Performing (a safety sensitive function)

An employee is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Primary specimen

The urine specimen bottle that is opened and tested first by the laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Screening Test (initial test)

In alcohol testing: a procedure to determine if an employee has a prohibited concentration of alcohol in his or her system.

In controlled substance testing: a screen to eliminate ‘negative’ urine specimens from further consideration.

Split Specimen means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substituted Specimen

A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Substance Abuse Professional (SAP)

A person who evaluates employees who have violated a DOT drug and alcohol regulation or company substance abuse testing policy and make recommendations concerning education, treatment, follow up testing, and aftercare. A person qualified to be a SAP must have one of the following credentials: a licensed physician (Doctor of Medicine or Osteopathy); a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance professional; a state-licensed or certified marriage and family therapist; or a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc>

FORM C
For CDL Employees

Certificate of Receipt

(Acknowledgement of receiving materials required by 49 CFR Part 382.601)

Employee Name: _____ Social Security #: _____

School: **Western Boone Community School Corporation**

This is to certify that I have been provided educational materials that explain the requirements of 382.601 and my employer's policies and procedures with respect to meeting the requirements. This includes all items checked.

- ✓ The designated person to answer questions about the material
- ✓ The categories of drivers subject to Part 382.
- ✓ Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- ✓ Specific information concerning prohibited driver conduct.
- ✓ Circumstances under which a driver will be tested.
- ✓ Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- ✓ The requirements that tests are administered in accordance with Part 382.
- ✓ An explanation of what will be considered a refusal to submit to a test and the consequences.
- ✓ The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and 382.605 procedures.
- ✓ The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- ✓ Information on the effects of alcohol and controlled substances use on: an individual's health, work, personal life, signs and symptoms of a problem, and available methods of intervening when a problem is suspected.
- ✓ A copy of my employer's substance abuse policy.

Employee Signature: _____ Date: _____

Authorized Employer Representative: _____

**General Consent for Limited Queries of the Federal Motor Carrier Safety Administration
(FMCSA) Drug and Alcohol Clearinghouse**

I, _____), hereby provide consent to Western Boone County Community School Corp. to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse.

The Limited Query will be conducted annually for the duration of my employment with Western Boone County Community School Corp.

I understand that if the limited query conducted by Western Boone County Community School Corp indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Western Boone County Community School Corp without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for Western Boone County Community School Corp to conduct a limited query of the Clearinghouse, Western Boone County Community School Corp must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date

Legal Reference: 49 CFR Section 382 (1995)
Date Adopted: 09/11/95
Date Updated: 05/11/15
02/10/20

TEACHING METHODS

BP - 3170

Teaching methods shall be the sole responsibility of the professional staff. However, the school board should be knowledgeable of teaching methods and the reasons for the application of certain methods. Teachers should welcome the opportunity to meet with the school board and explain what they are doing in the classroom and what they hope to accomplish through their activities. The board, recognizing that gradual social change is inevitable and that such change involves controversial issues, approves the scientific study of controversial issues in an atmosphere void of partisanship and bias. The teacher shall at all times remain an impartial moderator and shall not, directly or indirectly, attempt to limit or control the judgment of his/her pupils on such issues.

The board of education shall hold the administration responsible for the equitable distribution of work among members of the staff.

Date Adopted: 08/22/94

SEXUAL HARRASSMENT

BP - 3180

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

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

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

The curriculum coordinator will serve as compliance officer whose responsibility it will be to ensure that federal and state regulations are enforced, and that any complaints are dealt with promptly in accordance with law.

Date Adopted: 07/22/96

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

BP - 3182

I. Policy Statement

It is the policy of the Western Boone County Community School Corporation (WBCCSC) to maintain a learning and working environment that is free from sexual harassment.

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

The School Corporation will promptly:

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

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

The Title IX Coordinator may be contacted at:

Mrs. Tricia Reed, Curriculum Director
1201 North State Road 75
Thorntown, IN 46071
(765)482-6333 Extension 2415
Tricia.Reed@webo.k12.in.us

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

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

II. Definitions

Prohibited Conduct

Harassment Based on Sex

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

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

Types of Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Denial of an employment or educational opportunity of others occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that employee or student.
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

Unwelcome Conduct of a Sexual Nature

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

Examples of Sexual Harassment

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

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

III. Complaint Procedures

Report

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

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

The complaint, the identity of the person allegedly harassed, and the alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Corporation's ability to fully respond to the complaint.

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

Definitions

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

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

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

formal complaint. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process set out in this policy must be followed.

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

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

Title IX Grievance Process

Any person may report sexual harassment (whether or not the person reporting is the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the address listed for the Title IX Coordinator.

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

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

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

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

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other

actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to education programs or activities.

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

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

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

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

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

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

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

Notice of Allegations

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

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

The written notice must also include:

1. a statement the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
2. information the parties may have an advisor of their choice, and may inspect and review evidence; and

3. information about any provisions in the School Board's code of conduct or other policies that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

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

Dismissal of Formal Complaint

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

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

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

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

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

Investigation of Formal Complaint

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

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

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

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

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

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

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

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

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

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

Determination Regarding Responsibility

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

The written determination must include the following:

1. identification of the allegations potentially constituting sexual harassment prohibited by this policy;
2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. findings of fact supporting the determination;
4. conclusions regarding the application of the School Board's code of conduct or other policy provisions to the facts;

5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary actions recommended against the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
6. the procedures and permissible bases for the complainant and respondent to appeal.

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

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

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

Appeals

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

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

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

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

For all appeals, the Title IX Coordinator will

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

The appeal decision maker will

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

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

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

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

Recordkeeping

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

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

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

IV. Retaliation

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

V. False Charges

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

Legal Refs: 20 U.S.C. §§ 1681-1688.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 2000e-2000e-17.
 42 U.S.C. § 2000ff-1.
 34 C.F.R. 106.2, 106.8, 106.9, 106.30, 106.44, 106.45, 106.71.

Date Adopted: 9/21/20

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

BP - 3190

All employees are expected to observe and maintain professional boundaries between themselves and students. This expectation applies during the regular school day and at all other times. Employees who observe behaviors such as those listed in this policy are required to promptly notify the school administration.

In the absence of a legitimate professional purpose, the following actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Giving gifts of a personal nature to a specific student unless its for a school event
2. Going to a student's home when the student's parent/guardian is not present without first obtaining permission of administration
3. Taking a student on an outing without obtaining permission of the student's parent/guardian and administration
4. Giving a student a ride in the employee's personal vehicle when this is not an expectation of the employee's position, without permission of the student's parent/guardian and administration
5. Using any means of communication (e.g., verbal, written, electronic) to discuss with a student a matter that does not pertain to the student's homework, class activity, school club, or any other school-related event
6. Allowing a specific student to engage in misconduct that is not tolerated from other students
7. Discussing with a student the employee's problems that would normally be discussed with adults (e.g., marital problems, medical conditions, personal information)
8. Making repeated physical contact with a student when the contact has no apparent professional purpose
9. Telling sexual jokes to a student
10. Discussing with a student sexual topics that are not related to a specific curriculum
11. Showing sexually inappropriate materials or objects to a student
12. Making any sexual advances (e.g., verbal, written, physical) towards a student
13. Engaging in sexual activity, a romantic relationship, or dating a student

The foregoing is a non-exclusive list of actions that, in the absence of a legitimate professional purpose, will be regarded as a violation of the professional boundaries that employees are expected to maintain. Any failure to maintain professional boundaries with a student will be regarded as a violation and as an act of misconduct that will result in the employee being subjected to disciplinary consequences up to and including suspension without pay and termination of employment.

Date Adopted: 04/18/11

REDUCTION IN FORCE PROCEDURE

BP - 3200

By definition: Reduction in force (RIF) [i.e., the cancelation or non-renewal (“termination”)] at the end of the current contract term of one or more certificated staff members based on a decrease in the number of teachers needed in a particular area. Prior to a RIF being implemented, the superintendent shall make a recommendation to the board of school trustees as to the need and basis for the RIF. If the board authorizes the RIF, the superintendent shall work with the administrative team to identify the areas subject to being RIF’d and apply the considerations and criteria set forth in these guidelines.

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

If the teaching content area being reduced has only established teachers assigned to the area, the following guidelines apply to all established teachers in that content area. Those established teachers who are licensed in another content area cannot be subject to the reduction in force if these established teachers are able to replace a probationary or professional teacher in the licensed area.

The termination of a teacher’s contract through RIF shall be determined on the basis of the teacher’s own demonstrated performance as reflected in the teacher’s most recent evaluations. In those teaching content areas determined to require a reduction in force, a teacher certificated in the area who is rated less effective will be subject to termination before a teacher rated more effective will be subject to the same. The order of effectiveness from least to greatest will be as follows:

1. Ineffective
2. Improvement Necessary
3. Effective
4. Highly Effective

Personnel who receive a performance rating of ineffective shall be subject to termination first.

Personnel who receive a performance rating of improvement necessary shall be subject to termination secondly.

Personnel who receive a performance rating of effective shall be subject to termination thirdly.

Personnel who receive a performance rating of highly-effective shall be subject to termination only after all of the above reference criteria have been met.

Teacher performance and effectiveness will be considered over a time frame limited to the past three consecutive years. If three years of evaluative data is not available, the most recent two

years or one year of data will be used. All evaluation data will be limited to data collected while a teacher in this school corporation.

In cases where more than one teacher's effectiveness categories are the same, the administration will consider the following factors before making a determination as to which teacher and/or teachers in the same effectiveness category shall be subject to termination, with the order of importance from most to least being:

1. The numerical rating of the teachers' evaluation
2. The academic needs of the students in the school corporation
3. Current instructional and extra-duty leadership roles
4. Additional teaching licensure obtained or soon to be obtained
5. Credit hours earned
6. Recommendations and advice from others in the administration
7. Years of teaching experience

The manner by which these factors are considered and applied in distinguishing among teachers with the same level of effectiveness shall not be subject to discovery by the affected teacher. Decisions of the administration in assigning an effectiveness category or comparing teachers within the same category will be final, subject to such review or reconsideration as the board of school trustees may permit in its sole discretion.

Date Adopted: 09/09/13

Revised: 05/11/15

SABBATICAL LEAVE

BP - 3210

A sabbatical leave without pay may be granted to certified teachers who have at least seven (7) years of service in the corporation. This leave will be granted for one school year. A letter requesting the leave must be submitted to the superintendent no later than March 1st previous to the requested year. Leaves may be granted by the school board of trustees for the following reasons:

1. Professional study
2. Research
3. Pursue other professional options

A granted sabbatical leave will not disrupt a teacher's continuous years of service within the Western Boone County Community School Corporation. However, the sabbatical leave will not be counted as an additional accumulation to the corporation-wide seniority roster nor will the sabbatical count toward a step on the corporation's salary system and compensation model. A teacher on sabbatical leave may continue on the group insurance but will be responsible for the entire premium payable monthly.

A teacher will be awarded a teaching position that matches their license upon return. However, there is no guarantee of the same position or classroom that the teacher vacates upon their return.

Date Adopted: 02/10/14

INSTRUCTIONAL - BP SECTION 5000

TEXTBOOK ADOPTION

BP - 5030

The director of curriculum shall recommend to the board of education the adoption of all textbooks and supplementary instructional materials, per State Department of Education requirements. In the selection of textbooks, he/she will conduct the textbook adoption process in cooperation with the identified committee of teachers. The chosen textbook selection will be decided by a majority vote of the committee.

The director of curriculum shall be responsible for establishing criteria by which additional instructional materials (e.g., supplementary books, teaching supplies, technology) may be provided, and shall make provisions for the purchase of such materials within the annual student fee proposal submitted to the board of education. The textbook adoption process will consider the necessity for and economical impact of all materials proposed for adoption and usage.

The director of curriculum will observe the State Board of Education textbook rental cap of 25% of the purchased price per year for a period of six years, and 15% per year if continued after six years.

Teachers shall use the instructional materials selected by the textbook adoption committee, and approved by the board of education. Recommendations for proposed changes must be filed with the director of curriculum, and are subject to the approval of the board of education, during the semester prior to the intended usage.

Date Adopted: 08/22/94

Date Revised: 03/14/11

04/16/12

LEAST RESTRICTIVE ENVIRONMENT

BP - 5050

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

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes, with the use of supplementary aids and services, cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

Legal Reference: 20 U.S.C. 1412(5)(B)
IC 20-1-1-6
34 CFR 300.227
IC 20-1-6-2.1
34 CFR 300-305.307
511 IAC 7-12-2
34 CFR 300.550-300.556

Date Adopted: 08/22/94

GRADES AND GRADING

BP - 5070

The administrative staff shall devise and the board of education shall adopt a uniform grading system that shall be used by all teachers. Adequate reports of pupil progress shall be made to parents of all children enrolled. The board acknowledges that the awarding of marks and the decisions relative to promotion and retention of children are serious responsibilities of teachers and administrators. It is the board's policy to support its professional staff in this professional duty. The professional staff can be depended upon to make all such decisions in the best interest of children. Parents will be consulted with and informed when retention is advisable.

The uniform grading system is as follows:

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D

Date Adopted: 08/22/94

Date Revised: 04/18/11

09/08/14

STUDENTS - BP SECTION 6000

SCHOOL ENTRANCE AGE

BP - 6010

A child shall be six years old on or before the 1st day of July 1 of the current year in order to enroll in the first grade. A child shall be five years old on August 1 of the current year in order to enroll in kindergarten.

Date Adopted: 08/22/94

Date Revised: 07/08/02
10/09/06

**HOUSING AND ENROLLMENT OF STUDENTS RESIDING IN A HOUSE
LOCATED ON THE DISTRICT BOUNDARY LINE**

BP - 6013

When any part of a house, as defined below, is located inside the established boundaries of the Western Boone County Community School District the parent/guardian may designate Western Boone County Community School District as their school district of legal settlement by enrolling their children in the appropriate school in the school district.

For the purpose of this policy, a house is defined as a fully enclosed, under-roof, single-unit structure that is climate controlled and in which a person can reside year round.

Date Adopted: 03/10/03

HOUSING AND ENROLLMENT OF NON-RESIDENT STUDENTS

BP - 6015

Non-resident students may be enrolled in schools operated by the Western Boone County Community School District when the construction of a new residence or the purchase/rental of an existing personal residence within the school district is in process in accordance with the following:

1. Receipt of Form HSE-1 by the student's parent(s)/legal guardian(s)/ legal custodian(s) with must be approved by the superintendent or designee.
2. Receipt of a valid construction, purchase, or rental contract for a residence in the Western Boone County Community School Corporation.
3. Evidence of in-process construction prior to the first official day of enrollment of students for any given school year for other than rental or purchasing of existing housing. In-process construction shall mean that at least excavation of the site has occurred and footers have been completed.
4. The residence must be occupied no later that the final day of the fall semester of any given school year. Otherwise, a charge will be made from the first day of enrollment for said student until occupancy occurs. The charge shall be equal to the amount of paid for average daily membership as determined annually by the state. The tuition charge is due on the final day of the fall semester.
5. Occupancy is solely determined by the corporation.

Date Adopted: 05/14/01

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION
1201 North State Road 75, Thorntown, IN 46071

**Housing and Enrollment of Non-Resident Students
Application for Student Admission**

Non-resident students may be enrolled in schools operated by the Western Boone County Community School District when the construction of a new residence or the purchase/rental of an existing personal residence within the school district is in the process, in accordance with the following:

1. Receipt of Form HSE-1 by student's parent(s)/legal guardian(s)/legal custodian(s) must be approved by the superintendent of designee.
2. Receipt of a valid construction, purchase, or rental contract for a residence in the Western Boone County Community School Corporation
3. Evidence of in-process construction prior to the first official day of enrollment of students for any given school year for other rental or purchasing of existing housing. In-process construction shall mean that at least excavation of the site has occurred and footers have been completed.
4. The residence must be occupied no later than the final day of the fall semester of any given school year. Otherwise, a charge will be made **from the first day of enrollment for said student until occupancy occurs**. The charge shall be equal to the amount of paid for average daily membership as determined annually by the state. The tuition charge is due on the final day of the fall semester.
5. Occupancy is solely determined by the corporation.

I, _____, request the enrollment of _____
in grade _____ at _____. Residence will be
established at (New Address) _____ on
approximately _____. I have read, understand, and fully agree to abide by
the provisions of board policy and agree to pay the Western Boone County Community School
Corporation \$_____ per day from the first day of attendance of _____, if my
residence in said school district has not been established by the final day of the fall semester of
the school year _____.

(Signature of Parent/Legal Guardian/Legal Custodian)

(Present Address of Parent/Legal Guardian/Legal Custodian)

(Phone Number of Parent/Legal Guardian/Legal Custodian)

(Date)

APPROVED BY:

(Superintendent or Designee)

(Date)

Date Adopted: 05/14/01

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

BP - 6018

To the extent practical and as required by law, the corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or
7. Are migratory children living in conditions described in the previous examples.

An unaccompanied youth is a homeless student who is not in the physical custody of a parent or guardian.

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

Homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living. Attendance rights by living in attendance areas, other student assignment or student choice or transfer policies are available to homeless families on the same terms as families who are resident in the school corporation.

If there is an eligibility or enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the corporation's decision and their appeal rights in writing. The corporation's liaison will carry out the dispute resolution as provided by state rule.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the corporation liaison is to assist in this process. Records from the student's previous school shall be requested

from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school corporation, or a homeless student is living in another school corporation but will attend his or her school of origin in this corporation, the two school corporations will coordinate to determine the responsibilities and costs of each corporation to provide the transportation services necessary for the student. If the two school corporations do not agree upon an arrangement, the responsibilities and costs for the transportation services will be shared equally by the two school corporations.

The corporation's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the education and appeal rights of homeless students in a manner understandable to the homeless students, their parents or guardians, and unaccompanied youth. The notice shall be disseminated in locations frequented by homeless students, their parents or guardians, and unaccompanied youth.

The corporation's liaison will be responsible to review and recommend amendments to corporation policies that may act as barriers to the enrollment of homeless students.

Legal Reference:

- 42 U.S.C. Section 11431
- 42 U.S.C. Section 11432(g)
- 42 U.S.C. Section 11432a

Date Adopted: 07/28/03

Date Revised: 05/13/19

ATTENDANCE PROCEDURES

BP - 6020

Students are expected to be in attendance at school every day unless there is a very good reason to be absent. Students are allowed no more than 8 absences per class, each semester. There are certain absences that will not count toward the eight-day limit, these are listed in section A below. Each absence is either excused or unexcused. Students who receive an unexcused absence may not be permitted to make up schoolwork for credit or grades. Any student who is absent the entire day is not allowed to attend any extracurricular activities without prior permission from the administration.

Upon the 9th absence (documented and/ or undocumented) from school or a class period the student will be required to make up those hours, hour for hour, (7 hours per school day for a complete day) in order to maintain their credits or they will forfeit any or all credits for that semester. Parents and/or legal guardians of the student who is in violation of the attendance policy may request a meeting with the Principal (or designee) to review the loss of credits. Failure to request a review of loss of credit will result in the removal of the student from the class and/or the removal of the student from the school setting according to the Due Process procedures.

Section A (Excused by law)

Service as a page for the Indiana General Assembly IC 20-33-2-14
Service in a precinct election IC 20-33-2-15
Active duty with the National Guard/Air patrol IC 20-33-2-17-17.2
Subpoenaed by a court IC 20-33-2-16
Attendance at State Fair for educational purposes IC 20-33-2-17.7
Educationally related non-classroom activities ie, field trips IC 20-33-17.5
Attendance for religious instruction IC 20-33-2-19

Section B: (Excused with documentation)

Upon the 9th undocumented absence each semester, the student's attendance records will be forwarded to the School Resource Officer and the Boone County Juvenile Probation Department.
Excused absences with documentation will not count toward the undocumented 8 day limit.
Documentation is defined as **an approved** document provided to the school containing information outlining the reason for the absence.

Types of **approved documentation:**

Doctor's note
Court Documentation
College Visit Brochures (All College visits must be pre-arranged)
Funeral Program
Other: Documentation not listed may be approved at the school's discretion

ANY absence where documentation is not provided will be considered undocumented.

Parent **notification for a student who is ill is** considered an excused absence but is undocumented, unless documentation from a physician is provided within 24 hours.

Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school.

The Administration has final approval in this policy and the administrative procedures followed. Other absences not listed above including but not limited to, truancy, may be considered unexcused absences.

Student's Responsibilities:

The student is expected to make up all work in accordance with the homework policy.

All students coming to school late are to be signed in by 10:45 a.m. in order to participate/attend any extracurricular activity.

It is the student's responsibility to clear all absences and tardies.

Students may not leave the building without the approval of the administration until their class day is complete. If a student leaves without permission for any reason, his/her absence will be considered a truancy.

When it is necessary for a student to leave school before the end of the school day, he/she must receive a "permission to leave the building slip" from the main office. (See Permission to leave building section for further information)

Attendance Procedures:

If a student must be absent, the parent or legal guardian shall call Western Boone at 482-6143 and inform the school of their child's absence. During non-school hours the parent or legal guardian may call the Attendance Hotline at 482-6143 then press 2, and leave a message of their child's absence.

Absent students whose parents have not called the school the day of their absence will be called or receive a home visit by the School Resource Officer.

When calling the office, please wait for voice instructions to be completed. All phone calls not accompanied by documentation will be considered undocumented.

All documentation must be provided within 24 hours of the absence or it will be considered undocumented.

Permission to Leave the Building During the School Day:

- 1.) A "permission to leave the building slip" must be obtained from the main office prior to leaving Western Boone School during the school day.
- 2.) Students are to report to the main office before the 7:45 a.m. (warning bell) with a note from the parent or legal guardian to obtain a "permission to leave the building slip".
- 3.) The student must sign out when leaving the building and sign in at the main office when returning to school during the same school day. Students must provide documentation up returning to school.
- 4.) Parents must come into the main office when picking up students who leave during the school day.

Prearranged or Extended Absences:

It is the responsibility of the parent/legal guardian and the student to acquire a prearranged or extended absence form with the Administration of Western Boone. If a student is going to be absent for a family-related function, he/she must have the absence approved by completing the prearranged absence form

(from the main office) at least one week in advance of the function. Prearranged or extended absences will be counted as undocumented.

Unexcused Absences:

For all unexcused absences the student will receive a “0” for the day. The student is allowed to request the assignment(s) that he/she missed, but may not receive credit for those assignment(s).

Tardies:

A student who is tardy to school in the morning must report directly to the main office to receive an admit slip. All other tardies (late to class) are to report to the assigned classroom. A student is given (1) one excused tardy for each class every nine weeks-grading period. All tardies accrued after the excused tardy will result in the student receiving the appropriate disciplinary action. A tardy is defined as a student not being in his/her assigned seat when the bell rings for class to begin.

Habitual Truancy:

As defined by Western Boone School Board Policy 6293: A student is considered to be a habitual truant when the student willfully fails or refuses to attend school in defiance of parental or school authority for the eleventh (11th) time during the school year.

Legal Reference: 20-8.1-3-17

Date Adopted: 08/22/1994

Updated: 06/13/2016

Updated: 10/10/2016

EDUCATIONAL SURROGATE PARENT POLICY

BP - 6025

The school corporation shall ensure that a pool of educational surrogate parents is available so that an educational surrogate parent may be appointed, when necessary, to protect the rights of students with disabilities. An educational surrogate parent shall be appointed when the student's parent(s) are unknown; when the whereabouts of the parent(s) is unknown; when, after reasonable efforts, the student's parent(s) cannot be located; or when the student is a ward of the State of Indiana. The educational surrogate parent may represent the student in all matters relating to the identification, evaluation, educational placement, and provision of a free appropriate public education.

Any person assigned as an educational surrogate parent shall not be an employee of a public or private agency involved in the education or care of the student, or have any interest that conflicts with the student. The educational surrogate parent shall match the student's cultural and linguistic background to the extent possible and shall possess the knowledge and skills necessary to adequately represent the student.

Legal Reference: 20 U.S.C. 1415(b)(1)(B)
IC 20-1-1-6
34 CFR 300.514
IC 20-1-6-2.1
511 IAC 7-9-1

Date Adopted: 08/22/94

RELEASE OF PUPILS

BP - 6030

In the event an officer requests to remove a pupil from school for questioning or arrest, a warrant or approval of the parent must be presented if the child is under sixteen years of age, unless a child has been guilty of a misdemeanor in the presence of the officer.

In case there is a question about the right of the parent or relative to take the child from school, the principal is justified in requesting the person to show evidence that he/she has legal custody of the child or permission of the legal guardian. A pupil shall never be released to an unidentified person.

Date Adopted: 08/22/94

STUDENT DUE PROCESS LAW

BP - 6040

The regulation of student conduct in the Western Boone Schools and discipline relating thereto is governed by IND. CODE §§ 20-33-8-1 et seq., as amended from time to time. In establishing the rules of expected conduct and the process to be followed in the event of an alleged violation thereof, the school board, administration, and staff may exercise all the rights and privileges provided in the law.

Notice to parents and students of both the substantive rules of expected conduct and the process for determining and sanctioning misconduct will be consistent with state law and summarized in the student handbooks for each building that are prepared and distributed each year. Copies of the handbook and governing state statute shall be available to parents and students at all times upon request.

The school board has elected to not review the superintendent's determinations in student discipline matters, so further appeal of the superintendent's decision is available to the student only through judicial review as provided in IND. CODE §§ 20-33-8-19(f) and -21.

Legal Reference: IND. CODE §§ 20-33-8-1 et seq.

Date Adopted: 08/22/94

Date Revised: 10/09/06

BULLYING

BP - 6050

(a) Bullying is prohibited by Western Boone County Community School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

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

Bullying does not include:

- Participating in a religious event;
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- Participating in an activity consisting of the exercise of a student's freedom of speech rights;
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- Participating in an activity undertaken at the prior written direction of the student's parent; or
- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: Western Boone County Community School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Western Boone School Corporation and 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. Western Boone County Community School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer Network.

(d) Education: All students may be required to receive information on anti-bullying measures.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the superintendent). All staff who observe or receive a report of suspected bullying shall immediately notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. Western Boone County Community School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school corporation shall take appropriate intervention and responses as consistent with policy and procedure. The school corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school corporation policy.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Date Adopted: 11/11/13

SUPERVISION

BP - 6080

Students shall be under the supervision of a teacher at all times during the school day or while in the school building.

Date Adopted: 08/22/94

COMPULSORY ATTENDANCE

BP - 6090

Every child between the ages of seven and eighteen years is required to attend school unless there is on file in the superintendent's office a physician's statement that the child is physically or mentally unable to profit by the services offered by the school.

Legal Reference: I.C. 20-8.1-3-17

Date Adopted: 08/22/94

CORPORAL PUNISHMENT

BP - 6100

The board of school trustees recognizes that students may require disciplinary action in various forms; they cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. School staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, school administration may always resort to removal of the student from the classroom or school through school suspension or expulsion. School staff, within the scope of their employment, may use and apply reasonable force and restraint to alleviate a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, he/she may be subject to discipline by this school board of trustees, and criminal assault charges as well. Corporal punishment shall not be permitted.

Date Adopted: 08/22/94

Date Revised: 03/09/15

DETENTION OF PUPILS

BP - 6110

Detaining children after school should be carefully regulated. Children should not be kept for an unreasonable length of time. A "reasonable" length of time would depend upon the child's age, weather conditions, and other factors. In all cases where it is possible, the home should be notified in advance when the child will be kept after the school. Of prime importance is the method of travel that the child will use to get home. The building principal will establish rules to implement this policy.

An entire class should not be punished for the misbehavior of a few.

Date Adopted: 08/22/94

SCHOOL ACTIVITIES

BP - 6120

The school program shall include provisions for a balanced program of student activities in keeping with the various age level needs of the children served. Such activities are recognized by the board as vital needs in a well-rounded program of education when they are clearly defined and their function is primarily directed toward the growth of the children. These activities shall be reviewed periodically by the superintendent and reports with recommendations made to the board.

The board policies which govern the curricular program shall also govern the extra-curricular program.

All student activities must be sanctioned by the administration of the school and under the direct supervision of the administration and faculty. Parent help may be requested.

Enrollment as a student in the corporation is a prerequisite for participation in school activities.

Date Adopted: 08/22/94

Date Revised: 05/14/01

STUDENT RESPONSIBILITY

BP - 6140

Any student may be excluded from any activity at the discretion of the faculty members in charge.
Eligibility for student activities may be based on the scholastic and department records of the students.

Date Adopted: 08/22/94

MITCH DANIELS EARLY GRADUATION SCHOLARSHIP

BP - 6165

Western Boone Community Schools adopts the following early graduation policy for students wishing to graduate in six semesters or less:

Minimum requirements:

- Student must apply for early graduation by Feb. 1st of the sophomore year to be ranked with the senior class in the following year for purposes of scholarships and class rank.
- Conference must be held with student, parent/guardian, counselor, and administrator by March 1st of sophomore year.
- All students requesting this option must pass/have passed the Algebra 1 and English 10 ECA by the end of the sophomore year.

Other considerations:

- Online coursework may be necessary to complete all required coursework. Credits can be earned through any accredited online source with permission of the school counselor (cost for online courses to be paid by the student).
- Any student who has completed the application/conference process by the specified deadlines will be ranked with the senior class upon completion of the semester in which application is made.
- Students graduating early are eligible to participate in all senior class activities while still enrolled at Western Boone with the class of their newly intended graduation year.
- For the purposes of a member of the Class of 2013 requesting to become a member of the Class of 2012, any courses with weighted grades will be unweighted to align with the grading policy in place for that class of students.

IC 21-12-10-3

Eligibility

Sec. 3. An individual is eligible for a Mitch Daniels early graduation scholarship if the individual:

- (1) is a resident of Indiana, as defined by the commission
- (2) attended a publicly supported school on a full-time equivalency basis (as defined in IC 20-43-1-14) for at least the last two (2) semesters before the individual graduated from high school
- (3) had legal settlement (as defined in IC 20-18-2-11) in Indiana for at least the last two (2) semesters before the individual graduated from high school
- (4) met at least the minimum requirements set by the Indiana State Board of Education for granting a high school diploma by the end of grade 11 (including any summer school courses completed before July 1 of a year) and was awarded after December 31, 2010, a high school diploma by the publicly supported school that the individual last attended for course credits earned before the end of grade 11
- (5) was not enrolled in a publicly supported school for any part of grade 12
- (6) applies to the commission for a Mitch Daniels early graduation scholarship in the manner specified by the commission
- (7) within five (5) months after graduating from high school, becomes a student in good standing at an approved postsecondary educational institution whose students are eligible to receive a higher education award (IC 21-12-3-11) or a freedom of choice grant (IC 21-12-4-4) and is engaged in a program that will lead to an approved postsecondary degree or credential

Date Adopted: 09/12/11

SCHOOL DRESS

BP - 6180

The board recognizes that there is a definite correlation between student dress and his/her behavior and/or performance in school. All manner of dress should be of such a nature as not to attract specific attention to a student.

Date Adopted: 08/22/94

RESIDENCE

BP - 6190

The board recognizes that a child must be a legal resident of this school district in order to attend our school system. The board further recognizes that extenuating circumstances arise and it is for these borderline cases that the following standards have been set:

1. Adopted children of legal residents of or community shall have the same rights of attendance as children of natural parents.
2. A child who is a ward of a legal guardian who is a resident of our community may attend our schools, providing it is a bonafide guardianship and not for the purpose of merely avoiding the payment of tuition. The guardian shall be responsible for the care, maintenance, and conduct of said child, and shall answer to the school authorities concerning said child as if said guardian were the parent of said child. Every guardian **shall have on file with the school an affidavit** stating that he or she does assume full responsibility for said child concerning school matters.
3. A child who is transferred to this community on order of court may attend our schools. This shall also apply to children who are made wards of the court.
4. Any cases not covered by the foregoing may be referred to the board of education.

Legal Reference: I.C. 20-8.1-6.1-1; I.C. 20-8.1-6.1-5

Date Adopted: 08/22/94

Date Revised: 06/13/11

TRANSFER STUDENTS
Non-resident Student Admissions

BP - 6195

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

School Employee Requests

Requests for transfer made by any school employee whose annual salary is at least \$8000 for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees.

Other Transfer Student Requests

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

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the school's principal prior to September 1st. A student requesting transfer beginning the 2nd semester, must submit the Application for Transfer of Non-Resident Student by January 15th. New non-resident enrollments for 2nd semester will only be considered if the State of Indiana issues funding based on a 2nd count day. Once the written request (see application form) is submitted it will not need to be renewed unless parents/guardians and student are notified differently by administration.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school unless there is an established residence in our district with an adult accepting responsibility of this arrangement.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted, or a publicly verifiable random selection process will be necessary to determine who will be accepted. The random selection process will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

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

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

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

Legal References: I.C. 20-26-11-2
 I.C. 20-26-11-6
 I.C. 20-26-11-6.5
 I.C. 20-26-11-32

Date Adopted: 12/08/08
Date Revised: 05/11/09
 12/14/09
 06/13/11
 01/14/13
 04/22/13
 07/15/13
 07/15/19
 11/09/20

NON-RESIDENT STUDENT TRANSFER REQUEST FORM

_____ Granville Wells Elementary
_____ Thorntown Elementary
_____ Western Boone Jr.-Sr. High

Student: _____ Incoming Grade: _____ School Year: _____

School corporation student would normally attend: _____

Name of school building in home corporation: _____

Name of parents/guardians submitting request: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Reason for transfer: _____

Please attach disciplinary record from previous year.

Date form received: _____

Transfer Approved: Yes _____ No _____

Superintendent/Designee signature: _____ Date: _____

Transportation Requested:

At Residence of

Bus Pickup: Name: _____ Address: _____

Bus Drop Off: Name: _____ Address: _____

Signature of adult at this residence assuming responsibility of this arrangement / Phone Number

ATTENDANCE DISTRICTS

BP - 6200

The school corporation is divided into two districts for placement of elementary students. The boundaries for Granville Wells Elementary School include the following townships: Jefferson, Jackson, and Harrison. The boundaries for Thorntown Elementary School include the following townships: Clinton, Sugar Creek, and Washington. Children are to attend the school which is in the district in which they reside, unless special approval is granted by the superintendent and the school board.

Date Adopted: 08/22/94

Date Revised: 09/08/14

ADVERTISING AND SOLICITATION

BP - 6210

Salesmen or business agents shall not be permitted to solicit or interview pupils or school employees on the school premises without the approval of the superintendent of schools. This permission will not be granted unless the solicitation or interview has a bearing on the advancement of the school.

The sale of tickets or merchandise in the schools for any activities or services other than those sponsored by the schools shall not be permitted. Exceptions may be made for activities of educational value when approved by the superintendent.

Collection of money for drives, campaigns, et cetera may not be made in the schools except with the approval of the board of education.

Assistance to local non-commercial groups in making favors or decorations, addressing envelopes, distributing printed materials, or in constructing projects will be permitted only if the educational value justifies the time consumed and permission is granted by the principal.

Date Adopted: 08/22/94

DISCLOSURE OF STUDENT LISTS

BP - 6211

Part A:

The board of school trustees of the Western Boone County Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list that containing the names, addresses, **and/or email addresses** of any or all students currently or formally enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business for profit.

The board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local, or school board office or the outcome of a public question.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, and any reserve component of these military forces, any services academy of these military forces, the Indiana National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Under federal law, the school corporation is required to release to military recruiters upon request a secondary student's name, address and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

Part B: Notice of Restriction to Release Student Directory Information to Military Representatives

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by state and federal law. (IC 20-33-10-4; 20U.S.C. 7908; 10 U.S.C. 503) For purposes of these laws, directory information is defined as name of student, address, and published telephone number(s). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student makes a written request that the directory information not be released to military recruiters without the parent's written consent to such release.

Legal Reference: I.C. 5-14-3-3(f)
I.C. 20-33-10-2
20 U.S.C. 7908
10 U.S.C. 503

Date Adopted: 10/09/06

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION
1201 N State Road 75, Thorntown, IN 46071
Phone: 765-482-6333 Fax: 765-482-0890

**Denial of Permission to Release Student Directory Information to Recruiting Representatives of the
Military Services and Military Academies**

Dear Parent and Student:

Student directory information, as defined below, must be released to any recruiting representative of any military service or academy who requests it **unless** the parent or student provide a written request stating no student directory information is to be given to a military recruiting representative. If you do not want this directory information released to any military recruiting representative, please fill out the form below and return it to the principal's office. Thank you.

Student Directory Information is defined as follows:

1. Name of Student
2. Address
3. Telephone number(s), if listed or published

The release of student directory information to all military recruiting representatives is denied unless my written permission is given to release such information to a military recruiting representative.

Name of Student

Date

Parent's Signature

Date

Student's Signature

Date

MEDIA CENTER USAGE

BP - 6220

The purpose of Western Boone County Community School Corporation Media Centers (i.e., School Libraries) is to provide all students and teachers with a variety of resources that will enrich the program of study, help meet curriculum goals, and further the education and enrichment needs of its students.

All library materials are available for loan unless otherwise noted at respective buildings. Equipment is available for loan within each building. Granting of requests for equipment to leave the building must be recommended by media center staff and approved in writing by the building principal.

The student or teacher who signs his name to borrow school library materials/equipment will be held responsible for returning said material/equipment on or before the indicated due date.

To remind individuals about overdue or damaged materials/equipment, at least one of the following actions will occur:

- Personal contact by the media specialist
- Written notice from the media specialist or staff
- Written notice to parents
- Email notice to parents
- Telephone contact with parents

Students or teachers who lose or damage library materials/equipment must repay to the media center the cost of the material/equipment as determined by the media center staff. (A parent or legal guardian will be considered ultimately responsible for his/her child's debts.) Failure to respond accordingly will result in the individual's loss of library privileges.

Date Adopted: 08/22/94

LOCKER SEARCH AND SEIZURE

BP - 6230

1. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - a. Evidence of a violation of the student conduct standards contained in the student handbook
 - b. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
 - a. The principal, or an assistant principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
 - b. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
3. The principal or an assistant principal may search a student during a school activity if they have reasonable cause for a search of that student. Searches of a student shall be limited to:
 - a. Searches of the pockets of the student
 - b. Any object in the possession of the student such as a purse or briefcase
 - c. A "pat down" of the exterior of the student's clothing

Searching of a student which requires removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section. Searches of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, and additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search.

The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

4. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a

search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or an assistant principal may request a law enforcement officer to search a motor vehicle on school premises, subject to sub-section G of this section.

5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
 - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
 - b. Returned to the parent or guardian of the student from whom it was seized
 - c. Destroyed if it has no significant value
 - d. Turned over to any law enforcement office in accordance with sub-section G
6. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
 - a. Returned to the parent or guardian of the student from whom it was seized
 - b. Destroyed
 - c. Turned over to any law enforcement officer in accordance with sub-section G
7. The principal, or an assistant principal, may request the assistance of a law enforcement officer to:
 - a. Search any area of the school premises, any student, or any motor vehicle on school premises
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this section

Date Adopted: 08/22/94

Date Revised: 06/13/11

USE OF METAL DETECTORS

BP-6235

(Reasonable Suspicion)

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

(Administrative Search)

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

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

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

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

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

USE OF METAL DETECTORS -- PROCEDURES

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

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

Metal Detector Random Checks

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

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

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

Date Adopted: 8/13/18

PUPIL GRADE PLACEMENT

BP - 6240

Pupils will be placed at grade levels in the schools of this corporation based on their demonstrated academic accomplishments, subject to applicable statutes, regulations and directives from those agencies having jurisdiction over this matter.

Pupils who are duly certified by teachers and principals for advancement to the next higher grade level will thereupon be eligible to enroll only in that next higher grade level in this school corporation during the next school year. The board of school trustees condemns and will strongly resist any and all efforts to evade this policy such as by withdrawing a pupil, moving him/her to another school corporation in the desired grade level, and then attempting to re-enroll such pupil at such grade level in the schools of this school corporation.

The board of school trustees recognizes the need for, and desires, maximum possible input into pupil placement decisions, from parents/guardians, teachers, counselors, and others who have been involved with the pupil's academic progress. At the point, however, at which a final decision must be made, that decision will be reserved to the building principal.

The Western Boone School Corporation does not allow the retention of any student who has successfully completed any grade, except upon the recommendation of the appropriate school personnel. Under no circumstances may a student be retained for the sole purpose of improving the student's ability to participate in a school corporation athletic program.

Fair competition and safety of participants is served best when students of approximately the same age participate at any one grade level. Therefore, any student who repeats any grade in circumvention of this policy, shall no longer be able to participate at the grade level in which she/he is currently enrolled. The student will be classified in athletics as if she/he had not been retained. For example, a seventh grader who repeats the seventh grade will have to participate in eighth grade athletics; this process continues until graduation.

Legal Reference: I.C. 20-5-2-2-(2); 511 IAC 6-2-1-(c)(10)

Date Adopted: 08/22/94

FREEDOM OF EXPRESSION

BP - 6260

Freedom of expression may not be used to present material or activities which tend to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administration officials in an orderly fashion.

Date Adopted: 08/22/94

HOMEWORK

BP - 6270

The Western Boone County Community School Corporation has developed a student homework policy.

Homework should be assigned at the discretion of the teacher within the policy guidelines as follows:

1. Homework should serve as an extension of the class work and should be evaluated in relation to the objectives of the subject being studied.
2. Homework should be used to provide experience that will enhance learning.
3. Homework should not be viewed as punishment or as a substitute for classroom instruction.
4. Homework should be used to strengthen the self-discipline needed to concentrate.
5. Homework assignments should be varied according to the age, learning ability level, physical needs, and interests of the students.
6. Homework assignments should reflect the teacher's appreciation of the scope of school sponsored activities and student responsibilities in other subject areas.
7. Parents should be responsible for creating a learning environment for homework assignments.

Legal References: 511 I.A.C. 6-2-1(C)(9)

Date Adopted: 08/22/94

AIDS PREVENTION PROGRAM

BP - 6290

Introduction

Acquired Immunodeficiency Syndrome (AIDS) has become one of the nation's most serious health problems. It is appropriate that the Western Boone Community School Corporation take measures to safeguard to the greatest extent possible the health of its students, staff, and community from the threat posed by AIDS, to help prevent the spread of AIDS, as well as to meet the educational needs and protect the interests of individuals who have AIDS. These actions include incorporating instruction about AIDS into the educational program, providing an environment within the school facilities that minimizes the possibility of spreading the virus, and taking appropriate special measures to facilitate the continuity of education for individuals who have AIDS. The following policies, procedures, and programs have been developed and implemented with that in mind.

Policy on Attendance of Students With AIDS/ARC

1. The Boone County Health Official shall make the determination of whether or not a student with Acquired Immunodeficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) will be permitted to attend school. Any limitation on an AIDS/ARC student's participation or involvement in school programs or activities shall be only as prescribed by the chief Boone County Health Official and input from the family doctor.
2. The school nurse shall function as the liaison with the student's physician, family Boone County Health Official and other school personnel for the purposes of coordinating any special measures relative to the student which are necessary or prescribed by the Boone County Health Official.
3. The school nurse shall monitor the on-going physical condition and behavior of an AIDS/ARC student. If at any time the school nurse determines that a change in the physical condition or behavior of an AIDS/ARC student could create the danger of infection to others, the nurse shall report this fact to the building principal and the principal shall send the student home with a note to the parent describing the nature of the student's condition. The Boone County Health Official, after consultation with family physician and parents or guardian, shall then determine whether and when the student shall be readmitted to school.
4. If the superintendent objects to any determination made by the Boone County Health Official, an appeal will be made to the State Board of Health under the provisions of Indiana Code 20-8.1-7-8.
5. The school nurse shall give any necessary or appropriate special instructions to the teachers of an AIDS/ARC student.
6. The school corporation will respect the right of privacy of a student with AIDS/ARC. The knowledge that a student has AIDS/ARC will be confined to those persons with direct need to know of the condition. This includes the superintendent, building principal, nurse, and the

student's teacher or teachers. Other school personnel who come in contact with the AIDS/ARC student may be informed of the student's identity if it is deemed necessary by the superintendent.

7. The special education referral and placement procedure may be utilized to provide a special program for an AIDS/ARC student if such a program is deemed necessary by the parents, school officials, or the chief Boone County Health Official.
8. An AIDS/ARC student may be removed from school for that student's own protection when cases of other communicable diseases such as measles or chicken pox are occurring in the school population. This decision shall be made by the student's physician and parent in consultation with the school nurse and building principal.

Policy on Employment of Individuals With AIDS/ARC

1. Any employee or prospective employee who has AIDS/ARC shall inform the superintendent immediately upon learning this fact and the superintendent shall notify the Boone County Health Department for an evaluation.
2. An individual will not be released, restricted, put on leave, or denied employment based solely on the fact that the individual has AIDS/ARC. Any action relative to such an individual's employment status shall be based on an evaluation of the individual's particular condition and situation by the chief Boone County Health Official.
3. The superintendent shall request that the Boone County Health Official evaluate the particular condition and situation of an employee or prospective employee who has AIDS/ARC to determine whether or not the individual can function in the school corporation without presenting a risk of infection to others. The superintendent shall consider the recommendation of the chief Boone County Health Official in any action taken relative to the employment status of such an individual.

Guidelines for Handling Body Spills For the Prevention of the Transmission of AIDS

Instructional Personnel

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contract the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstreams.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others. Each instructional area of each school has been equipped with a packet of materials to be utilized by staff members when implementing these procedures. Each packet includes the following:

- Disposable gloves
- Paper towels
- Plastic disposable bags
- A container of alcohol

In the event of a body spill:

1. Send immediately for the custodian for clean up.
2. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
3. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "if it's wet, wear gloves."
4. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
5. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
6. Place all materials used in clean up in plastic bags and close tightly.
7. When an accident involves or causes a spill of body fluids, whether on the playground, in physical education class, or in a regular classroom, an adult should where practical accompany the student to the health room.
8. When all other procedures have been completed, remove gloves, place in plastic bag and seal tightly. Place contaminated materials in designated disposal areas. Then wash your hands using the following procedures:
 - a. Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - b. Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - c. Keeping your hands down, rinse them well with warm, running water.
 - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures. To prevent possible germs on handle initially, use paper towel to turn it on.

**Guidelines for Handling Body Spills
For the Prevention of the Transmission of AIDS**

Bus Drivers

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contract the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstreams.]

However, to provide an extra measure of protection, all drivers should follow the procedures given on this sheet in the event of any body spill by students or others. Each bus has been equipped with a packet of materials to be utilized by drivers when implementing these procedures. Appropriate packets include the following:

- Disposable gloves
- Paper towels
- Plastic disposable bags

- A container of alcohol

In the event of a body spill:

1. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
2. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "if it's wet, wear gloves."
3. Solid waste such as feces or vomit should be covered by Vo Ban absorbent or similar product.
4. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
5. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
6. Gloves, paper towel or other materials, used for clean up, should be placed in the leak proof bag, closed tightly and disposed of immediately at the bus garage.
7. All body fluids and Vo Ban should be washed, at the bus garage, with a water hose.
8. A spray disinfectant will be available at the bus garage and should be used after cleaning the bus.
9. If contact is made with any body fluids, wash your hands using the following procedures:
 - a. Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - b. Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - c. Keeping your hands down, rinse them well with warm, running water.
 - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures.

Guidelines for Handling Body Spills For the Prevention of the Transmission of AIDS

Cafeteria Personnel

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contract the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstream.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others. Each kitchen has been equipped with several packets of materials to be utilized by staff members when implementing these procedures. Appropriate packets include the following:

- Disposable gloves
- Paper towels
- Plastic disposable bags
- A container of alcohol

In the event of a body spill:

1. In case of body fluid spills, contact the custodian immediately for clean up.
2. Take measures to insure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
3. Keep all students away from any furniture or equipment that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
4. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's body fluids as potentially infectious; a good rule of thumb is "if it's wet, wear gloves."
5. When an individual loses body fluid (vomit or nose bleed) while going through the serving line, clean any contaminated food serving equipment with sanitizer and paper towel using disposable gloves.
6. Disinfect with alcohol.
7. Remove gloves immediately after each use, place in leak proof bag, close tightly and dispose properly in designated area.
8. Wash your hands using the following procedure:
 - a. Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - b. Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - c. Keeping your hands down, rinse them well with warm, running water.
 - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures.

**Guidelines for Handling Body Spills
For the Prevention of the Transmission of AIDS**

Custodial Staff

The AIDS virus does not survive easily outside the human body, and is not transmitted through air, food, or water. People can only contract the virus by having certain body fluids (blood and semen) that are contaminated with the virus come into contact with their own bloodstream.

However, to provide an extra measure of protection, all staff members should follow the procedures given on this sheet in the event of any body spill by students or others.

Guidelines for Custodial Cleaning Activities:

1. Wear Rubber gloves when:
 - a. Cleaning urinals
 - b. Cleaning water closets (toilet bowls)
 - c. Cleaning up blood
 - d. Cleaning up vomited material

- e. Cleaning up any other type of body secretions/excretions
2. Put any solid material in a plastic bag and dispose of by burning in an approved facility.
3. Clean soiled areas with a detergent disinfectant (on carpet, use a vomit absorbent material and pick up in a dust pan, final vacuum, and mist area with a sanitizer).
4. Disinfect mop and other equipment used in clean-up using a disinfectant solution.
5. Before removing gloves from hands, clean gloves with sanitizer/disinfectant.
6. Wash hands thoroughly after removing gloves using the following procedures:
 - a. Wet both hands. Using a generous amount of soap, work up a lather. This will help lift the bacteria from the skin.
 - b. Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - c. Keeping your hands down, rinse them well with warm, running water.
 - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now-clean hands from being contaminated by the potentially dirty fixtures.
7. Clean and disinfect contaminated fixtures.

AIDS Education

As mentioned in the introduction, education of AIDS/ARC is of utmost importance. Some people have fears about contracting AIDS based on misinformation or lack of knowledge about how the disease is spread. Education providing accurate medical information can best alleviate fears of contracting AIDS. Learning preventive measures is everyone's best protection.

1. Information and education about AIDS shall be incorporated into the health curriculum as described by the Division of Health Education of the Indiana State Board of Health. Western Boone Community School Corporation health curriculum shall show evidence of the AIDS/ARC education implementation beginning with the 1988-89 school year.
2. An in-service concerning AIDS will be held for certified and non-certified staff. This in-service shall help employees understand how the AIDS virus is spread and to reduce unrealistic fears of contracting an AIDS virus-related condition.

Date Adopted: 08/22/94

STUDENT ENROLLMENT PROCEDURES

BP - 6291

Students initially enrolling in the Western Boone County Community School Corporation in any grade must provide the name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth. If the birth certificate or other proof of the student's date of birth is not provided to the school within thirty (30) days of the student's enrollment or if it appears inaccurate or fraudulent, the school principal or his or her designee shall notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-8953. Once satisfactory proof of age has been provided, it will be returned to the student or his or her parents. The school principal or his or her designee shall within fourteen (14) days of a student's enrollment request the student's records from the last school the student attended, if any.

If any law enforcement agency reports to a school that a present or former student is missing, the principal or his or her designee shall attach a notice to the student's school records stating that the child has been reported missing. This notice shall be removed whenever the school is notified that the child has been found or the child reaches eighteen (18) years of age.

The principal or his or her designee upon receiving a request, for records from another school shall promptly send the records to the requesting school. However, if a notice has been attached to the records that the child has been reported missing, the principal or his or her designee shall immediately notify the Clearinghouse (1-800-831-8953) and may not send the records without prior authorization from the Clearinghouse. Whenever the principal or his or her designee receives a request for student records from any individual and a notice has been attached to the student's records that the child has been reported missing, the principal or his or her designee shall obtain the name, address, and telephone number of the person making the request and the reason the person is making the request, and the principal or his or her designee shall immediately notify the Clearinghouse (1-800-831-5953). If a request for the school records of a missing child is received, the principal or his or her designee may not issue a copy of those records without prior authorization from the Clearinghouse.

Date Adopted: 08/22/94

VOCATIONAL POLICY

BP - 6292

Attending any vocational program is considered a privilege granted by the school board when the student is unable to receive the instruction within our facility. All students wishing to attend vocational programs shall meet and maintain the following guidelines:

1. The student makes written application to the program through the appropriate counselor by the specified due date. The application must designate the requested program and be signed by the parent or guardian. The parent or guardian must be familiar with all policies and procedures of the vocational school the student plans to attend.
2. The student must have adequate space in his/her schedule to accommodate the 3-hour block without eliminating required courses. If the student has required courses to make up, the vocational course shall be eliminated.
3. The student must maintain all passing grades each grading period in all subjects, including the vocational course. Failure to maintain passing grades results in a review by the selection committee to determine the student's continuance in the vocational program.
4. Expulsion or suspension from Western Boone due to poor behavior or absenteeism will lead to immediate removal from the vocational program. The family will be responsible for reimbursement of tuition to Western Boone Community School.
5. Discipline occurring at the vocational site shall be enforced at the home school as well.
6. The attendance policy from Western Boone is in effect at all vocational sites.
7. Student will conduct himself/herself in an appropriate manner at all times at the vocational school and/or activities associated with their class.
8. The student will attend their vocational program on days when Western Boone High School is not in session and Western Boone High School on days when the vocational school is not in session.
9. Students will not be allowed to drop or change programs anytime during the year, including semester break.
10. Students will attend their scheduled vocation class for the entire school year. If the student fails to complete the 180-day program, the family will be responsible for reimbursement of tuition to Western Boone Community Schools.

Date Adopted: 08/22/94

Date Revised: 12/13/10

HABITUAL TRUANT

BP - 6293

1. A "habitual truant" is defined as a student who has eleven (11) or more days of unexcused absences in one school year. **
2. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
3. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
4. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.
5. Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the superintendent or his/her designee.

Legal Reference: I.C. 20-33-2-11

Date Adopted: 08/22/94

Date Revised: 12/14/09

** I.C. 20-33-2-11(b)(1) requires the definition of habitual truant to be a student who has more than 10 days of unexcused absences in a school year. Thus, this policy reflects the minimum number of days and the definition may be more than 11 days of unexcused absences.

EARLY ENTRANCE PROCEDURE

BP - 6294

Any child who attains the age of 5 on or before August 1 of a school year will be admitted to the kindergarten program of the Western Boone County Community School Corporation. **If the child turns 5 years on or before September 1 of that school year**, and the parent(s)/guardian(s) of the child wish to enroll the child in the kindergarten program, they may do so by completing and submitting the application to the superintendent. **Such application should be made at the time of kindergarten round-up**, or no later than ten (10) days prior to the first day of school. The superintendent will make the determination of whether the child will be admitted to the kindergarten program.

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

1. Whether or not there is space available in the kindergarten program at the school, which the child will attend. In determining the availability of space, the superintendent may consider whether the admittance of the child will cause the school's primetime teacher-pupil ratio to be exceeded.

If there are more applicants than the number of spaces available and it is determined that an excess number of applicants qualify for early entrance than space available, the determining factor for acceptance shall be the birth date of the child. Children with birth dates closest to the June 1 cutoff date will be admitted to the kindergarten program.

If no space is available, or if it is determined that it is not in the best interest of the school or the children to admit additional students, no early entrance application(s) will be accepted.

2. Any and all information may be submitted by the parent(s)/guardian(s) of the child with the application. Such information may include age equivalent scores and assessments of the following domains and areas of development: cognitive, motor skills (fine and gross), social/emotional adaptive behavior, academic readiness skills, motor development, perceptual development, and physical development.

The superintendent shall not make his/her determination based upon only one single test score.

3. A child coming into the school corporation from an out-of-state kindergarten program (public or private) or an in-state kindergarten program (public or private) and who does not meet the Indiana State age eligibility requirements, should be admitted to the kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

The superintendent shall notify the parent(s)/guardian(s) of his/her decision regarding the status of the early entrance application.

Legal Reference: IC: 20-8.1-3-17

Date Adopted: 08/22/94

Date Revised: 05/22/00

07/08/02

05/08/06

10/09/06
WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION
EARLY KINDERGARTEN ENTRANCE REQUEST

Name of Child: _____

Date of Birth: _____

Parent/Guardian: _____

Address: _____

Telephone Number: _____

Reason(s) For Request: _____

Please attach any additional test data/information.

Parent/Guardian Signature: _____

Date: _____

WITHDRAWAL FROM SCHOOL

BP - 6295

EXIT INTERVIEW

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian is conducted with the appropriate school employee. The board of school trustees for the Western Boone County Community School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wished to withdraw from school:

Western Boone Jr.-Sr. High School ----- Building Principal

Legal Reference: I.C. 20-8.1-3-17

Date Adopted: 08/22/94

POSTSECONDARY ENROLLMENT PROGRAM

BP - 6296

A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time or part-time basis during grade 11, grade 12, or both.

A student may be entitled to credit toward graduation requirements for each course the student successfully completes at that institution in accordance with the contract for dual credit with the eligible institution the student is attending. The student's school records must indicate that the credits were earned at an eligible institution.

Legal Reference: I.C. 21-43-4
511 IAC 6-10-4

Date Adopted: 12/14/09

EDUCATION RECORDS

BP - 6300

I. Definitions

- A. Education Records. Education records are those official records, files, and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the school corporation. Access to and correction of education records is governed by this policy.
1. Exclusions. Education records do not include the following:
- a. Data which relates to a student or groups of students but by which the student(s) cannot be identified
 - b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.
 - c. Privileged communications made under IC 20-6.1-6-15 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 31-6-11
- B. Parent. Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and noncustodial parent of a student.
- C. Student. Student is any individual who is or has been in attendance at the school corporation.
- D. Eligible Student. Eligible student is a student who has reached eighteen (18) years of age or is attending a postsecondary education institution.
- E. Disclosure. Disclosure is to permit access to, release of, transfer of, or communication of, education records or personally identifiable information from education records to any party by any means, including oral, written, or electronic means.
- F. Personally Identifiable Information. Personally identifiable information is information by which it is possible to identify a student with reasonable certainty including, but not limited to, the following:
1. The name of a student, a student's parent, or any other family member
 2. The address of a student
 3. A personal identifier, such as a student's social security number
 4. A list of personal characteristics, including disability designation

II. Rights of A Parent and An Eligible Student

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

III. Custody and Protection of Education Records

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

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

IV. Access to Education Records

- A. Right of access. A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof. A representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.

- B. Manner of exercising such rights. Such right shall be exercised by presenting a written request to the office of the superintendent or the superintendent's designee. The request shall specify the specific education records which the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of education records to be inspected.

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

All inspections of education records shall be made during regular business hours. school official shall be present during any such inspection to assist in the interpretation of the records.

- C. Records involving more than one student. Where the records requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student of the parent or the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student of the parent or the student making the request.

V. Disclosure of Education Records to Third Parties

- A. Disclosure without the consent of the parent or eligible student. The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student:
1. School officials within the school corporation who have legitimate educational interests. Officials with legitimate educational interests are those individuals who, at the time of access, are directly involved in the development and/or delivery of educational services to the student.
 2. Officials of another school, school corporation, or institution of postsecondary education where the student seeks or intends to enroll. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
 3. Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.

4. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
 5. Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
 6. Accrediting organizations in order to carry out their accrediting functions.
 7. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 8. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
 9. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event no less than 24 hours before disclosure.
- B. Disclosure with consent. Education records may be furnished to any other person only with the written consent of the parent or eligible student

Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school corporation shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.

VI. Correction of Education Records

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

In the event no agreement is reached, the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing

shall be held thereon, and appeals taken, in the same manner as a charge brought under IC 20-8.1-5-14 or, in the case of a student with disabilities, 511 IAC 7-8-1(p).

VII. Copies of Education Records

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

VIII. Release of Directory Information

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

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

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

IX. Education Record Retention Requirements

The school corporation shall maintain all students' education records for at least five (5) years after the student leaves the school corporation. However, a permanent record of directory information may be maintained without time limitation.

For students with disabilities, the parent or eligible student shall be notified when personally identifiable information is no longer needed to provide educational services to the student. This information shall be destroyed at the request of the parent or eligible student.

IC 20-1-1-6
511 IAC 7-3-17
20 U.S.C. 1415 (b)(1)(A)
IC 20-1-6-2.1
511 IAC 7-3-21
34 CFR Part 99
IC 20-10.1-22.4
511 IAC 7-3-41
34 CFR 300.129
511 IAC 7-8-1
34 CFR 300.221
34 CFR 300.560-300.574

Date Adopted: 08/22/94

STUDENT MENTAL AND BEHAVIORAL SERVICE RECORDS

BP – 6302

Student Mental and Behavioral Services Records

Student Mental and Behavioral Services (SMBS) records are reports, notes, diagnosis, and/ or appointments relating to a student who was referred to by school officials to receive mental or behavioral services as provided by state law or under a school corporation's memorandum of understanding with a mental or behavioral services provider and is receiving or has received mental or behavioral services and maintained by the school corporation. SMBS records are the property of the school corporation and are confidential medical records.

Custody and Protection of SMBS Records

Location of SMBS Records

SMBS records are to be maintained in separate student files only and shall not be filed or maintained in the student's permanent cumulative educational files.

Control of SMBS Records

SMBS records shall be maintained and secured in the office of the school official who is responsible for the referral process and parent conference under the school corporation's procedures for referral of students to mental or behavioral services due to demonstrated repeated patterns of aberrant or abnormal behavior.

Access to Education Records

SMBS records of a student shall not be shared with other school officials who are not maintaining SMBS records of the student.

Legal Reference: IC 20-34-3-21

Date Adopted: 07/20/20

HATCH AMENDMENT (NO CHILD LEFT BEHIND ACT)

BP - 6305

Right to Inspect Certain Instructional Materials

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Western Boone County Community School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

Legal Reference: 20 U.S.C. 1232h(a)

Policy Regarding Student Submission to Surveys, Personal Analysis, or Evaluations

No students shall be required without prior written consent of the student's parent or guardian, or the student if the student is an adult or is emancipated, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, a personal analysis, or an evaluation not directly related to academic instruction which reveals information or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. Political affiliations or beliefs of the student or the student's parents
2. Mental or psychological problems of the student or the student's family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged, or confidential relationships, such as those of lawyers, physicians, or ministers
6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

The consent form to be used in complying with this policy shall state the contents and nature of the personal analysis, survey, or evaluation.

Legal Reference: 20 U.S.C. 1232h(b)

Date Adopted: 09/11/95

Date Revised: 05/17/10

**WRITTEN CONSENT OF STUDENT SUBMISSION TO SURVEYS,
PERSONAL ANALYSIS, OR EVALUATIONS**

This form is to be used to provide, as required by US Code: 20 U.S.C 123h(b), written consent of a student's parent or guardian to the student's participation in a survey, a personal analysis, or an evaluation as part of any school program or curriculum which reveals or attempts to affect a student's attitudes, habits, traits, opinions, beliefs or feelings concerning certain personal matters identified below.

Name of Student: _____

Address: _____

Grade/School Year: _____

Birthday of Student: _____

Name of Student's Parent or Guardian: _____

Address of Parent or Guardian: _____

The survey, personal analysis, or evaluation is not directly related to academic instruction and reveals or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings concerning (check all those applicable):

- _____ Political affiliations or beliefs of the student or the student's parent
- _____ Mental or psychological problems of the student or the student's family
- _____ Sex behavior and attitudes
- _____ Illegal, anti-social, self-incriminating or demeaning behavior
- _____ Critical appraisals of other individuals with whom the student has a close family relationship
- _____ Legally recognized privileged or confidential relationships, such as those of lawyers, physicians, or ministers
- _____ Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)

A copy of the personal analysis, survey, or evaluation is attached for your review.

I, _____, consent to the participation of _____
in the attached survey, personal analysis, or evaluation.

Signature of Parent/Guardian: _____ Date: _____

ADMINISTRATION OF MEDICATION AT SCHOOL

BP - 6320

It is the policy of Western Boone Community Schools to ensure the safe, effective administration of medication for those students requiring them. Any required medications administered during school hours are managed by the school nurses. School nurses are responsible for ensuring the medication administration process meets all required state laws, prescriptions are current and renewed at least annually, and administration of medications is documented. Parents/Guardians are required to complete a written authorization form or written instructions to accompany the medication which includes:

- Student's name
- Name of medication
- Purpose of medication
- Dosage of medication
- Times to be given
- Parent/Guardian signature

ADMINISTRATION OF MEDICATION

- A. The program for administration of medication will be developed and managed by the school nurse.
- B. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
- C. All medications must be brought to the school health clinic. The parent is responsible for assuring the medication arrives safely at school. It must be in the original container/package with the student's name affixed. This applies to prescription medication and over the counter (non-prescription) medications. If a parent speaks directly with the school nurse and gives verbal permission for OTC pain reliever to be given, it is up to the nurse's discretion if medication will be administered.
- D. Changes in medication shall be documented by written authorization from a licensed prescriber. The pharmacy label can serve as the written order of a practitioner. No medications will be given without the proper authorization. All medication shall be renewed at least annually.
- E. All prescription and over-the-counter medication must be FDA approved and will be kept in the school health clinic unless a student has written physician permission to possess and self-administer the medication according to IC 20-33-8-13. The physician's statement must be filed annually and include the following information:
 1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
 2. The student has been given instructions as to how to self-administer the medication.
 3. The nature of the disease or medical condition requires emergency administration or possession of the medication.

The school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

F. All persons administering medication, whether prescription or non-prescription, shall document that the student received the medication.

G. Medications must be picked up in the school health clinic. The student's non-controlled medication may be returned home with the student, if determined appropriate by the school nurse and if the student's parent provides written permission for the student to receive the medication (IC 20-34-3- 18). Controlled substances (stimulants, prescription pain medications, anxiety medications, etc.) cannot be sent home with a student. This provision does not apply to medication possessed by a student for self-administration under IC 20- 33-8-13. Medication will be released to the parent/guardian or a designee from parent/guardian who is at least 18 years old.

H. No expired medications will be administered at any time.

I. Medication will be administered according to pharmacy label instructions or recommended package dosage for child's weight and age unless accompanied by written authorization from a licensed prescriber directing otherwise.

J. Medication will be administered by the school nurse or other employee(s) designated by the building administrator unless a student is authorized to self-administer medication under IC 20- 33-8-13.

Legal Reference:

IC 20-33-8-13

IC 20-34-3-18

IC 34-30-14

IC 34-30-14-6

Date Adopted: 08/22/94

Date Revised: 04/10/23

POLICY ON DO NOT RESUSCITATE ORDERS

BP - 6330

The board of education of the Western Boone County Community School Corporation, being fully aware of the special needs of children and Do Not Resuscitate Agreements, chooses not to deviate from their normal procedures for addressing emergencies occurring while such students are on the premises of the school, or being transported to or from school, or while on field trips. Therefore, the board will not adhere to Do Not Resuscitate Agreements.

If a school is presented with a Do Not Resuscitate Agreement, the parent/guardian/representative should be advised of the school's policy regarding same, and the parent/guardian/representative should be directed to the hospital(s) in the area where the student may be transported in an emergency, to discuss the Do Not Resuscitate Agreement with such facility.

Do Not Resuscitate Agreements will not be considered educational records or be maintained as such.

Date Adopted: 09/08/03

EMERGENCY MEDICATIONS

BP-6331

As a means of enhancing the health and safety of its students, staff and visitors, the corporation may obtain, maintain, and administer doses of an emergency medications, defined as Albuterol, Epinephrine, and Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing a life-threatening emergency or an opioid overdose.

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria, or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Anaphylaxis - a serious, potentially fatal allergic reaction and medical emergency that is rapid in onset and requires immediate medical attention regardless of use of emergency medication on site. It typically causes more than one of the following: an itchy rash, throat closing due to swelling which can obstruct or stop breathing; severe tongue swelling which can also interfere with or stop breathing; shortness of breath, vomiting, lightheadedness, loss of consciousness, low blood pressure, and medical shock. These symptoms typically start in minutes to hours and then increase very rapidly to life-threatening levels. Urgent medical treatment is required to prevent serious harm or death, even if the patient has used an EpiPen or has taken other medications in response, and even if symptoms appear to be improving.

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of emergency medications and related emergency response procedures pursuant to this policy.

The Boone County Health Officer shall be the prescribing and supervising medical professional for the corporation's stocking and use of emergency medications. The Superintendent or designee shall obtain a standing order from the school physician and/or Boone County Health Officer for administration of emergency medications.

The school nurse shall be responsible for building-level administration of emergency medications and management of emergency medications stocks.

Standing Order

The Boone County Health Officer shall provide and annually renew a standing order for administration of emergency medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose or a life-threatening emergency.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector) and other emergency medications.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where emergency medications are stored.

Training

Before any school corporation employee may have custody of or administer emergency medications under this policy, the employee must successfully complete an online training program about recognizing opioid-related overdoses, administering Naloxone, and promptly seeking medical attention for drug overdoses and complete training for the administration of other emergency medications. Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school corporation employees who successfully complete such training shall be maintained, updated, and kept in the school nurse's office and the school corporation administration office.

Acquisition, Storage and Disposal

Emergency medication shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Emergency medications shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose or a life-threatening emergency. All properly trained employees shall be informed of the exact location where the emergency medications are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of emergency medications pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh emergency medication stocks, and maintain records, in accordance with the established internal procedures, manufacturer recommendations, and the Indiana Department of Health guidelines.

Administration of Emergency Medications

When responding to a suspected drug overdose or a life-threatening emergency, corporation employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose or a life-threatening emergency.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer the emergency medication, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.

9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program for a referral. Below are the steps to follow for referral:

1. Call 211 or the Indiana Addiction hotline: 1-800-662-HELP (4357) to live chat with a representative.
2. Through a partnership between Indiana 211 and OpenBeds, people seeking treatment for substance use disorder can be immediately connected with available inpatient or residential treatment services. Information about this referral can be accessed via <https://www.in.gov/fssa/addiction/>.

Indemnification

The school corporation shall indemnify and hold harmless any employee who administers emergency medications in good faith to another individual experiencing a suspected drug overdose or a life-threatening emergency, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering an emergency medication to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the emergency medication.
4. The employee is administering the emergency medication pursuant to this policy.

LEGAL REFERENCE:

IC 20-34-4.5
IC 34-30-14

Date Adopted: 02/13/23

Date Revised: 04/10/23

SUICIDE PREVENTION AND AWARENESS

BP - 6340

The Board of School Trustees of Western Boone County Community Schools recognizes that suicide is one of the leading causes of death for Indiana youth. This policy is meant to increase the awareness and prevention of child suicide. The Board believes there must be a partnership between families, the community, and the Corporation to effectively support our students with mental health needs.

To that end, the Corporation partners with the larger community including suicide prevention services. Information regarding such suicide prevention services located in our community can be found on our website or by contacting the school counselor in any of our schools. Further, information regarding crisis intervention referral is available to students, parents, and Corporation employees by contacting the school counselors. In cases of emergency, please dial 911 for immediate assistance.

The Corporation provides information regarding local counseling services for students and families related to suicide prevention. The Corporation may also refer students to counseling programs in the community.

The Corporation recognizes the relationship between suicide and drug and alcohol use. The plan, training, and any other program authorized under this policy shall increase awareness of this correlation.

The Corporation shall ensure Corporation employees meet training requirements consistent with Indiana law on suicide prevention and awareness. The training will address warning signs and tendencies that may evidence a student is considering suicide.

Consistent with Indiana law, the Superintendent or his/her designee shall develop a plan to assist survivors of attempted suicide and to assist students and Corporation employees to cope with a suicide or attempted suicide. The Superintendent or his/her designee may develop any other program or activity appropriate to increase awareness and prevention of child suicide.

Legal Reference: *I.C. 20-26-5-34.4*

Adopted: 04/16/18

PROCEDURE FOR STUDENT MEAL/LUNCH ACCOUNTS

BP- 6350

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Western Boone County School Corporation will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins. Students should deposit their cash or checks with the cashier, in the school cafeteria. Also you can go on line to myschoolsbucks.com and set up a lunch account and pay on-line. There is a fee for the online transaction.

An elementary student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service account. A Jr. Sr. High School student will not be permitted to charge.

A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

Schools will provide an alternative meal of peanut butter sandwich or cheese sandwiches to a student who pays reduced or full price and who does not provide the required payment for that meal.

The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

The automated email system will notify parents daily of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances.

All accounts must be settled at the end of the school year. Letters will be sent home approximately 5 days before the end of the year, to students who have any negative balances. Negative balances of more than \$10.00 not paid in full by the end of the year, will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be mailed to the home address in the student information system after the first board meeting in June. Remaining balances will be transferred to the student general fund in a cafeteria account.

Date Adopted: 2/13/17

WELLNESS POLICY

BP - 6360

The board believes that good nutrition, healthy eating patterns, and physical activity are important for academic achievement and lifelong health. Western Boone County Community School Corporation supports participation in the National School Lunch and Breakfast Program and, in accordance with federal law, establishes this Wellness Policy. To promote student wellness, the district supports goals in the following seven areas:

I. Advisory Council

1. In accordance with Indiana Code 20-26-9-18 and the Healthy, Hunger Free Kids Act of 2010 (HHFKA), the school corporation will maintain a School Healthy Advisory Council to include the following individuals: parent, food service director, staff member, student, health care professional/registered dietitian, physical education teacher, school board member, administrator, interested members of the general public, and representatives of interested community organizations.
2. The advisory council shall meet to review the Wellness Policy at least once annually.
3. The advisory council shall report annually to the board if changes are made to Wellness Policy, BP 6360.

II. Nutrition Education and Promotion

1. Students in grades K-12 will receive nutrition education to support adoption of healthy eating behaviors.
2. Nutrition education will be included with health education curriculum standards and guidelines.
3. Schools will support activities that promote nutrition awareness in conjunction with the school health program.
4. Posters will be displayed prominently in the cafeteria to encourage healthy eating.
5. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

III. School Meal Content Standards

1. Meals served through the National School Lunch and Breakfast Program will:
 - Be appealing and appetizing to children
 - Meet, at a minimum, the nutrition requirements established by the USDA for federal funding programs
 - Contain 0% trans fats
 - Offer a variety of fruits and vegetables
 - Provide 100% of the grains offered are whole grain rich, unless a waiver has been obtained
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie, and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural, and ethnic food choices.

5. The food service department shall provide periodic food promotions that will allow for taste testing of new, healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals in accordance with guidance outlined in “Accommodating Children with Special Dietary Needs in the School Nutrition Programs.”

IV. Nutrition Standards for Competitive and Other Foods and Beverages on School Campuses

1. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines
2. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.
3. All food available for sale to students including vending machines, student stores, and fundraisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles and lifestyles and follow the USDA guidelines and the Department of Education.
4. All food sales must comply with state and federal nutrition program regulations/guidelines (Smart Snack compliance and HHFKA 2010).
5. At least 50% of the items offered in beverage and food vending machines that are available to students shall meet the definition of healthy beverages and healthy foods, as defined below:
 - Healthy beverages: water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices
 - Healthy foods: any food item that does not have more than 30% total calories from fat and more than 10% of the recommended daily value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, or fiber
6. All beverages and food items sold to students will be offered at comparable prices for comparable size packages.

V. Physical Activity

1. Students will be given opportunities for physical activity during the day through physical education classes, daily recess periods for elementary students, or the integration of physical activity into the academic curriculum.
2. Students will be given opportunities for physical activity through a range of before and after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
3. Schools will encourage parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will promote good nutrition and lifelong physical activity.

VI. Other School-Based Activities

1. The schools will host activities such as Jump for Heart, Girls on the the Run, and The Presidential Fitness Test, for those students who participate.
2. FitnessGram assessments are administered by Witham Health Services once a year at the elementary level.

VII. Western Boone County Community School Corporation Will Promote Student Wellness By:

1. Providing a clean, safe, enjoyable meal environment for students
2. Encouraging all students to participate in the school meal program and protecting the identity of students who eat free and reduced price meals
3. Scheduling lunch times as near the middle of the day as possible
4. Ensuring that school fundraising efforts support healthy and positive dietary products and lifestyles
5. Making the wellness policy available to students and families on the corporation website

VIII. Evaluation

1. Western Boone County Community Schools is enforcing the policies and guidelines included in this document. Through implementation of the School Wellness Policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors.
2. The Wellness Policy will be evaluated through the Indiana Department of Education Wellness Policy Evaluation Tool.
3. The food director is responsible for continuously monitoring this policy.

Legal Reference: PL 108-265

Date Adopted: 02/19/15

Date Revised: 06/12/17

MOMENT OF SILENCE

BP - 6370

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

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

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

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

Legal Reference: I.C. 20-30-5-4.5

Date Adopted: 02/08/10

STUDENT RELIGIOUS CIVIL LIBERTIES

BP-6371

The Western Boone County Community School Corporation will neither promote nor disparage any religious belief or non-belief in any of its programs or services. All students and staff members are to be respectful and tolerant of each other's views. The school administration shall endeavor to foster understanding and mutual respect among members of its school community. The school administration will accommodate religious beliefs by not requiring students or staff members to participate in practices that are contrary to their religious beliefs, except where there is an overriding, objective concern that would prevent the allowance of an accommodation.

Programs or courses that teach about religion and its role in the social, cultural, and historical development of civilization, as well as the social and political context of world events, are appropriate subjects to study, which may be offered as part of the school corporation's curriculum. Such programs or courses shall be presented in a neutral and objective manner and not promote or inhibit religion or religious practices or beliefs. The school administration shall not censor the curriculum based on objections to the content, viewpoint, or inclusion of the religions addressed in the courses or programs.

Instructional materials shall be sufficiently comprehensive and appropriate to the students enrolled in the course. Such instructional materials will be selected to:

Provide representative selections from many religious, ethnic, and cultural groups to demonstrate their contributions to world civilization and American heritage;
Stimulate growth in factual knowledge, literary and artistic appreciation, aesthetic values, and ethical standards;
Enrich and support the overall curriculum of the school corporation;
Provide contrasting sides of issues so that students may develop, under guidance, the practice of critical analysis; and
Place principle above personal opinion and reason above prejudice.

Religious Viewpoint Generally

School personnel will not discriminate against or otherwise sanction a student or the student's parent or guardian based on expression of a religious viewpoint regarding an otherwise permissible subject to the same extent the school personnel will not discriminate or sanction a student or the student's parent or guardian for expression of a secular or non-religious viewpoint on an otherwise permissible subject. School personnel will encourage students to respect the rights of others to have their own views and religious beliefs.

Classroom Assignments; Religious Content

A student will not be sanctioned or rewarded for religious content in homework, artwork, or in any other written or oral classroom assignment. A classroom assignment will be graded based on the ordinary academic and pedagogical standards applicable to all student work.

Religious Expression by Students

Students may pray or engage in religious activities or religious expression before, during, and after the school day to the same extent that students may engage in nonreligious activities or expression.

Accommodation of Religion

A student or the student's parent or guardian religious beliefs will be accommodated where it is reasonable to do so and the accommodation will not impede or interfere with the rights of other students.

The following accommodations may be made by the school administration based on religious beliefs:

Excusal from curricular content that is objectionable to the student or the student's parent or guardian based on religious beliefs.

Release for religious instruction, at the discretion of the building principal and such a release may be for up to 120 minutes a week. The principal will not unreasonably decline permission.

Dress Code

A student whose religious beliefs may be manifested in the wearing of clothing, accessories, or jewelry not otherwise permitted by the dress code, will be reasonably accommodated if the accommodation will not, or is not likely to, cause a substantial disruption or material interference with school purposes or impinge on the rights of other students.

Students may wear clothing, accessories, and jewelry that display religious messages or contain religious symbols to the extent that students are permitted to wear clothing, accessories, and jewelry that display non-religious messages or contain non-religious symbols.

Speech or messages that are lewd, vulgar, or indecent or speech or messages that promote activities that are illegal for students are not permitted.

Religious Clubs

Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent students are permitted to organize other noncurricular student groups, clubs, or gatherings before, during, and after school.

Disclaimer

Any activity or expression by a student or students for religious reasons that occurs at the school or during an activity sponsored by the school is neither sponsored nor endorsed by the school corporation.

Equal Access to School Facilities

All student groups shall have the same right of access to school facilities for meetings and school-based communication avenues regardless of the viewpoint of the student group or the content of the student group's message, consistent with the policies of the governing body with respect to student speech.

Legal Reference: *IC 20-33-12*
 IC 20-33-2-19

Date Adopted: 04/16/18

TITLE I PARENT INVOLVEMENT

BP - 6380

In order to achieve the desired level of Title I parent involvement desired by the board of school trustees policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

A. Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Volunteering
- Parent education
- Home support for child's education
- Parent participation in school decision-making

The school corporation will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

B. Roles and Responsibilities

1. Parents

It is the responsibility of the parent to:

- Actively communicate with school staff
- Be aware of rules and regulations of school
- Take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school
- Utilize opportunities for participation in school activities

2. Staff

It is the responsibility of the staff to:

- Develop and implement a school plan for parent involvement
- Promote and encourage parent involvement activities
- Effectively and actively communicate with all parents about skills, knowledge, and attributes student is learning in school and suggestions for reinforcement
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand

3. Community

It is the responsibility of community members who volunteer in the schools to:

- Be aware of rules and regulations of the school
- Utilize opportunities for participation in school activities

4. Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I parent involvement policy and plan
- Provide training and space for parent involvement activities
- Provide resources to support successful parent involvement practices
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate with and work with parents as equal partners
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand

Date Adopted: 02/08/10

NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

BP - 6390

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, at times, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation-provided Network and Internet access (Network) must first have the permission of and must be supervised by Western Boone County Community School Corporation's (WBCCSC) professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the Network, as it relates to students, is to facilitate and support educational objectives. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the WBCCSC. Access is a privilege, not a right. Users should not assume or expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The intent of this policy is to ensure students understand the corporation's expectations of their Network use and to ensure that students comply with all Network and Internet rules approved by the corporation set forth in this policy.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or Network. The WBCCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The corporation reserves all rights to any material stored in files and will remove any material, which the corporation, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.

- C. All information and services and features on corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account, password, access, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for disciplinary action including but not limited to the loss of Network privileges.
- E. Any misuse of the account and/or access to the Network will result in suspension of the account privileges and/or other disciplinary action determined by the WBCSC. Access includes the use of school computers, personal communication devices such as cell phones, and any other device connecting to the Internet or Network. Students are not allowed to connect personal equipment to the Network without prior approval and only for educational purposes. Should a student use a personal device to connect to the Internet via other means (i.e. Cellular Network) while on school grounds, this acceptable use policy also applies. Misuse shall include, but is not limited to:
 - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - 2. Disrupting the operation of the Network or any other computer system through abuse of or vandalizing, damaging, unauthorized access/hacking, or disabling the hardware or software
 - 3. Malicious use of the Network through cyberbullying, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - 4. Interfering with others use of the Network or accessing the materials, information, or files of another without their prior approval
 - 5. Use for non-curricular/educational communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited online contact is strictly prohibited for student safety.
 - 6. Unauthorized installation, downloading, copying, or use of licensed or copyrighted software or plagiarizing materials
 - 7. Unauthorized disclosure, use, and dissemination of personal information
 - 8. Misrepresenting others on the Network or allowing anyone else to use an account other than the account holder
 - 9. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material. "Sexting" is also expressly forbidden.
 - 10. Violating any local, state, or federal statute
- F. Corporation Network resources are to be used exclusively for the support of the academic program, not for entertainment.
- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the Network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the Network to full operation and will be subject to additional disciplinary measures.

- H. The student may only log on and use the Network under the immediate supervision of a staff member and only with the student's authorized user account.

Violation of corporation policy and rules will result in appropriate discipline, which may include suspension of computer access to be determined by the WBCSC staff. Additional disciplinary action will be determined at the building level in keeping with rules set forth in the student handbook. When or where applicable, law enforcement agencies may be involved. Students and parents are liable for damages to corporation owned equipment due to misuse or neglect.

The WBCSC makes no warranties of any kind, neither expressed nor implied, for the Network/Internet access it is providing. The corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The corporation will not be responsible for the accuracy, nature, or quality of information.

WBCSC will make all reasonable attempts to prevent unauthorized access to students' personal information through the Internet. The corporation's intent is to make Network/Internet access available for educational goals and objectives. The corporation will filter and monitor students' Internet activities. Corporation Internet traffic travels through a content filter which blocks access to content that is obscene, pornographic, inappropriate for students, or harmful to minors. Even though the corporation institutes these technical methods/systems to regulate students' Internet access, these methods cannot guarantee 100% filter accuracy or compliance with the corporation's acceptable use policy. The corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. To that end, building principals are responsible for providing training so that teachers and staff under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Network and all corporation technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. By using the corporation's Network/Internet resources, students agree to the rules and regulations set forth in this policy. This policy, upon the WBCSC Board of Trustees approval, will be published on each school and corporation websites, student handbooks, and available in hard copy in each building's office.

Date Adopted: 03/08/10

Date Revised: 01/10/22

FOOD ALLERGIC STUDENTS

BP - 6400

Our schools take food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Western Boone Schools will follow each child's Individual Food Allergy Action Plan which will alleviate any need to implement blanket food bans or attempts to prohibit the entry of food substances. While we do not support blanket food bans, we do encourage staff to consider children with severe allergy in school activity planning (e.g. staff not having nuts in the classroom, consideration of foods for special celebrations).

Parent's Responsibility

- Notify the school of the child's allergies.
- Provide written medical documentation, including allergy condition, instructions for reaction, and medication as directed by a physician.
- Develop a plan with the school nurse and/or school administration to accommodate the child's needs, including protocols in the classroom and cafeteria as well as an emergency action plan, if needs are outside of doctor's food allergy action plan.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy, including:
 1. Safe and unsafe foods
 2. Strategies for avoidance of exposure to unsafe foods
 3. Symptoms of allergic reactions
 4. How and when to tell an adult they may be having an allergy-related problem
 5. How to read food labels (if age appropriate)
- Review plan after a reaction has occurred, if needed.
- Update plan annually if changes are made to plan.

School's Responsibility

- Review the health records submitted by parents and physicians
- To not exclude students from school activities solely based on child's food allergy
- Identify a core team (e.g., school nurse, teacher, principal, cafeteria manager) to work with parents to establish Food Allergy Action Plan. All policy decisions about food allergy management should be made with core team participation.
- Provide awareness to everyone who interacts with the student on a regular basis, including understanding food allergy, recognizing symptoms, following protocol in an emergency, and eliminating the use of food allergens in the allergic student's classroom.
- Provide proper storage for medications, include physician's orders, and keep medications easily accessible to designated staff.
- Designate school personnel who can administer medications at all times.
- Review plan after a reaction has occurred.
- Specific to individual students, provide staff training including symptoms and reaction protocol.

- Discuss field trips with family to determine any special instructions
- Follow state/district guidelines regarding sharing medical information about the student.

Date Adopted: 03/09/15, Revised: 04/10/23

FOOD ALLERGY ACTION PLAN

Student's Name: _____ **D.O.B.:** _____

Teacher: _____

Date: _____

ALLERGY TO: _____

Place
Child's
Picture
Here

Asthmatic Yes* ☐ No ☐ *Higher risk for severe reaction

Check all that apply: _____ will sit at separate table in cafeteria _____ will eat lunch in area other than cafeteria
Other: _____

STEP 1: TREATMENT

Symptoms:

Give Checked Medication**:

**(To be determined by physician authorizing treatment)

If a food allergen has been ingested, but *no symptoms*:

Mouth mouth	Itching, tingling, or swelling of lips, tongue,
Skin	Hives, itchy rash, swelling of the face or
extremities	
Gut	Nausea, abdominal cramps, vomiting, diarrhea

Epinephrine Antihistamine

Epinephrine Antihistamine

Epinephrine Antihistamine

Epinephrine Antihistamine

Throat† cough	Tightening of throat, hoarseness, hacking
Lung† wheezing	Shortness of breath, repetitive coughing,
Heart† pale,	Thready pulse, low blood pressure, fainting,
	blueness

Epinephrine Antihistamine

Epinephrine Antihistamine

Epinephrine Antihistamine

Other†

Epinephrine Antihistamine

If reaction is progressing (several of the above areas affected), give

Epinephrine Antihistamine

The severity of symptoms can quickly change. †Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one)

EpiPen® EpiPen Jr® Twinject™ 0.3 mg Twinject™ 0.15 mg

(see last page for instructions)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

Call 911 (or Rescue Squad: _____). State that an allergic reaction has been treated, and additional epinephrine may be needed.

1. Doctor: _____ Phone Number: _____ at _____

2. Parents: _____ Phone Number(s) _____

3. Emergency contacts:

Name/Relationship Phone Number(s)

a. _____ 1. _____ 2. _____

b. _____ 1. _____ 2. _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____ Date: _____

Doctor's Signature _____ Date: _____
(Required)

TRAINED STAFF MEMBERS

1. _____ Room _____

2. _____ Room _____

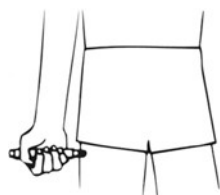
3. _____ Room _____

EpiPen® and EpiPen Jr.® Directions

Pull off gray activation cap.



Hold black tip near outer thigh (always apply to thigh).



Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

Twinject™ 0.3 mg and Twinject™ 0.15 mg Directions



Pull off green end cap, then red end cap.

Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove.

SECOND DOSE ADMINISTRATION:

If symptoms don't improve after 10 minutes, administer second dose:

Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base.

Slide yellow or orange collar off plunger.

Put needle into thigh through skin, push plunger down all the way, and remove.



Once EpiPen® or Twinject™ is used, call the Rescue Squad. Take the used unit with you to the Emergency Room. Plan to stay for observation at the Emergency Room for at least 4 hours.

For children with multiple food allergies, consider providing separate Action Plans for different foods.

***Medication checklist adapted from the Authorization of Emergency Treatment form developed by the Mount Sinai School of Medicine. Used with permission.*



CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

BP – 6410

The Board of School Trustees of the Western Boone County Community School Corporation prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

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

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

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

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct.

Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed, or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang or criminal organization awareness education that shows promise of effectiveness based on research. The gang or criminal organization awareness education information should be revised and updated regularly to reflect current trends in gang or criminal organization and gang or criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang or criminal organization involvement and an incentive to leave gang or criminal organization involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang or criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang or criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The gang or criminal organization awareness information should be revised and updated regularly to reflect current trends in gang or criminal organization activity.
2. Create formalized collaboration plans between local school administration and community-based prevention and intervention providers (possibly using the existing County Safe School Commissions as

points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang or criminal organization prevention and intervention activities.

4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

Date Adopted: 05/09/16

Date Revised: 09/06/23

FOREIGN EXCHANGE STUDENTS

BP-6420

Western Boone County Community School Corporation recognizes the cultural value that foreign exchange students bring to our school and welcomes the opportunity to host exchange students from other nations. In order to provide the best experience for our foreign exchange students and meet federal and state regulatory requirements, the following guidelines must be accepted by the student and placement agency prior to acceptance.

- Foreign exchange students who wish to be considered for enrollment must have demonstrated English language proficiency on the TOEFL, CPE, CEFR, or IELTS exam. Proof of appropriate test results verifying English language proficiency skills must be presented to the administration of Western Boone Jr.-Sr. High School prior to acceptance. The school reserves the right to decline placement based on a student's proficiency rating.
- Upon approved school enrollment, students must participate in a WIDA ACCESS Screener to measure English proficiency and determine eligibility for ESL programming, as required by Indiana state statute. Exchange students who are enrolled in the spring semester will participate in WIDA ACCESS testing, pursuant to IC 20-33-2.
- Staffing for Western Boone's English Second Language programs is based on school enrollment projections from resident enrollments. Foreign exchange students must demonstrate a level of academic English language proficiency to be successful without ESL support for academic content instruction.

_____ Student requires ESL programming for academic content and language support.

_____ Student declines ESL program participation for academic content and language support.

- Students enrolling as a foreign exchange student will be enrolled as a SOPHOMORE (Grade 10) and be included in the graduation cohort year of the SOPHOMORE class. It is the responsibility of the student and the placement agency to verify the grade placement requirements of the education agency in the student's home country. NO CHANGES TO GRADUATION COHORT WILL BE MADE AFTER ENROLLMENT.
- Enrollment will be limited to one academic school year.
- Academic course selection will be based upon academic transcript information, course availability, class size consideration, and recommendations and input from the sponsoring agency, student and family. The school administrator reserves the right to amend, change or alter student course selections or schedules as necessary.
- Acceptance for enrollment at Western Boone is exclusively the decision of the school administrator and Superintendent. Notice of acceptance or denial will be provided to the placement agency once determined.

Date Adopted: 3/14/23

Having read and understood the guidelines established by Western Boone County Community Schools regarding foreign exchange students, I agree and submit the student named below for consideration.

Student Candidate's Name: _____

Placement Agent Signature

Printed Named

Date

Prospective Host Parent Signature

Printed Named

Date

BUSINESS - BP SECTION 7000

RAINY DAY FUND

BP - 7020

The board of school trustees of the Western Boone County Community School Corporation has established a Rainy Day Fund. The Rainy Day Fund may receive transfers of unused and unencumbered monies from other funds raised by a general or special tax levy. Such transfers cannot exceed ten percent (10%) of the total budget of the school corporation for the fiscal year in which the transfer occurs.

The monies in the Rainy Day Fund may be used for any purpose deemed relevant for school operations by the board at the time the appropriation is made from the Rainy Day Fund.

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

Legal Reference: I.C. 36-1-8-5
I.C. 36-1-8-5.1

Date Adopted: 10/14/02

FINANCIAL TRANSPARENCY POLICY

BP – 7021

The purpose of the Corporation's Financial Transparency Policy ("Policy") is to provide the School Board with the financial information needed for effective oversight and the general public and potential investors in the Corporation's financial obligations with access regarding the fiscal stability and operations of the Corporation. The Corporation's Superintendent, Director of Business & Technology and Corporation Treasurer will assist with the implementation of this policy.

Monthly Reporting

On a monthly basis, the Corporation Treasurer will provide to the Board a fund report which shows the most current end of month budget to actual revenues, expenditures and cash balances comparison. An investment report will also be provided to as a part of the monthly financial report provided to the Board.

All claims for payment for the Corporation shall presented to the Board for approval at its monthly meeting.

Annual and Biennial Reporting

Annually, during the budgeting process, the Director of Business & Technology will prepare a presentation of the Corporation's estimated revenue and appropriations for its Education Fund (0101), Operations Fund (0300) and Debt Service Fund (0200) which will be presented to the Board and posted on the Corporation's website.

The Director of Business & Technology also provides the Board of Finance with a Finance Annual Report in January of each year ("Finance Annual Report"). The Finance Annual Report provides a 2019 Comparison Report/Year in Review, Investment Policy Review, 2019 Investments Review, Outstanding Checks/Warrants and the Financial Condition Assessment Report.

Annual financial statements of the Corporation and additional required financial reporting are available on the Corporation's website and are provided to the Department of Education and available to the public via the Indiana Gateway system ("Gateway") and the Indiana Department of Education's website.

The Indiana State Board of Accounts completes a biennial Financial Statement Audit Report and a Federal Compliance Audit Report which are posted online in the State Board of Accounts Audit Database.

All official action of the Board shall be made at public meetings in accordance with Indiana Code 5-14-1.5. All resolutions, when in final form, are public documents available to any member of the public under Indiana law.

Debt Reporting

All debt of the Corporation is posted on Gateway and affirmed annually by the Director of Business & Technology. Any debt that is incurred by the Corporation will be submitted on Gateway within 30 days of incurrence. The Corporation will provide any necessary documentation onto Gateway.

The Corporation will also meet its obligations to provide certain financial information related to its continuing disclosure undertakings and posting this information on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") website as required under agreements executed in connection with certain bond issues and its accordance with its Amended and Restated Post Issuance Compliance Procedures, dated February 11, 2019 ("Post Issuance Procedures").

Date Adopted: 11/09/2020

RESERVE AND LIQUIDITY POLICY

BP – 7022

The purpose of the Corporation's Reserve and Liquidity Policy ("Policy") is to provide the School Board, the Superintendent and the Director of Business & Technology with shared objectives and parameters for the management of its funds, to maintain and improve the financial stability of the Corporation and maintain sufficient liquidity of the Corporation's funds to provide an adequate cushion against unexpected temporary revenue shortfalls or unpredicted one-time expenditures while maintaining tax rates. It is also the intent that this Policy will signal to credit rating agencies, investors and the capital markets that the Corporation is well-managed and has budgetary flexibility. This Policy shall be reviewed twice a year in January and July by the Superintendent and the Director of Business & Technology.

Definitions:

For purposes of this policy, the following definitions apply:

Available Fund Balance shall be defined as the amount, measured in dollars, of available reserves of the Corporation as measured by the balance remaining after the total liabilities are subtracted from the total assets in each Unrestricted Fund ("Available Fund Balance").

Reserve Target shall mean target level of Available Fund Balance/Unrestricted Funds expenditures.

Unrestricted Funds shall be defined as the Corporation's Education Fund and Rainy Day Fund.

Reserve Target:

When assessing the Available Fund Balance for the Corporation, the Corporation shall consider the Corporation's Unrestricted Funds. Unrestricted Funds are available for operational needs of the Corporation and may be considered when setting a reserve target for the Available Fund Balance for a combined minimum target level equivalent to fifteen percent (15%) ("Reserve Target") which approximately three months of expenditures. The Superintendent and Director of Business & Technology will measure compliance with this Policy as of December 31st each year, or as soon as practical after final year-end account balances become available and will also actively monitor the Reserve Target throughout the year. For the purposes of this Policy, current year's actual operating expenses will exclude significant capital outlays and non-recurring items as identified by the Corporation's Superintendent and Director of Business & Technology.

If the Reserve Target is not met or is projected to not be met at some point within a five-year time horizon, then during the annual budgeting process, Available Fund Balances and reserve levels will be considered and a plan to replenish the Available Fund Balance to a level consistent with the Reserve Target will be established based on the requirements outlined in this Policy.

Maintaining Reserve Target:

In order to provide liquidity adequate to meet the needs and demands of providing government services, the Reserve Target will be maintained and managed through a method to minimize the need to borrow in the event of unforeseen financial challenges, including changes in revenue streams and expenses and

weathering significant economic downturns or enrollment declines. The Reserve Target will generally be funded or replenished by excess revenues over expenses or one-time revenues.

It is the intent of this Policy to limit use of reserves to address unanticipated, non-recurring needs. Reserves shall not normally be applied to recurring annual operating expenses. Reserves may, however, be used to allow time for the Corporation to restructure its operations in a deliberate manner as might be required in the event of an economic downturn, enrollment decline or increase in operational costs due to an increase in enrollment. Such use of the Reserves will only take place in the context of an adopted long-term financial plan.

Maintaining Liquidity:

This Policy sets forth the minimum risk management measures that the Corporation must implement to ensure its current and future liquidity position is managed in a prudent manner. Liquidity is the amount of cash and the ease of converting assets to cash with minimum loss of the value of the asset to meet financial obligations of the Corporation. The marketability or ability to buy or sell an asset without incurring significant losses to access the funds determines the liquidity and availability of the asset. Adequate liquidity shall be evaluated by the Superintendent and the Director of Business & Technology to ensure that the Corporation is able to meet foreseeable and unforeseeable financial obligations. This Policy is implemented to provide guidance on the minimum liquidity level that the Corporation should maintain.

There are various tools to help manage cash flow. The three most prominent are:

- Using a government's reserves;
- Interfund borrowing; and
- Borrowing funds externally, as permitted by state law.

Use of Available Fund Balances should comply with this Policy.

A. Key Considerations for Interfund Borrowing

Interfund borrowing may be used for non-restricted funds of the Corporation, but only to the extent allowed by state law. If interfund borrowing occurs, proper documentation, including any repayment structure will be included.

B. Key Considerations for Minimum Required Liquidity

The following constitutes key elements to consider when determining whether the Corporation has adequate liquidity:

- An evaluation of all commitments resulting from liabilities related to employees' rights and benefits, including post-employment benefits, accrued paid time off and insurance;
- Reserve Target is evaluated as outlined in this Policy;
- Ability to repay outstanding debt obligations, including bonds, lease rental payments and other financial commitments to repay debt; and
- A level of cash available for the normal operational expenditures to ensure that the Corporation will be able to withstand fluctuations in monthly revenues/expenditures, to enable the Corporation to be able to timely meet its financial obligations. Three month's operational expenditures should be available in cash or cash equivalent.

Policy Modifications:

The School Board may modify this Policy and may make exceptions to any of its guidelines, including the Reserve Target, at any time to the extent that the management of the reserves and liquidity achieves the goals of the Corporation and as long as such exceptions or changes are consistent with the state and local laws.

Adopted: 11/09/2020

DEBT MANAGEMENT POLICY

BP – 7023

The board of school trustees of the Western Boone County Community School Corporation (“Corporation”) is establishing this debt policy (“Debt Policy”) to maintain defined guidelines around issuing new debt and considerations for outstanding debt to protect the fiscal stability of the Corporation. The Finance Team shall include the Corporation’s Superintendent, Director of Business & Technology, municipal advisor and bond counsel. The Finance Team will review this Debt Policy annually to determine whether any adjustments should be made. Any changes to this Debt Policy will be presented to the School Board.

Definitions:

For purposes of this policy, the following definitions apply:

Board shall mean the Western Boone Community School Board.

Total Expenses shall mean total Corporation expenses from the Education Fund, Operations Fund and Debt Service Fund (as determined by the Finance Team).

Corporation Debt shall include short-term debt, long-term debt or any related school building corporation debt.

Debt shall mean the total principal amount outstanding of any financial obligation which is payable from the Corporation’s Debt Service Fund.

Debt Service shall mean the total annual debt service payment, including principal and interest, for any financial obligation which is payable from the Corporation’s Debt Service Fund.

Objectives:

In order to achieve its purpose, the Debt Policy has the following objectives:

- To guide the Corporation’s Finance Team;
- To set forth operating principles minimizing the cost of government and financial risks;
- To maintain appropriate financial capacity for present and future needs; and
- To protect the Corporation's credit rating and provide for adequate resources to repay Corporation Debt.

Guidelines for Debt:

Financing Team

The Corporation employs various professionals for assistance with its debt issuance. These professionals include underwriters, trustees, consultants, municipal advisors and attorneys. For these professional services, the Corporation, through its Superintendent and Director of Business & Technology will evaluate its professionals as needed. When evaluating the professionals, the Corporation will consider general municipal financing expertise and qualifications, as well as the specific understanding of the Corporation’s debt structure, finances, legal covenants and familiarity with the Corporation.

Debt Limits

The Corporation will observe state constitutional and statutory restrictions applicable to any debt issued by the Corporation. The Corporation shall not be subject to any additional local debt limitation, but as a policy goal, the Corporation will maintain its debt at a level not to exceed:

1. **Five percent (5%)** of the gross assessed valuation of the Corporation;
2. Debt service will not exceed **thirty percent (30%)** of Total Expenses; and
3. Net direct debt per capita will not exceed **five thousand dollars (\$5,000)**

The Corporation, with the assistance of and oversight by the Finance Team, will work to maintain the above referenced thresholds in 1-3 above, and any changes to this policy goal must be approved by the School Board.

Refunding Bonds

The Corporation may refund outstanding debt to achieve interest cost savings, remove or change burdensome bond covenants, adjust interest rates, release reserve funds, restructure debt service payments and for any other reason that it is deemed in the best interests of the Corporation, as determined by the Finance Team with approval from the Board.

If the Corporation determines it will refund outstanding debt to achieve cost savings, then such cost savings shall be targeted to be approximately a minimum savings or benefit to the Corporation of three percent (3%); however, two percent (2%) savings may be evaluated for financings where there are significant present value savings and the interest rate environment is increasing.

Tax-Exempt or Taxable Debt

Most debt will be issued as tax-exempt when permitted under federal law. To qualify as tax-exempt, the terms of the issuance and the use of issuance proceeds must comply with IRS regulations. Bond counsel will review the transaction and intended use of bond proceeds with the Finance Team and make a determination on the tax status of the bonds under consideration. The Corporation will take the necessary steps to maintain the tax-exempt status of the bonds after issuance in accordance with its Amended and Restated Post Issuance Compliance Procedures, dated February 11, 2019 (“Post Issuance Procedures”).

The Corporation may issue taxable debt for projects or uses that do not meet federal and/or state regulations for tax-exempt funding. In some instances, the use of tax-exempt debt might not be cost effective, leading to the use of a taxable issuance as the lowest possible cost of funds. The Finance Team shall determine the most cost-effective way to finance the project for each financing. The following items should be considered when the Corporation plans to issue taxable debt:

- Conventional call provisions in the taxable market can differ materially from those included in the tax-exempt market, and, if deemed appropriate, the Corporation will consider the economic benefits and costs of a make-whole call or issuing non-callable bonds, both of which are common in the taxable bond market.
- Consideration should be given to whether the Corporation would benefit from using a blend of tax-exempt bonds and taxable bonds on a particular deal. Analysis should be completed prior to the bond sale as to what structure would produce the lowest cost for a given maturity when considering applicable legal options.

Debt Considerations:

Debt Structure

All capital improvements financed through the issuance of debt will be financed for a period, in general, not to exceed the useful economic life of the improvements and in consideration of the ability of the Corporation.

Long-term debt payable from ad valorem taxes is limited to the maximum allowable time period under law. Call features should be evaluated based on market conditions and other considerations at the time debt is issued. The Corporation will evaluate call features with the Finance Team, with the advice of its municipal advisor, and will determine what is in the Corporation's best interest based upon an assessment of the municipal bond market at the time of the financing.

The Corporation only plans to issue fixed rate debt and will not issue variable rate debt. Should future market conditions change to make variable rate debt a more attractive option for the Corporation, then the School Board will re-evaluate this portion of the Debt Policy at that time.

Bond Ratings

In connection with a bond financing, the Finance Team shall evaluate whether there is a benefit to have one or more ratings assigned to the bond issue. When making this assessment, the Finance Team shall determine whether the estimated cost of securing the rating or ratings is likely to result in an estimated reduction in the total interest cost. The estimated reduction in interest cost should exceed the estimated costs to secure the rating, including the cost of professional services needed to assist with the rating process. The Corporation should evaluate the rating agency it utilizes in connection with a financing based upon considerations which include rating costs, predictability of rating outcome, timeframe rating is required and the rating requirements under the applicable criteria or methodology.

Additionally, the Finance Team shall respond to any inquiries from the rating agencies after the debt has been issued to provide the rating agencies with accurate and timely information that is relevant to the financial position of the Corporation.

Short Term Borrowing/Line of Credit

The Finance Team may evaluate capital needs, operational needs and determine that it requires or would be financially advantageous to secure, short-term funding for operations or capital needs. The Finance Team shall evaluate whether it will pursue a line of credit from a financial institution, or tax anticipation warrants based upon the overall cost of borrowing and timing requirements for the availability of funds in consultation with bond counsel.

Management of Bond Proceeds

When bonds are issued, the bond proceeds will be deposited into the accounts as set forth in the authorizing document for the bond financing, and which may include the construction fund and an escrow fund for refundings. Monies allocated to these funds are invested until needed. The investment strategy for each fund will depend, in part, on federal and state statutes and regulations governing the types of instruments permitted to be used and will consider any tax covenants associated with tax exempt debt. The funds will be invested in accordance with the School Board's investment policy, BP -7025– Investment of Corporation Funds in Transaction Accounts, and the Corporation's Superintendent and Director of Business & Technology, with advice from its Finance Team, shall determine the appropriate investments of bond proceeds for the applicable bond issue which will meet these state and federal requirements.

Post Issuance Compliance

The Corporation will adhere to its Post Issuance Procedures as supplemented and revised from time to time.

Date Adopted: 11/09/2020

INVESTMENT OF CORPORATION FUNDS IN TRANSACTION ACCOUNTS

BP - 7025

The board of school trustees for Western Boone County Community School Corporation supports and authorizes a safe and sound investment program. Such a program is viewed as an important ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other corporation revenues for the support of the educational program of the corporation.

The investing officer for Western Boone County Community School Corporation is the corporation Director of Business and Technology. The investing officer will manage the various funds of the school corporation. This includes the funds to which local and state tax dollars are received, as well as federal and community grant funds.

The objectives, in priority order, of the investment program are:

1. The safety of principal and funds
2. The liquidity of the portfolio sufficient to enable the corporation to meet all cash flow and other operational requirements
3. The attainment of the highest rate of return through fiscal and economic cycles, within the boundaries of statutory constraints, cash flow requirements, and the primary objects of safety and liquidity

Whenever there occurs a cash balance in any active fund which, though allocated to a specific use, is temporarily not needed, the balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

Investment Guidelines

The investing officer shall approve investing available school funds in the following accounts and within the following parameters. These investments must comply with the requirements of I.C. 5-13.

A. Deposit Accounts

The treasurer may deposit funds only with the financial institutions designated by the State Board of Finance as depositories and by the local board of finance.

B. Suitable and Authorized Investments

Consistent with Indiana Code 5-13-9, the following investments will be permitted by this Policy:

- (1) Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:

- (A) The United States Treasury.
- (B) A federal agency.
- (C) A federal instrumentality.
- (D) A federal government sponsored enterprise.
- (2) Securities fully guaranteed and issued by any of the following:
 - (A) A federal agency.
 - (B) A federal instrumentality.
 - (C) A federal government sponsored enterprise.
- (3) Municipal securities issued by an Indiana local governmental entity, a quasi-governmental entity related to the state, or a unit of government, municipal corporation, or special taxing district in Indiana, if the issuer has not defaulted on any of the issuer's obligations within the twenty (20) years preceding the date of the purchase in accordance with IC 5-13-9-2.
- (4) Money market mutual funds rated AAAM, or its equivalent, by Standard and Poor's Corporation or Aaa, or its equivalent, by Moody's Investors Service, Inc. in accordance with IC 5-13-9-2.5.
- (5) Repurchase agreements in accordance with IC 5-13-9-3.
- (6) Certificates of deposit in accordance with IC 5-13-9-4.
- (7) Certificates of deposit authorized by a resolution of the corporation in accordance with IC 5-13-9-5 and 5-13-9-5.3, which expands the list of approved financial institutions to include all Indiana depositories approved for the receipt of public funds according to the Indiana State Board for Depositories.
- (8) Local government investment pools in accordance with IC 5-13-9-11.

Consistent with Indiana Code 36-1-7, the corporation may pass a resolution to enter into interlocal cooperation agreements for the joint exercise of powers, including the investment of public funds.

C. Maximum Maturities

The corporation's investments must have a stated final maturity of not more than two years pursuant to IC 5-13-9-5.6. The corporation may adopt an ordinance, pursuant to IC 5-13-9-5.7, authorizing its Investment Officer to make investments having a stated final maturity that is more than two (2) years but not more than five (5) years after the date of purchase. The total investments of the corporation with maturities of two (2) to five (5) years outstanding at the time of purchase may not exceed twenty-five percent (25%) of its total portfolio of public funds invested, including balances in transaction accounts. Such ordinance expires on the date on which this Policy expires, which may not exceed four (4) years.

The treasurer shall prepare a report on December 31st summarizing the financial activities that occurred during the previous month.

This policy is effective until four (4) years from the date it is adopted by the school board.

Legal Reference: I.C. 5-13-9-5.7

Date Adopted: 10/08/12

Date Adopted: 02/11/19

Date Adopted: 11/09/20

COPYING FEE SCHEDULE

BP - 7030

Be it resolved by the board of trustees that the following schedule of fees is adopted for the certification of official records and making photocopies of public records:

- Certification of official school corporation documents - \$5.00 per document
- Non-color photocopies - \$.10 per page
- Color photocopies - \$.25 per page or the actual cost to the school corporation of copying the document by an outside source

Source: Ind. Code §5-14-3-8(d)

Date Adopted: 12/10/07

PURCHASES OF SUPPLIES AND MATERIALS

BP - 7040

The business manager will serve as the purchasing agent for the school corporation. For purchases of supplies and/or materials under \$50,000, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes. Purchases of food from a youth agricultural education program may be made up to \$10,000 annually without soliciting bids, proposals, or quotes, or following federal procurement procedures for purchases of food.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive offer. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$50,000.

Purchases of and contracts for supplies, materials, equipment and services exceeding the statutory limit shall be obtained by one of the following methods:

- a. Under the terms of an existing state or federal supplies contract
- b. Under the terms of a cooperative purchasing agreement where bids have already been taken
- c. Locally obtained bids. Bids must be sealed and opened in the presence of at least two administrators, one of which must be the corporation treasurer or business manager. No bid shall be construed as accepted until approved by the board in a public meeting.

LEGAL REFERENCE: I.C. 5-22-8-2
I.C. 5-22-8-3

ADOPTED: 12/14/09
08/08/22

CREDIT CARD USAGE

BP - 7050

All credit cards issued to Western Boone School Corporation will be authorized for use by the Western Boone Business Manager. These credit cards must only be used for school purposes and approved by administration.

Date Adopted: 12/10/12

FOOD SERVICES STAFF CODE OF CONDUCT

BP – 7051

Conflict of Interest

All employees shall perform their duties in a manner free from conflict of interest to ensure that the school corporation's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school corporation is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the entity selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Staff Gifts and Solicitations

All employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school corporation. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees who violate this code of conduct may be subject to discipline, up to and including termination of employment.

LEGAL REFERENCE: 7 CFR 3016.36(b)
7 CFR 3019.42

Date Adopted: 05/11/15

THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT OF SCHOOL FUNDS OR PROPERTY

BP - 7060

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

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

Cash Losses, Shortage or Theft:

A loss, shortage or theft of cash from any school corporation fund is an amount over \$1,000.

Other Assets Loss, Shortage or Theft:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$2500.

LEGAL REFERENCE: IC 5-11-1-27(j)
IC 5-11-1-127(l)

Date Adopted: 02/08/2016

COLLECTION AND FORGIVENESS OF DEBT

BP - 7070

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts **must** be documented by school administration.

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

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

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. **If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.**

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

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

Date Adopted: 2/13/17

BP SECTION 9000

SELECTION AND CHALLENGES TO LIBRARY, MEDIA, AND OTHER SUPPLEMENTAL MATERIALS

BP - 9010

To positively enhance the citizenry of a democratic society, students must be provided with opportunities and experiences which help develop critical reading and thinking skills in an atmosphere of free inquiry. Western Boone County Community School Corporation (WBCCSC) media centers seek to provide for all students an optimum variety of materials with diversity of appeal responsive to the curricular goals, education, and enrichment needs of its students.

Therefore, materials will be chosen for value of interest and enlightenment of all students in the community. Materials will not be excluded because of race, nationality, political, or religious values of the writer or of its style and language. Every effort will be made to provide materials that present all points of view concerning the current international, national, and local problems and issues. Material will not be prescribed or removed from media center shelves because of partisan doctrinal approval or disapproval.

I. Responsibility for Selection of Materials

1. The final decision on controversial reading material rests with the Board after careful examination of materials by professionally trained and certified staff employed by WBCCSC.
2. No parent or group of parents has the right to determine the reading matter for students other than their own children.
3. The Board recognizes the right of an individual parent to request that his or her child not have to read given instructional materials, provided a written request is made to the appropriate building principal.

II. Criteria for Selection of Materials

Whereas every effort is made to ensure that materials selection is wide and deep, fair and unbiased, accommodating all levels of reading ability and maturity, the students using the school media centers can choose to read or not read certain materials.

1. Materials shall support and be consistent with the general education philosophy and goals of the school district, the schools, and the curriculum.
2. Criteria for materials selection shall include, but not be limited to, authenticity, authority, content, format, potential use, readability, scope, subject interest, technical qualities, treatment of the subject, and price.
3. Materials shall be appropriate for the age, emotional development, ability level, and social development of the students for whom the material are selected.
4. Materials should encourage growth in knowledge and develop literary, cultural and aesthetic appreciation, and ethical standards.
5. Materials shall be chosen which reflect the ideas and beliefs of varying religious, social, political, historical, and ethnic groups and their contribution to American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgements.
6. Materials shall be selected for their strengths rather than rejected for their weaknesses.
7. Gifts will be acceptable when they meet the same standards as original purchases, require no special conditions, and may be disposed of when warranted.

III. Procedure for Selection of Materials

1. In selecting materials for purchase, the media center specialist will evaluate the existing collection and curriculum needs and will consult reputable, unbiased, professionally prepared school media selection aids. Further, he/she will consult with professional staff, curriculum specialists, and subject area specialists when appropriate.
2. Recommendations for purchase will be solicited from faculty, administrators, and students.
3. Selection is an on-going process and also includes the removal of materials no longer appropriate due to age, content, condition, or usage. Lost or worn materials still of educational value may be replaced.
4. Selections will be submitted to the building principal for approval and processing.

IV. Procedure For Removal of Library, Media, and/or Other Supplemental Materials

Parents or guardians, having custody of any student enrolled in the school corporation or a community member who lives within the school corporation boundaries may request that the removal of library, media, and other supplemental instructional materials on the basis the materials are obscene or harmful to minors as defined in Indiana law according to the following procedures:

1. A person having a concern about the use of library, media, and/or other instructional materials should first discuss the concern with the school librarian.
2. If the individual is not satisfied after the discussion with the school librarian, the individual should contact the building principal to discuss the matter.
3. If the individual is not satisfied after talking with the building principal, the individual may further the inquiry for a removal of the material in question by completing a Request for Removal of Library, Media, and/or Other Supplemental Materials form available in any school office and submitting it to the building principal.
4. Upon receipt of the completed form, the building principal shall request a review of the challenged material by a review committee within fifteen working days. The challenged material shall remain in use during the review process.
5. The building principal shall appoint the review committee and shall include but is not limited to a media professional, a classroom teacher, and a parent. For materials at the middle or high school level, a student representative may also be appointed.
6. The review committee shall take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the material in its entirety.
 - b. Review the definition of obscene and harmful to minors as defined in the Indiana criminal code.
 - c. Judge the material as a whole and not in part in determining whether the material meets the definition of obscene and/or harmful to minors.
7. The review committee shall make a written determination as to whether the material is obscene and/or harmful to minors and should be removed from the school library. The review committee's written determination shall be given to the building principal, the superintendent, and the person who made the request to remove the materials.
8. The person requesting the removal of the materials has the right to appeal the review committee's decision to the school board. The appeal must be in writing to the superintendent within ten days of the receipt of the review committee's determination.
9. The Board shall determine based upon the findings of the review committee whether to retain or remove the challenged material at its next public meeting after receiving the appeal. The board may also consider other resources in making its determination.
10. Material which has undergone a challenge may not be re-challenged until one calendar year after which the final decision was made.

IC 35-49-2-1
IC 35-49-2-2

Date Adopted: 08/22/94
Date Revised: 10/14/14, 07/17/23

Request for Removal of Library, Media, and/or Other Supplemental Material

Answer one of the following questions:

1. Parent/Guardian: Yes or No

A. If yes, do you reside within WBCCSC? Yes or No

2. Community member: Yes or No

A. If yes, do you reside within WBCCSC? Yes or No

Name: _____

Address: _____ **Zip:** _____

Phone Number: _____ **Email:** _____

Do you represent an organization? Yes or No

If yes, what is the organization? _____

Media Type (Please circle one):

Audiobook Book DVD Magazine Audio CD Other_____

Author: _____

Title: _____

Call Number: _____ **Copyright Date:** _____

Please answer the following questions:

1. How did the material come to your attention?

2. Did you read/listen/view the material completely? Yes or No
If no, what pages or sections?

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Be as specific as possible, list page numbers as appropriate.

5. Are you aware of judgement of this work by critics? Yes or No
If yes, provide a detailed explanation.

5. Did you find something good or worthwhile about material? Yes or No
If yes, provide an explanation.

6. What is the appropriate grade level to read/listen/view the material in question?

7. What action would you like taken regarding the material (e.g. restrict circulation to certain grades, prohibit use by my child)?

8. Are there other materials you recommend to provide additional information or points of view on the topic?

Signature _____ **Date** _____

FOR STAFF USE ONLY

Date

- _____ Discussion with library media specialist
- _____ Discussion with building principal
- _____ Submitted Request for Removal of Library, Media, and/or Supplemental Material
- _____ Review Committee met and provided Written Determination within 15 days
- _____ Written Determination provided to building principal, superintendent, complainant
- _____ Complainant submitted appeal in writing to superintendent with 10 days of receipt
- _____ Board decision on whether to retain or remove material at next board meeting

SCHOOL AGE CHILD CARE PROGRAM: REASONABLE CARE STANDARDS

BP - 9020

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age childcare program (latch key program) which utilizes school corporation building(s). The school corporation will provide a latch key program in corporation buildings. Such a program will adhere to the standards set out in this policy. Such use is limited to after the school day. Such use is limited to before or after the school day, or both. Such use is limited to periods when school is in session. Such use is available before or after the school day, or both, and when school is not in session.

Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space. An organization eligible to contract with the school corporation for a childcare program must meet or exceed the following standards:

1. Provide childcare for children enrolled in kindergarten through sixth (6) grade.
2. Maintain liability insurance to cover participants with \$300,000 per person and \$5,000,000 per occurrence limits.
3. Maintain a maximum staff to child ratio of 15 to 1. Staff, for purposes of determining the staff to child ratio, is defined as any person who is responsible for and directly engaged in supervising children.
4. Be licensed as a day nursery in accordance with the standards of the Indiana State Department of Public Welfare.

No fee will be assessed for the use of school buildings under this policy. However a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the buildings for the program(s) will be assessed.

The superintendent will develop regulations, fee schedules, and forms to implement this policy.

Legal Reference: I.C. 20-5-2-1.5

Date Adopted: 08/22/94

REGULATIONS FOR SCHOOL AGE CHILD CARE PROGRAM

BP - 9025

The organization contracted to provide a school age childcare program is subject to the following regulations in regard to the use of the school building(s):

1. The organization must complete a form, which is available at the superintendent's office. The completed form must be returned to the superintendent prior to the signing of the contract. This form requires the organization to indemnify and hold harmless the Western Boone County Community School Corporation for and from any and all judgments or settlements of claims arising out of the organization's use of school property.
2. Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.
3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal.
4. No furniture or equipment may be moved without approval of the building principal or his or her designee.
5. No signs, displays, or other materials may be attached to walls, nailed, or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc., without permission of the building principal.

Date Adopted: 05/17/10

PRESCHOOL CHILDREN RIDING ON SCHOOL BUSES

BP - 9030

Recognizing that Indiana law prohibits persons from riding on a school bus or any highway for any private purpose other than the transportation of eligible school children to and from school, except as expressly authorized by statute. It is the policy of the Western Boone County Community School Corporation that, in the interests of public safety and maintaining proper discipline on the bus, pre-school children are prohibited from riding on any bus being used for the transportation of eligible school children unless such pre-school children are being transported to and from a school sponsored pre-school facility.

Legal Reference: IC 20-9.1-5-1 et. seq.

Date Adopted: 07/14/97

DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

BP - 9035

Display of the United States Flag

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

Pledge of Allegiance

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. The student chooses not to participate
- b. The student's parent chooses to have the student not participate

Students who are exempt from reciting the pledge shall remain quietly standing or sitting while others recite the pledge and shall make no display that disrupts or distracts other students who are reciting the pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

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

Legal Reference: I.C. 20-30-5-0.5.

Date Adopted: 02/08/10

CHEMICAL MANAGEMENT POLICY

BP - 9040

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy working directly with the corporation's indoor air quality director.

Each year, school corporation personnel as assigned by the school principal shall conduct a building-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

A. Purchasing

Chemical purchases shall adhere to the following protocol:

1. This school has identified each department supervisor as responsible for following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards.
2. First in and first out method will be followed. Over purchasing and stockpiling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material safety data sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged. Material safety data sheets will be available at each school's main office. These sheets are to be updated annually by each department supervisor.

B. Use

Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.

1. When possible, use of cleaning products should be performed when students are not present.
2. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
3. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification.
4. Required notification procedures will be followed.

C. Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.

2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

D. Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable.

Legal Reference: 410 I.A.C. 33-4-8

Date Adopted: 12/12/11

VEHICLE IDLING POLICY

BP - 9050

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

This policy applies to the operation of every corporation-owned school bus and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

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

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading or areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pickup area.
2. School buses will not idle on school grounds or off school grounds for longer than 5 minutes unless:
 - a. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus
 - b. Longer idling time is necessary to facilitate the loading and unloading of students of special needs
 - c. There are safety or emergency situations
 - d. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process
 - e. The bus is idling in traffic
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.

Legal Reference: 41- I.A.C. 33-4-3

Date Adopted: 12/12/11

ANIMALS IN CLASSROOMS

BP - 9060

No live animals with the exception of fish in aquariums are to be in the school. Upon principal's approval, animals may be brought into schools for special convocations or other educational purposes and only stay for that programs length. At no time will animals considered dangerous be brought into the school.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained.

When an animal(s) are to be brought into the school(s) notification will be made in advance. It is up to the parents to notify the teacher or principal if their student has any allergies. Upon such notice, the principal will confer with the teacher and determine what options are available including having the student transferred to a different classroom without animals. The school will not reveal the name of the student with allergy issues. If after an animal is brought into the school, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping (following guidelines) will clean all surfaces in the area to remove any animal dander that may still cause an allergic reaction by the student.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom or school.

Cleaning: cages shall be cleaned (following guidelines) by the person (not students) in charge of the animal on a routine basis as to avoid offensive odors or pest issues.

Aquariums with fish are to be maintained by the teacher (not students) in charge of the aquarium including cleaning as needed.

Legal Reference: 410 I.A.C. 33-4-7

Date Adopted: 02/13/12

SPONSORSHIP AND FACILITY NAMING RIGHTS

BP - 9070

To enhance our school district's ability to make needed improvements to school facilities and provide excellence in co-curricular and extra-curricular activities in grades K-12, it shall be the policy of this School Board to permit and encourage Sponsorship and Facility Naming Rights, as allowed by law, as a means by which these activities can acquire financial support and/or in-kind items/services to support and advance the purposes and goals of these activities.

A Sponsorship is a contract-based agreement of a specified duration between the Western Boone Schools and businesses, corporate entities, civic groups, or individuals that results in designated financial and/or in-kind to enhance school facilities and / or provide support to co-curricular or extra-curricular activities, a school, team, club, program, or the school corporation. The level of Sponsorship involved will be as specified within the written sponsor/school contract to be prepared or reviewed by the administration. Final approval of all Sponsorships and Facility Naming Rights is the sole province of the School Board and shall not be effective until such approval has been given. Sponsorship and Naming Rights shall meet all requirements and guidelines of the School Board.

This relationship offers "rights" to a sponsor that may involve, but is not limited to:

Facility Naming:	Sponsors may receive the benefit of the display of their name or corporate logo, to the extent allowed by law, on buildings or other facilities of the school district. Such rights may be for a definite or indefinite term, may be on an exclusive or non-exclusive basis.
Logo Display:	Sponsors may receive the benefit of the display of their corporate logo on uniforms, as allowed by law and permitted by the governing body of the activity or event, or items/articles used as part of the activity of a club, team, or school organization.
Sponsor ID:	Sponsors may receive the benefit of "identification" of their business or corporate entity as the "Sponsor of..." teams, clubs, or school groups.
Event Naming/Brand Association:	Sponsors may receive the benefit of having a school or corporation event "named" for the sponsor or a sponsor's brand or product.
Exclusive Product Use:	Sponsors may receive the benefit of having the school corporation accept a product or service as the exclusive product or service of its kind for use on school corporation property or during school corporation activities.
Sponsored Materials:	Sponsored Materials or Sponsored Educational Materials, are materials and programs developed and/or funded by commercial enterprises, trade organizations, or non-profit organizations with significant corporate backing. These materials are intended for use or distribution at or by the Corporation, and can be intended for use as either primary or supplemental curriculum.

The School Board recognizes that sponsorships created under this policy may provide financial support to students, facilities and programs where tax dollars cannot be utilized or may be limited in some manner. The School Board may direct that support provided via a Sponsorship or Naming Rights may be applied to the student-centered goals, activities, and/or purposes of the school or school group being sponsored. To ensure that Sponsorship support is appropriately applied, it shall be the policy of the School Board to consider the approval of all Sponsorships.

Any donor recognized above shall not receive preferential treatment as to committee appointments, admissions to special educational programs, sporting events, or athletic teams as the result of a significant gift to the school corporation.

This policy does not create a forum for all types of advertising or provide a general public forum for purposes of communication. All sponsorships and naming rights shall be consistent with the goals and purposes of the school corporation, as determined by the School Board in its sole discretion.

Date Adopted: 12/12/16