

SCHOOL BOARD POLICY MANUAL

THE SCHOOL DISTRICT OF WABASH CITY SCHOOLS

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1000 BOARD OF EDUCATION

Mission Statement

WCS provides a relevant and rigorous education, founded upon relationships, to ensure each student is college and career-ready for success in a global community.

Belief Statements

The Board of School Trustees of Wabash City School district accepts the responsibility for educating students within its district. We believe the following:

All students have a capacity for learning and for success.

All students must be prepared to succeed in a technology-based global economy.

All students will be provided a safe and secure environment conducive for learning.

WCS seeks to provide educational opportunities for all students.

WCS believes in creating educational experiences outside the classroom walls.

WCS believes excellent teachers are the cornerstone of student success.

WCS believes in hiring faculty and staff under the hire to retire philosophy.

WCS believes education is a pillar to the success of the community.

WCS believes that partnerships with our families are key to student success.

WCS believes integrity, ethics and trust are guiding principles in all our processes.

Diversity Statement

Wabash City Schools believes that all members of the school community benefit from developing knowledge, skills, and attitudes needed to function effectively in a diverse world. Diversity affords us an opportunity for learning. It is expected that all district schools will provide an environment, which promotes tolerance, respect, and understanding of diversity.

1010 Exercise of Home Rule Powers

The Board may exercise any powers needed for the effective operation of the school corporation to the extent that such powers are not expressly denied by law or by rule of the state board, or are not expressly granted to another entity ("Indiana Home Rule law").

When there is a constitutional or statutory provision requiring a specific manner for exercising certain powers under the Indiana Home Rule law, the Board shall exercise such powers in the specified manner as a minimum requirement.

When the exercise of certain powers under the Indiana Home Rule law is not provided for by any constitutional or statutory provision, the Board shall execute such powers in the following manner:

1. Prior to the Board's exercise of its power, all aspects, consequences and results of its action shall be reviewed and considered by the Board in an open meeting. Review and consideration by the Board may include opportunity for members of the community and school personnel to provide input to the Board's action.
2. Following its review and consideration, the Board may choose to exercise its power through the adoption of a policy. The adoption of such a policy may occur at the same meeting that the Board reviews and considers the policy.

With respect to the contracts and the exercise of power under the Indiana Home Rule law, 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.

1020 Composition of the Board of School Trustees IC 20-23-4-28

The Board of School Trustees of the Wabash City Schools (the "Board") is the governing body of Wabash City School District. The Board consists of five (5) members. Board members will be appointed by the Wabash City Council. Each member's term of office is three (3) years. No limitation is set on the number of terms to which a person may be appointed as a member of the Board. Any person seeking to be a candidate in any Board appointment shall have the following qualifications:

1. Residence: A candidate for the Board shall reside anywhere within the school district. (I.C. 20-23-4-28).

2. Age: No person otherwise eligible to assume office as a member of the Board shall be disqualified on the basis of age if she/he is at least twenty-one (21) years of age. (I.C. 20-26-4-9).

3. Other: A candidate for the Board shall meet any and all additional qualifications prescribed by the statutes of the State of Indiana.

If a vacancy occurs on the Board, it shall be filled for the remaining portion of the unexpired term by appointment by a majority of the remaining members of the Board. Any person so appointed shall meet the qualifications required by this policy and by state law.

1030 Authority of Board of School Trustees

As a body created under the laws of the State of Indiana, the Board has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of the corporation in matters of education. However, Board members have authority only when acting as a body duly called in session. Board members have no authority over school affairs as individuals, and the Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee of Wabash City Schools.

1040 Board Member Compensation and Expenses

Each member of the Board shall receive an annual stipend of \$2,000. Expenses of a board member shall be reimbursed when incurred in the performance of his or her duties or in the performance of functions authorized by the Board and duly vouchered, with the exception of purchases of alcoholic beverages and other entertainment purchases. Detailed receipts should be submitted to the Corporation Bookkeeper for reimbursement.

1050 Organization

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

1. Oath of Office
2. Appointment of Corporation Treasurer and Corporation Deputy Treasurer

3. Designation of Qualified Newspapers
4. Official bonds for:
 - a. Corporation Treasurer and Corporation Deputy Treasurer
 - b. Bonds for school extracurricular treasurers
5. Meeting Dates and Times
6. Board Member Committee Assignments
 - a. Park Board
 - b. Heartland Career Center
 - c. Wabash City Parks Board
 - d. Wabash Carnegie Library Board
 - e. Other Boards and/or Committees as the need arises
7. Law Firm Selection
8. Board Compensation
9. Disclosure and Approval of Conflict of Interest Statements

1060 Meetings

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

Board Meetings

Board meetings shall be held at 6:00 p.m. on the first and third Mondays of each month, unless scheduled otherwise due to vacations or other conflicts.

Special Meetings

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

Emergency Meetings

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

Executive Sessions

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

1. Where authorized by Federal or State Statute
2. For discussion of strategy with respect to collective bargaining, initiation of litigation which is either pending or has been threatened specifically in writing, the implementation of security systems, or the purchase or lease of real property up to the time a contract or opinion to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons.
3. Interviews with industrial or commercial prospects or their agents.
4. To receive information about, and interview prospective employees.
5. With respect to any individual over whom the School Board has jurisdiction to receive information concerning the individual's alleged misconduct, and to discuss, prior to any determination of that individual's status as an employee, student, or independent contractor.
6. For discussion of records classified as confidential by State or Federal statute.
7. To discuss before any placement decision, an individual student's abilities, past performance, behavior and needs.
8. To discuss a job performance evaluation of individual employees.
9. When considering the appointment of a public official, to develop a list of prospective appointees, consider applications, and make one (1) initial exclusion of prospective appointees from further consideration.
10. To train school board members with an outside consultant about the performance of their role as public officials.

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

1070 Notice of Meetings

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

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

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

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

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

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

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

1080 Quorum

At a meeting of the Board, a majority of the members of the Board shall constitute a quorum. No action may be taken unless a quorum is present. A majority of the members present may adopt a resolution or take any action.

1090 Rules of Order

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

1100 Minutes of Board Meetings

Records of all transactions of the Board shall be set forth in full in the official minutes of the Board, and the same shall show the date, time and place of meeting; the members recorded as present or absent, the general substance of all matters proposed, discussed or decided and a record of all votes taken and by individual members if there is a roll call. The minutes shall be kept on file as the permanent official records of

school business of Wabash City Schools. The secretary to the Superintendent shall act as custodian of the minutes and shall make them available within a reasonable period of time during the usual office hours of the Superintendent's office. The minutes shall be available for public inspection and copying. Duplicated copies of the minutes shall be prepared after each meeting and shall be distributed to members of the Board, except that lengthy items such as proposals or copies of other reports referred to in the minutes may be excluded.

1110 Voting

It is the duty of every Board member to vote on each action item. However, Board members also have a responsibility to resolve all doubts and avoid the appearance of impropriety by avoiding any potential conflicts of interest (1989 Attorney General's Opinion #89-3, 1594, 1596). Therefore, in such instances when a board member believes a conflict of interest exists, the board member may abstain from voting. The vote of each Board member on each action item shall be recorded in the minutes. A secret ballot shall never be taken on any matter at any meeting.

1120 Agenda

The Superintendent of Schools together with the Board of Trustees shall determine the items for inclusion in the agenda for each study session or regular Board meeting. These items may include routine business, reports and matters requiring official action. Individual Board members shall have the privilege of placing matters on the agenda. The agenda together with supporting materials shall be distributed to Board members in advance, preferably no less than three (3) days prior to the Board meeting, to permit their giving items of business careful consideration. The agenda shall be posted on the Administration Building entrances, **on the district's web site** and in each school office. The agenda shall also be sent to appropriate media representatives.

1130 Public Requests to be Placed on the Agenda

While the Board is interested in considering viewpoints and suggestions from patrons in the school district that will improve and enhance the educational program, official Board meetings are for the necessary conduct of official school business and acting on matters affecting the overall responsibilities of the corporation. Therefore, patrons are urged to deal with individual concerns in accordance with policy #2040 by dealing directly with the building principals or other appropriate administrators in resolving private matters. In instances where a citizen or group desires to formally present information, concerns, or proposals to the Board, the following procedures shall be followed:

1. The individual(s) shall submit a written request no later than 4 days prior to the meeting to the Superintendent of Schools describing the issue.

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

1140 Public Participation in Meetings

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

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

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

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

1150 Policies

The adoption of written policies is the sole prerogative of the Board. New or revised policies shall be formally adopted at regular business meetings of the Board after they have been presented and discussed at a Board meeting. Only policies so adopted shall be official Board policies. In an effort to keep its written policies current, so they may be used consistently as a basis for Board action and administrative decisions, the Board shall review its policies on a continuing basis. The Board shall rely on the administration, school staff, students, and the community for providing evidence of the effect of the policies, which it has adopted. The Superintendent shall call to the Board's attention all policies that are out of date or for other reasons appear to need revision.

1160 Administrative Rules and Regulations

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

1170 School Attorney

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

1180 Code of Ethics

Because of the vital and important role which the public schools play in providing the foundation for democratic living and for sustaining the American way of life, and because School Board membership represents such a challenging responsibility, the Board shall constantly strive to maintain a high code of ethics. In an effort to render effective and efficient service to the community, Board members shall avoid conflicts of interest and shall refrain from using their position on the Board for personal gain or influence.

1190 Goal Setting

The Board recognizes its responsibility to establish the goals, priorities, and direction for the school corporation. Therefore, the Board shall meet annually for the purpose of goal-setting and strategic planning.

2000 SCHOOL/COMMUNITY RELATIONS

2010 Responsibilities to the School Community

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

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

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

2020 Parent Organizations

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

2030 School Volunteers

Citizens, who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs, are valuable assets. The Board encourages constructive participation of groups and individuals in local schools and in central and area offices to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

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

2031 Volunteer Background Check

In an effort to keep our schools safe, all volunteers must complete a volunteer criminal background check request and be approved as a volunteer prior to volunteering. This must be completed at least two (2) weeks prior to the event in which the volunteer chooses to participate in.

Volunteer background checks are completed on the school corporation's website, www.apaches.k12.in.us, by each individual. Wabash City Schools uses Safe-Hiring Solutions and also checks the National Registry database for sex offenders.

When evaluating volunteer criminal background checks, if the following charges appear on a volunteer background check, the volunteer will not be permitted to volunteer in our schools.

1. Any felony or misdemeanor arrest or conviction that has not been expunged.
2. Any substantiated report of child abuse or neglect.
3. Any misrepresentation on the volunteer request.
4. Any other civil or criminal charge not mentioned above, but determined to be a risk to students.

Volunteer background checks are valid for 5 years and can/may be revoked at any time. After 5 years volunteers will be required to complete a new volunteer request and the status as a volunteer will be reconsidered.

If a volunteer is not permitted to volunteer, he/she may make an appeal to the Superintendent of Schools in writing to be re-considered.

2035 School or Classroom Visits

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

2040 Public Complaints/Appeal Procedures

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

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

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

2050 Access to Public Records

1. To ensure a smooth implementation of the *Indiana Access to Public Records Act*, each building principal shall designate a person responsible for attending to records' requests. (I.C. 5-14-3).
2. Requests shall be received during normal business hours, and must identify, on forms provided by the School Corporation, the record for which disclosure is sought. Any person(s) who orally requests public records should be informed that such requests must be made, in writing, on the appropriate forms provided by the School Corporation.
3. Records may be inspected only at the office or location where they are regularly maintained.
4. The building principal or his/her designee must respond, in writing, to a hand-delivered written request **within 24 business** hours after such request is received. If such request is received on a Friday or on a day preceding a legal holiday, the person responsible for release decisions shall have until the same hour on the next business day to respond.
5. If a written request is received by the School Corporation by facsimile, mail, or electronic mail, the Records Access Officer or his/her designee must respond to the request, in writing, within **7 calendar days** after the request was received.
6. The substance of the written response should include any statements similar to those set forth below that apply to a particular request:
 - a) A statement identifying the public records maintained by the School Corporation that will be provided in response to the request and the estimated date the records will be produced.
 - b) A statement indicating: (i) that the record request is denied, in whole or in part, (ii) that the record(s) will be withheld because the record is confidential or nondisclosable, (iii) the statutory authority for the statement that the record is confidential or otherwise nondisclosable, and (iv) the name and title or position of the person responsible for the denial.
 - c) A statement that the School Corporation does not have a record that is responsive to the record request.
 - d) A statement that the School Corporation may have records responsive to the request and is in the process of reviewing and/or retrieving files in response to same.
 - e) A statement that an additional response will be provided on or before a specific date to advise the requestor of the School Corporation's progress on the request.
7. If the School Corporation is denying access to any or all of the requested public records, the response must include the name and title or position of the person responsible for the denial.

8. Requests by mail for copies of records may be addressed to the Records Access Officer.

9. The requestor will be charged applicable copying fees and other fees and/or costs as prescribed by statute. Such fees and/or costs must be paid in advance of the requestor receiving any disclosable records.

10. The Records Access Officer shall be guided by: (i) the Indiana Access to Public Records Act and amendments, if any, (ii) any other applicable state and/or federal laws regarding privacy, confidentiality, and disclosure requirements of certain public records, and (iii) this policy, which excludes certain records from disclosure.

11. The School Corporation **will not** create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to applicable law.

12. The Board exempts the following public records from disclosure (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery):

- a) Those declared confidential by state statute.
- b) Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute.
- c) Those required to be kept confidential by federal law.
- d) Records containing trade secrets.
- e) Confidential financial information obtained, upon request, from a person (excluding information that is filed with or received by a public agency pursuant to state statute).
- f) Records containing information concerning research including research conducted under the auspices of an institution of higher learning.
- g) Grade transcripts and license examination scores obtained as a part of a licensure process.
- h) Documents made confidential by rules adopted by the Indiana Supreme Court.
- i) Patient medical records and charts created by a health care provider unless the patient provides written consent for the record's disclosure.
- j) Application information declared confidential by the Twenty-First Century research and technology board.
- k) A photograph, a video recording, or an audio recording of an autopsy.
- l) Investigatory records of law enforcement agencies (except certain records that must be made available for inspection and copying in accordance with I.C. § 5-14-3-5).
- m) The work product of attorneys representing the School Corporation, Board Members, or any employee, including correspondence between officials of the School Corporation and its attorney which contain the attorney's opinion, theories,

and/or conclusions. Work product also includes the attorney's notes and statements taken from potential witnesses.

n) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again.

o) Scores of tests if the person is identified by name and has not consented to the release of the scores.

p) Intra-agency or inter-agency advisory or deliberative materials that express opinions or are of a speculative nature, and are used for decision-making.

q) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.

r) Personnel files of public employees, except for:

(1) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employee of the agency.

(2) information relating to the status of any formal charges against the employee; and

(3) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

s) Administrative or technical information that would jeopardize a record-keeping or security system.

t) Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.

u) Records specifically prepared for discussion, or developed during discussion in an executive session under I.C. § 5-14-1.5-6.1 (except the information required to be available for inspection and copying under subparagraph (r)).

v) The identity of a donor or a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making the gift or a member of the donor's family requests non-disclosure after the gift is made.

w) Library or archival records which can be used to identify any library patron or were deposited with or acquired by a library upon a condition that the records be disclosed only: (i) to qualified researchers, (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made, or (iii) after the death of persons specified at the time of the acquisition or deposit.

(x) School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 I.A.C. § 6.1-2-2.5.

(y) Any other records which current or future legislation allows a public agency to exempt. Further action by the Board is unnecessary to exempt such records.

2060 Sales/Fundraising

1. Salesmen or business agents shall not be permitted to solicit or interview students or school employees on the school premises without the approval of the building principal and/or Superintendent.
2. The sale of tickets, merchandise, or the collection of money in the schools for any activities or services other than those sponsored by the schools shall not be permitted except by approval of the building principal.
3. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of industrial art (arts, crafts, etc.) supplies, which are used by pupils in making articles that become the individual's property.
4. Collecting monies, which may take the time of students or teachers during the school day, is expressly prohibited unless the monies collected represent regular fees, payment for books or instructional materials that have been approved, payment for school lunches, insurance premiums, or other monies that will directly benefit the school or its students.
5. The Superintendent must approve all fund solicitations and major money-raising activities by student groups or school-connected adult groups that solicit funds. By August 1st of each year, each principal shall submit a plan of such activities for the entire year for the school, and such annual plans shall be reviewed by the Superintendent in an effort to ensure fairness and to avoid conflicting events, overlapping dates, etc. Emergency requests shall be approved by the superintendent.

2070 Dissemination of Materials

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

1. School related memoranda and correspondence or materials of a non-commercial nature that supplement or aid instruction, as well as information about programs and activities of educational institutions or nonprofit youth serving organizations in the community, may be distributed with the approval of the building principal.

2. Printed material used as commercial or business advertising shall not be distributed to students or staff on the school premises without the approval of the building principal and Superintendent.
3. Literature expounding philosophies or principles of an organization, individual, or group of individuals with ideas of a religious nature shall not be distributed to students or staff on the school premises without the approval of the building principal and Superintendent.
4. Printed materials of a subversive nature shall not be distributed to students or staff on the school premises.
5. Materials not classified in items 1-4 shall be independently evaluated by the building principal and Superintendent, who shall then make appropriate decisions pertaining to same.

2080 Political Advertising

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

2090 Gifts and Contributions

The administration is authorized to accept gifts of appropriate instructional equipment, materials, or contributions of money for same from the Wabash City Schools Foundation or other third parties. Any gift donated by classes or student groups must have the approval of the building principal, and students should not be assessed for the purpose of providing a gift to the school. Prior to acceptance, all donations shall be reviewed by the Superintendent or designee, who shall ensure the donation:

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

2095 Grants

The Board must approve all grants to the School Corporation. Prior to an employee submitting a proposal, the proposal shall be reviewed and approved by the Superintendent or designee who shall ensure that the grant:

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

2100 Conduct on School Premises

It is the desire of the Board of School Trustees for the Wabash City Schools to provide a meaningful and enriching educational experience for students. Part of this experience includes after school activities for the benefit of students, their friends and relatives. It is both necessary and appropriate for the School Board to maintain control of school property in order to protect and serve the community. This requires all individuals to conduct themselves in a safe and responsible manner, when attending school activities or otherwise using the school premises. Being under the influence of, using or possessing alcoholic beverages and/or controlled substances on school premises is strictly prohibited. Conduct on school premises, which causes substantial disruption or materially interferes in any manner with school purposes, is prohibited. Violence, loitering or engaging in criminal activity of any kind will not be tolerated, and will be prosecuted to the fullest extent of the law. Motor vehicles in school parking lots must be driven in a safe manner, and at a safe rate of speed. Driving in excess of posted speeds, drag racing or engaging in any other reckless or hazardous activity with a motor, which endangers the health and safety of others, is prohibited. All applicable rules of the road must be respected when motor vehicles are used in school parking lots.

In order to discourage inappropriate activities, individuals are not permitted on school premises after 11:00 p.m. and before 5:00 a.m. unless they are present in connection with a recognized school activity, or they otherwise have permission from an appropriate school official. All persons witnessing a violation of the above-described policy are encouraged to notify the proper school and/or legal authorities. To the fullest extent possible, the City police department and other legal authorities are requested, and are hereby authorized, to assist with and enforce this policy.

2110 School Delays and Cancellations

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

Morning Delay or Early Dismissal

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

If schools are dismissed early, the superintendent or designee will determine if afternoon and evening student activities will be cancelled.

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

School Day Events -- School Cancelled

If school is cancelled for the day, all student activities or programs scheduled for that day shall be cancelled. The Superintendent or designee shall authorize any exception to this policy, when in their judgment; special circumstances warrant such an exception. If an exception is authorized, activities **shall be scheduled after 12:00 p.m.** All student participation on such days shall be considered voluntary.

Week Night Events -- School Cancelled

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

Saturday Events -- School Cancelled Friday

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

2120 Use of School Facilities and Grounds

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

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

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

2130 Equal Access For Noncorporation-Sponsored Student Clubs and Activities

The School Board may not permit the use of school facilities by noncorporation-sponsored, student clubs and activities or Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for noncorporation-sponsored, student clubs and activities to meet on school premises shall be made to the principal, who shall grant permission provided that s/he determines that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary
3. The meeting is led and promoted by students;
4. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. Non-school persons may not direct, conduct, control or regularly attend the activity;
6. Non-school persons must have a background check and permission from the principal to attend the meetings.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority or secret society. The superintendent may exclude nonstudents from directing, controlling, or attending such meetings of students.

A professional staff member may be assigned to attend or may attend a student-initiated meeting in a custodial capacity; they may provide input and support to the meeting; but they should not lead the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

3000 PERSONNEL

3010 Duties and Responsibilities

The Operations Coordinator shall be responsible for developing and maintaining current job descriptions for all positions in the school corporation. These job descriptions shall be available and kept on file in the Central Office.

3020 Salary and Benefits

The School Board, through its representatives, shall negotiate an agreement with the Wabash City Schools Teachers Association in accordance with I.C. 20-7.5-1. Such agreement shall not become effective until approved by the Board and the Association. The Superintendent and/or designee shall meet with administrators and classified employee groups annually to discuss salary and benefits. Following these discussions, summaries of salary and benefits for administrators and classified employees shall be recommended to the Board for approval.

3021 Uncompensated Leave

All personnel are employed with the understanding they will work every day or be absent under conditions of leaves as outlined in their particular wages, salary, and wage/salary benefit package. While there are no provisions for “absence without pay” in any wage/salary benefit package, it may occasionally be necessary to request “absence without pay” then it will be done under the following conditions:

1. Employees may request, with the principal’s and superintendent’s approval, to exercise the leave without pay option only one (1) time every five (5) years.
 - b) The employee will submit a detailed written letter of request to be “absent without pay”: to the Superintendent and a copy of the letter to the employee’s immediate supervisor or principal.
 - c) The letter will contain all pertinent data (dates, times, places, who, what, when, where, and why) as well as any supporting data the employee wishes to submit.
 - d) The letter of request must be submitted at least thirty (30) days prior to the planned absence. The thirty (30) day requirement and the letter (a) requirement of once every five years, may be waived by the Superintendent in the event of an emergency. The definition of “emergency” is at the Superintendent’s discretion.

To implement the “absence without pay” provision:

1. The employee must incorporate the use of all available personal leave days in the current school year to qualify (three).
2. A maximum of two (2) consecutive additional days of leave without pay will be considered.
3. Personal leave days and days without pay will be consecutive days and in accordance with the following schedule:

Available	Qualification	Total Eligible
Personal Leave Days	Days w/o Pay	Days of Absence
3	2 or less	5 maximum
2	2 or less	4 maximum
1	1	2
0	0	0

e) Special request and unique circumstances not covered by the above criteria shall be made through the office of the Superintendent. The Superintendent’s decision will be subjective, partially based upon:

1. the reason for the request and its relationship to education
2. the frequency of such requests from the individual
3. the availability of other dates for the event to be scheduled
4. other extenuating circumstances

f) The Superintendent will study and review the request and respond in writing to the applicant as soon as possible.

Commitments made by the employee prior to having a decision by the Superintendent are the sole responsibility of the employee and will not be a factor in the decision.

The Superintendent’s decision may be appealed to the Board of Education. Failure to follow the final decision will constitute an act of insubordination.

3030 Performance Evaluation

The Superintendent shall be responsible for developing and implementing performance evaluation programs for all personnel.

All employees, both certificated and classified, shall be evaluated annually.

Teachers shall be evaluated following the procedures and timelines outlined in the *Wabash City Schools Evaluation Plan*.

3040 Staff Development and Professional Growth

The Board encourages participation in professional organizations and activities and recognizes that continuing professional growth and development is desirable and necessary for the improvement of the educational program of the school corporation. The Board authorizes the Superintendent or designee to determine the appropriateness of staff attendance at school related conferences, workshops, or seminars.

3045 Out of State Travel for Staff Development

The board understands the importance of professional development opportunities for the administration and staff of Wabash City Schools in the development of the foundations of the school system, to include the development of school curriculum, school safety, school finance, school buildings and grounds, school communication, school law, school legislation and any other area that may advance or support the education of the youth of Wabash City. Therefore, the board encourages the administration and staff to seek professional development opportunities that support the strategic mission of Wabash City Schools. Moreover, the board understands that in pursuit of professional development, faculty and staff may need to travel outside of the State of Indiana.

Procedures

All school-sanctioned travel outside the State of Indiana, must have the approval of the superintendent prior to the trip. A written request should be made to the superintendent to include the following at least 2 months prior to the trip (emergency exceptions may be approved by superintendent):

1. Trip Itinerary
2. Educational purpose of the trip: How does the trip support the strategic goals/mission of Wabash City Schools
3. Who will be traveling
4. Budgeted Expenses
5. Revenue Source (Funding)

Expenses

Since the trip is a school-sanctioned event, all travel arrangements—lodging, vehicle and/or flight expense--will be made by the central office under the discretion of the superintendent or designee. Expenses to be reimbursed may include meals,

registration fees, additional transportation, parking fees, required materials, and other reasonable and necessary school district-related expenses.

Reimbursement

Requests for reimbursement must be itemized and are to be submitted to the district treasurer. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

Automobile travel shall be reimbursed at the mileage rate set by the school board.

Amounts to be reimbursed shall be within the trip's approved budget.

3050 Teaching Experience Credit

Teaching experience shall include teaching and substitute teaching, as well as administrative, supervisory, guidance, and auxiliary service. Experience shall be granted only if all qualifications and certifications as a teacher were met at the time the experience was acquired. The teacher must provide written verification of prior teaching experience credit on forms provided by the Treasurer. Experience credit submitted after a teacher's initial contract has been signed, will be credited prospectively. All teaching experience must be verified, and no more than one (1) year of creditable service shall be granted for services rendered within a twelve-month period beginning July 1 and ending June 30.

The minimum amount of service to be counted as one year of creditable experience shall be the equivalent of 120 days acquired during the regular school term. A half-year shall be credited for service equivalent to sixty (60) days or more, but less than one hundred and twenty (120), acquired during the regular school term. Two half-years of credit may be combined, but not to exceed one year.

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

1. Appropriate experience in any Indiana school that was certified, accredited, or commissioned by the Commission on General Education of the State Board of Education during the time such experience was acquired.

2. Appropriate experience in a school outside of Indiana but within the United States if such school was certified, accredited, commissioned, or equally recognized by the duly authorized agency of the state during the time such experience was acquired.

3. Appropriate experience in a school maintained by the United States government for children of military personnel and other governmental employees either in the United States or in a foreign Country.
4. Appropriate teaching experience as a Peace Corp volunteer or similar federally funded program at the elementary or secondary level.
5. Appropriate experience in the Indiana State Department of Education.
6. May negotiate beginning salaries of new hires.

For the purposes of salary compensation, the school corporation shall translate military experience of a person licensed to teach in Indiana into teaching experience as follows:

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

Any rights or benefits accrued, as a consequence of the school corporation's recognition of the types of experience identified in this policy, shall not be diminished.

3060 Personnel Records

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

1. A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment; and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above.
2. The Superintendent or designee shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files.
3. All personnel records shall be considered confidential and not open to public inspection, and access to files shall be limited to persons authorized by the superintendent or designee to use the files for purposes of this policy as cited

above. No other persons or agencies may have access to information in a staff member's file unless the staff member has given written consent for the release of specific information to a specific person or agency, or such information is subpoenaed or ordered for release by a court of law, as required by I.C. §5-14-13-4.

4. A current employee may have access to his/her own personnel file at all reasonable times (i.e. during regular school hours). The right of access includes the right to make written objections to any information contained in the file. The staff member must sign any written objection, and it shall become part of the staff member's file.

5. Any negative comment placed in a staff member's file shall be signed by the person making the comment or acknowledged as to the general source of the comment.

3070 Professional Research and Publishing

The school corporation shall maintain proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board recognizes the importance of encouraging its staff to engage in professional writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school corporation shall have sole rights in matters of their publication or reproduction. However, the corporation shall clearly recognize and note the identity of the employee or employees who created the materials.

In situations where the proprietary rights to material is in doubt--as for example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member's own time, arrangements shall be made for the assigning of rights to one or the other party and an equitable sharing of any profits.

However, staff members may use their background of knowledge of the school corporation's programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication. When such writing mentions the name of the school corporation or one of its schools, the employee is requested to submit the material to the Superintendent for review in advance of publication.

3075 Consulting

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

3080 Participation in Political Activities

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, the Board also recognizes that school property and school time, paid for by all the people of the school district, should not be used for partisan political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations (Policy 2120).

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

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

3085 Anti-Nepotism

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

1. No person shall be hired or retained in a part-time or full-time regular or temporary position who would make the employee directly subordinate or superior to a related employee if one of the following familial relationship exists: spouse, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, son-in-law, daughter-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin.
2. No person shall be hired or retained in a part-time or full-time regular or temporary position which would make the employee directly subordinate or superior to an individual if a current or former relationship, occurring outside the

work setting, would result in the individual with the responsibility to make a decision or recommendation to be less than objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, amorous or personal relationships including cohabitation by unmarried individuals and significant business relationships.

In order to comply with this policy, when a school employee becomes aware that a related person or an individual with a business or personal relationship applies for a position, or is employed by WCS, they must submit an Anti-Nepotism Disclosure Statement to the superintendent.

3090 Reporting of Suspected Child Abuse or Neglect

In compliance with Indiana Code 31-33-5-1, any employee who has knowledge of suspected child abuse or neglect shall report this knowledge to the building administrator, who shall report it to the Department of Child Services. On occasions when the principal is unavailable, the building administrator's designee shall make a report to the Department of Child Services and notify the principal as soon as possible.

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

3095 Drug-Free Workplace

Wabash City Schools is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of Wabash City Schools at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol.

All employees of Wabash City Schools must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to and including termination from employment.

"Workplace," when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school-related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, busses, or vans owned or leased by the school corporation. The "workplace" also includes off-school or non-school property

during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of Wabash City Schools.

3100 Chemical Dependency

Wabash City Schools is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of Wabash City Schools at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol.

All employees of Wabash City Schools must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to and including termination from employment.

“Workplace,” when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school-related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, busses, or vans owned or leased by the school corporation. The “workplace” also includes off-school or non-school property during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of Wabash City Schools.

3110 Tobacco Products

The Wabash City Schools Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The possessing, using, distributing, purchasing, or selling of tobacco or nicotine-containing products of any kind or in any form shall be prohibited in all school facilities, in school owned vehicles, and on all school property. These products include cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, vaping devices, any type of look-alike products or other related products, devices associated with tobacco and/or nicotine use, or any type of electronic nicotine delivery system.

3120 Gifts/Contributions to Employees

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

3130 Extracurricular Passes

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

3140 Court Responsibility

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

3150 Controlled Substance and Alcohol Policy for Employees

Holding a Commercial Drivers License

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

Accordingly, the Board of Trustees of WCS will implement a Controlled Substance and Alcohol Policy in accordance with Department of Transportation regulations. **(Neola 4162, 1-3).** This policy applies to all WCS employees who are required to hold a Commercial Driver's License (CDL) to perform their job function. For purposes of this policy only, the term employee or driver will also include any person who operates a commercial motor vehicle or performs a safety sensitive function with a commercial motor vehicle either directly or indirectly for WCS or who operates a commercial motor vehicle at the direction of or with the consent of WCS. **WCS will require every such person to participate in an alcohol and controlled substances testing program that meets D.O.T. testing requirements as outlined in (49 CFR Part 382.601). WCS follows the procedures as outlined in the Drug Abuse and Alcohol Misuse Training Guide for CDL Drivers provided to all CDL drivers employed through WCS.**

The possession, attempted possession, consumption, attempted consumption, purchase, attempted purchase, sale or attempted sale of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on alcohol on school property, while on school business, or while operating school vehicles and equipment is prohibited. Furthermore, drinking alcoholic beverages during working hours, eight (8) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required D.O.T. alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for WCS and possible legal prosecution. For purposes of this Policy, "school property" includes, but is not limited to, all land (including parking lots), property, and buildings owned or leased by WCS, including, but not limited to, automobiles, trucks, or vans owned or leased by WCS.

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

WCS reserves the right to terminate any employee who violates its Controlled Substance and Alcohol Abuse Policy for CDL holders. Employees who are convicted for alcohol or drug-related charges may be subject to disciplinary action up to and including termination. WCS, in its sole discretion, may offer the employee (at the employee's expense) the opportunity to receive appropriate treatment. Should an employee refuse such an opportunity to seek treatment or fail to successfully complete treatment, WCS may terminate that employee without further warning.

Under this policy, drivers will be required to submit to testing for alcohol and/or controlled substances as a term and condition of their employment with WCS. The following types of tests will be conducted:

1. Pre-employment;
2. Reasonable suspicion;
3. Random;

4. Post-accident;
5. Return to duty; and
6. Follow-up testing.

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

3160 Criminal History Information

To help ensure a safe environment, each new employee shall submit as part of the hiring process a copy of the individual's criminal history. The criminal history must be no more than three (3) months old and must be submitted not later than three (3) months after the approved employment. Costs related to obtaining the criminal history will be the responsibility of the employee. The employee will also authorize the school corporation to conduct additional criminal history searches. For the purposes of this policy, "employee" means any individual who is employed with the school corporation and/or enters into a contract to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. Each employee will be questioned about the criminal history. Failure to answer honestly any questions related to the criminal history will be cause for termination if the applicant is eventually hired. Any entity which has contracted to provide services to the school corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide the corporation criminal histories for such employees. The entity and/or the entity's employees will be responsible for all costs associated with obtaining the criminal histories. All school employees and individuals or entities who have contracts for services with the school corporation are required by law to notify the governing body of the school corporation if during the course of the individual's employment the individual is convicted of certain crimes enumerated in state law, including convictions of the "attempted" crimes listed in the law. The superintendent or designee shall notify all employees and the entities for contracted services of this responsibility.

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

3170 Automated External Defibrillators

Employees of Wabash City Schools will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association and/or American Red Cross for AEDs and CPR. Requirements for

the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification. Acceptable certification will consist of completion of an American Heart Association and/or American Red Cross "Heartsaver AED" course and CPR course. Employees will follow the use of automated external defibrillators' guidelines as recommended by the school administration.

3180 Paraprofessional Qualifications

Paraprofessionals hired after November 1, 2005, must meet the qualifications for "highly qualified" as approved by the Board of School Trustees, and if the school corporation becomes eligible for Title I funding, all paraprofessionals must be compliant with all requirements necessary to ensure the school corporation remains entitled to Title I funds.

3190 Title I Positions

Any teacher interested in applying for a Title I position will need to submit in writing to the building principal their intent to apply for the position.

All Title I teaching positions will be considered a 2-year assignment. After the 2 years, the Title I position will be open for all teachers (to include the incumbent teacher) to apply for the position. All applicants (to include the incumbent teacher) will be considered for the Title I position.

The building principal will have the final determination in the Title I position, considering the following: evaluations, certification/licensure, other benefits to Wabash City Schools, and teaching experiences.

At the end of a teacher's time in the Title I position, the teacher will be guaranteed to return to a teaching position within his or her certified area.

4000 STUDENTS

4010 Enrollment

General Requirements

1. When a child first enrolls in Wabash City Schools, the parents shall furnish a certified birth certificate and written evidence that the child has had all required immunizations and has met the requirements of Indiana law.
2. A child is entitled to enroll in Wabash City Schools providing his/her parent(s) reside in the attendance area of the school corporation. The word

"parent" shall mean and include natural, adoptive, or foster parents, or any other person having the legal custody of any child.

3. A child is entitled to enroll in Wabash City Schools providing at least one of his/her parent(s) is an active, full time certified or classified employee of Wabash City Schools at the time of enrollment without regard to whether such parent/employee resides in the attendance area of the school corporation.

4. A student is entitled to enroll in Wabash City Schools when living with someone other than the student's custodial parent(s) when the person(s) the student is living with has been named legal guardian of the student by the court (Note: Such person(s) must reside within the boundaries of the school district).

5. A student is entitled to enroll in Wabash City Schools when living with someone other than the student's custodial parent(s) and when a legal guardianship is not required under IC 20-8.1-6.1-1 (a) as follows (Note: Such person(s) must reside within the boundaries of the school district):

- a) The divorced or separated parents of a student agree to have the student live with the parent who does not have legal custody (Custodial Statement and Agreement Form 1 required).

- b) The student's parents are living outside the United States due to educational pursuits or job assignment and maintain no permanent home in any school corporation in the United States (Custodial Statement and Agreement Form 2 required).

- c) The custodial parent abandons the student and the student is living with the non-custodial parent (Custodial Statement and Agreement Form 1 required).

6. A child whose parents have made arrangements to move within the attendance area of the school corporation in a short time after the start of the school year may attend school in Wabash City Schools until the move is affected. Documentation (statement from builder, realtor, and/or financial institution) of intent to occupy by the end of the first semester may be required.

7. If a student has commenced attending school in Wabash City Schools in any school year and the student's parent relocates outside the school corporation boundaries, the student may continue enrollment in Wabash City Schools until the end of the semester. If, however, a student has completed grade 11 while enrolled in Wabash City Schools the student shall be allowed to continue enrollment in Wabash City Schools the following school year in grade 12.

8. Wabash City Schools will accept non-resident students for enrollment based upon the student's current academic and behavioral standing from transferring school. Student enrollment may be denied based upon the following criteria: (1)

if the student has been suspended or expelled during the 12 months preceding the student's request to transfer; (2) for a violation under IC 20-33-8-16; (3) for causing physical injury to a student, a school employee, or a visitor to the school; or (4) for a violation of a school corporation's drug or alcohol rules. Emergency exceptions may be approved by the superintendent.

9. Wabash City Schools will accept transfers up to the following per building:

OJ Neighbours Elementary up to 750 students; WC Mills Elementary up to 300 students; Wabash Middle School up to 600 students; and Wabash High School up to 600 students. Wabash City Schools has a capacity for 170 students per grade level.

10. *Transfer requests must be submitted prior to the start of the 4th nine weeks.*

Kindergarten Entrance

Any child who attains the age of five before August 1 of a school year will be admitted to the kindergarten program of Wabash City Schools. Children born on August 1 or later may appeal enrollment to the superintendent and the principal based upon academic assessment results.

First Grade Entrance

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

Parents of a child who attained the age of 6 on or after August 1st may appeal to the superintendent for their child to be admitted to first grade. The following procedures will be observed:

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

Full Time Status

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

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

3. Kindergarten students on half-day schedule.

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

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

In regard to summer school driver's education classes, only in the event there are spaces available to fill in excess of the number of enrolled full time students applying for them, the school administration may fill the open positions with applicants who are not residents of the school district.

4020 Teacher/Class Assignment

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

4025 Grade Advancement

Pre-Kindergarten Students

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

Enrolled Students

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

administrator for advancement. Students who demonstrate mastery of the current grade level standards may be advanced to the next grade level.

4040 Transfers

New Resident Transferring From Accredited Private Schools

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

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

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

Non-Resident

Requests for the transfer of non-resident students into Wabash City Schools made by another governmental unit shall be considered. Wabash City Schools does accept and/or enroll cash transfer tuition students under the guidelines of Policy 4010 #8.

4050 Retention

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

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

Red-Shirting

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

Remediation and Intervention

Wabash City Schools is committed to providing comprehensive services to all students. Students who are under prepared for school or those who are low or underachieving will be recommended for available intervention, remediation or alternative programs. The programs will be available at all grade levels. Students will be recommended for the program in accordance with written criteria developed by the administration. The final report of the student's progress, including the classroom teacher's recommendation, will be used to determine placement in the next grade or class. The school district may require a student to repeat the grade or class if the student does not participate in, and successfully complete, a recommended WCS intervention or remediation program. Participation in the programs requires the permission of the parent or guardian and the cooperation of the student. Declination of these services will be noted on a standard form to be included in the student's records.

4055 Retaking High School Courses

The rationale for repeating a class is limited to improving the student's understanding and achievement, and/or improving the student's ability to meet post-secondary goals. The transcript will show all grades but only the grade from the second class will be included in the GPA.

Thus, students may retake a high school course if the following conditions are present:

1. The student is not adequately prepared for the next related course in the series (i.e., mathematics); and
2. The grade for the previous class was a C+ or below; OR

3. The student desires to repeat a course to meet the eligibility requirements of the Academics Honors Diploma (AHD). The requirements are: a grade of no lower than a C in any course qualifying for the AHD (excepting the course to be repeated), and an overall GPA of an 8.0 (B average).

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

4060 Graduation Requirements

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

4070 Reporting Student Progress

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

4080 Discipline

Appropriate discipline policies shall be developed by the administrative staff and shall be reviewed and approved by the Board. Grounds for the suspension and expulsion for all students shall be in accordance with I.C. 20-8.1-5.1.

Other Disciplinary Actions

The superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior which is reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Such action may include:

1. Counseling with a student or group of students,
2. Conferences with a parent or group of parents,
3. Rearranging class schedules,

4. Requiring a student to remain in school after regular school hours to complete work or for counseling, or
5. Restriction of extracurricular activity.

Participation by Parents

Persons having care of a dependent student (parents/ guardians/custodians) may be required to participate in meetings, conferences, and hearings in connection with a student's behavior. In the case of expulsion or exclusion hearings, the parent/guardian/custodian may be required to attend a hearing to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program). When such participation is required, the school corporation shall notify the parent/guardian/custodian in one of the following manners:

1. Telephone contact by a school official in advance of the meeting, conference, or hearing. Telephone contact will be followed up by a letter of confirmation by certified mail or personal delivery of the written notice.

The superintendent, principal, or other administrative personnel shall be authorized with parental consent to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Wabash City Schools offers 2 free counseling services through our student assistance program through the Bowen Center. Any further counseling beyond the initial 2 sessions shall be the responsibility of the parent/guardian/custodian, and the school corporation may require with parental consent release of the results, progress reports, and other information to appropriate school officials.

Non-Compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect and the child shall be considered a "child in need of services" in accordance with I.C. 31-34-1-1, and the matter shall be referred to the Department of Child Services.

4085 Attendance

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

practices that encourage its students to develop and demonstrate good attendance habits.

Parents' Responsibility

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

1. Graduates.
2. Reaches at least sixteen (16) years of age but less than eighteen (18) years of age and:
 - a) The student and the student's parent or guardian and the principal agree to the withdrawal, and
 - b) At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school and follows all guidelines under IC 20-33-2-9.
3. Reaches the age of eighteen (18) years.

Absences from School

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

1. Absences which are counted as present:
 - a) Serving as a page in the Indiana General Assembly.
 - b) For students in grades seven through 12, serving at the polls on Election Day with prior approval of principal.
 - c) Court appearances which are documented by a probation officer or officer of the court.
 - d) Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
 - e) Placement in a short term inpatient treatment program which provides an instructional program.
 - f) Homebound instruction.
 - g) Religious observances.
2. Excused Absences
 - a) Each building shall define the number of excused/unexcused absences.
 - a) Parent/guardian may excuse up to ten absences per school year (e.g. illness, medical and legal appointment, family vacations, college visits).
 - b) Illnesses that are excused by a written note from a physician will be counted as part of the parent/guardian excused absences. Absences beyond the ten parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered

truancies. A note must be provided to the school upon the student's return to school.

c) Exceptions to the parent/guardian excused absences will be made only in the following situations:

Funeral:

(a) death in the immediate family.

(b) death of a person outside the immediate family with parental permission.

(c) The building principal may excuse an absence in an emergency situation.

3. Unexcused Absences

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

4. Truancy

a) A student is truant when s/he is absent from school or class without the permission of his/her parent or guardian.

b) Absences beyond parent/guardian excused absences in a school year will be truancies unless excused by written note from a physician. Such absences are subject to disciplinary action as established in each school's handbook. Each policy should give consideration to steps that involve the school social worker and the juvenile court in assisting to enforce appropriate attendance.

c) A student will be considered a habitual truant when that student has been expelled for truancy.

Make-Up Work

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

Reporting an Absence

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

Tardies

A student is tardy when the student is late for the beginning of the school day or late for any class during the school day. Policies to handle tardies shall be established in each school's handbook.

Work Permits

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

1. Denial of a work permit:

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

2. Revocation of a work permit:

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

Attendance Procedures

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

- 1. After a student accumulates six parent/guardian excused absences in a school year, a school administrator, attendance clerk, or counselor shall make a contact with the student's parent or guardian. The date and content of this contact shall be documented.
- 2. After a student accumulates ten parent/guardian excused absences in a school year, a referral shall be made to the school social worker. If the school social worker is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the Wabash County Juvenile Probation Department.
- 3. When a student accumulates more than ten parent/guardian excused absences in a school year and fails to provide the school with a physician's note

to excuse the absence, these absences are considered truantries and subject to disciplinary action as established in each school's handbook.

4090 Corporal Punishment

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

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

4100 Health Care

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

4110 Administering Medication/Emergency Medical Procedures

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All medications will be dispensed following the Five Rights of Medication: Right Student, Right Medication, Right Dose, Right Time and Right Documentation.

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

Wabash City Schools can administer Tylenol, Benadryl or Tums for acute care according to label directions if parental consent is given on the Annual Health Information Update form that is on file in the school nurse's office. This consent once signed will be valid for the current school year. School personnel qualified to dispense

these medications will contact the parent when they are given if the parent requests they do so.

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

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

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

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication; and
2. The authorization contains a statement from a physician stating that:
 - (a) the student has an acute or chronic disease or medical condition, for which the physician has prescribed medication,
 - (b) the student has been instructed in how to self-administer the medication, and
 - (c) the nature of the disease or medical condition requires emergency administration of the medication.

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

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

1. The employee is a licensed practitioner (physician, nurse practitioner, or physician's assistant under guidance of supervising physician, registered nurse, or licensed practical nurse), or

2. An emergency requires the employee to immediately perform the medical procedure or administer medication, or
3. The employee has:
 - (a) received training from a practitioner that the practitioner has determined is appropriate for providing such services, and
 - (b) the employee provides the school with a written statement from the practitioner that indicates the school employee has received the training required to provide such services.

4115 Bloodborne Pathogen Exposure Control Plan

1. UNIVERSAL PRECAUTIONS

Universal precautions will be observed at this facility in order to prevent contact with blood other potentially infectious materials.

- a. Put on disposable latex gloves
- b. Use paper towels to absorb spills
- c. Place used paper towels in Red biohazard plastic bags
- d. Clean area with Envirocide solution
- e. Remove gloves-pull inside out
- f. Place used gloves in bag
- g. Wash hands with soap and water for at least 10 seconds.

2. Training

Training for all employees will be conducted at the start of each school year. This school shall ensure all employees (including part time employees) will participate in the training sessions. The training session shall include all employees to watch the video "Bloodborne Pathogens in the School Setting", and require documentation of employees attending the training session.

Training for employees will include the following:

1. The OSHA standard for bloodborne pathogens
2. Epidemiology and Symptomatology of bloodborne disease
3. Modes of transmission of bloodborne pathogens
4. Control methods used to control exposure to blood or other potentially infectious materials
5. Personal protective equipment
6. Hepatitis B vaccine information

4120 Accidents and Illness

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

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

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

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

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

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

4125 "Do Not Resuscitate" Requests

It is the policy of the District that in emergency situations involving accident or illness, employees shall be reasonably expected to render first-aid and life-sustaining care to the extent of their knowledge and training, and to seek the assistance of appropriate school medical personnel or other staff members more knowledgeable than themselves and emergency medical resources, such as ambulance services, available in the community. However, the school is not a medical care provider and its responsibility is limited to administering emergency care and contacting appropriate medical care providers, not acting as a liaison between parents and medical care providers. Therefore, implementation of a "Do Not Resuscitate" ("DNR") request is not consistent with that policy, and district employees will not comply with requests from parents or others to withhold life-sustaining emergency care from any student in need of such care

while under the control and supervision of the school system. The district recognizes that the individual needs of students with disabilities may require different types of medical resuscitation plans. Therefore, school district personnel will make every reasonable effort to follow the recommendations of the student's primary care physician and/or other treating physicians regarding specific alternative emergency procedures appropriate to the individual student.

4130 In-School Interviews by Department of Child Services or Law Enforcement Officers

Investigation of Child Abuse or Neglect

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

Investigations by Law-Enforcement Officers

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

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

3. Prior to visiting the school, the law enforcement officer shall notify either the school social worker, school administrator or school counselor of the purpose of the intended visit and arrange a date and time for the interview that is mutually acceptable to the school and the officer.

4. The school shall notify the parents of the student that the student was interviewed by a law enforcement officer unless otherwise directed by law enforcement.

5. Upon entering the school building, the law enforcement officer should immediately contact the school social worker, school administrator, or school counselor.

6. Unless otherwise ordered by the court a member of the school staff shall be present whenever a student is interviewed in school. The school representative may include the social worker, school administrator, or a school counselor.

4140 Temporary Disability

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

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

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

4150 Student Publications

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

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

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

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

4160 Student Locker and Vehicle Inspection

Student Lockers

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

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

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

Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school corporation, however, reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine the contents of any such vehicles while parked on school premises when an administrator

has reasonable suspicion to believe that the contents of such vehicles may include items or elements which are illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff. Reasonable suspicion shall include, among other things, an alert resulting from K-9 interdiction.

4165 Appeal of Student Expulsion Cases

The Wabash City Schools Board of School Trustees will hear appeals in all student expulsion cases. Any student or parent, who, within ten (10) days of receipt of Notice of Action Taken in the Expulsion Meeting, requests an appeal to the Board, will be informed of the provisions of this policy. The Board will consider all appeals in the following manner:

The School Board shall hold a meeting in executive session to consider:

- (a) the Hearing Officer's written summary of the evidence heard at the expulsion hearing,
- (b) the written arguments of the principal; and (c) the written arguments of the student or the student's parent.

Following a review of the written evidence, the Board may rule on the appeal in an open meeting or they may delay a ruling on the appeal until after conducting a hearing. If the Board elects to hold a hearing, the hearing will be held in executive session. At the hearing, the Board may hear from the principal, the student, the parent, or any other person whose testimony the Board may deem helpful in reaching a decision. After the hearing, the Board will rule on the Appeal in an open meeting.

4170 Education Records

Definitions

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

Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.

c) Privileged communications 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.

3. Parent. Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and non-custodial parent of a student.

4. Student. Student is any individual who is or has been in attendance at the school corporation.

5. Eligible Student. Eligible student is a student who has reached eighteen (18) years of age.

6. 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.

7. Personally Identifiable Information. Personally identifiable information is information by which it is possible to identify a student with reasonable certainty including, but not limited to, the following:

- a) The name of a student, a student's parent, or any other family member.
- b) The address of a student or student's family.
- c) A personal identifier such as a student's social security number.
- d) A list of personal characteristics, including disability designation, that would make the student's identity easily traceable.
- e) Other information that would make the student's identity easily traceable.

8. Directory Information. Directory information is information that may be disclosed to third parties unless a student's parents or an eligible student have requested in writing that the school withhold the release of directory information.

Directory information includes:

- a) Name of student,
- b) Name(s) of student's parent(s),
- c) Address, telephone number and electronic mail address of student and parent(s),
- d) Video tapes and pictures of student,
- e) Earned awards and achievements of student,
- f) Student's participation in officially recognized activities and sports,
- g) Weight and height of members of athletic teams
- h) Grade level of student,
- i) Date and place of birth of student,

j) Gender of student.

Rights of a Parent and an Eligible Student

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

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

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

Custody and Protection of Education Records

1. Place Records Are Kept. Education records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation, in the special services office, or in the school in which the student is currently enrolled. With the consent of the Superintendent, or the superintendent's designee, a portion of education records may be kept in other places for reasons of effective school administration. Upon request, a list of the types and locations of education records will be provided to a parent or eligible student.

2. Control of the Records. Education records shall be under the immediate control of the person in charge of the building where the education records are maintained. This person shall be responsible for carrying out this policy.

3. Record of Access to Education Records. Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:

- a) The identity of such person,
- b) The specific record examined,
- c) Purpose of the examination, and
- d) The date on which, or in the case of a person whose job within the school system requires repeated examination, the period of time over which such examinations were made.

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

Access to Education Records

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

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

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

Disclosure of Education Records to Third Parties

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

- a) School officials within the school corporation who have legitimate educational interests. Officials with legitimate educational interests are those individuals who, at the time of access, are directly involved in the development and/or delivery of educational services to the student
- b) Officials of another school, school corporation, or institution of postsecondary education where the student seeks or intends to enroll. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- c) Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- d) Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
- e) Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
- f) Accrediting organizations in order to carry out their accrediting functions.
- g) Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- h) Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
- i) Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, or where school has initiated legal action against a parent or student, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received. In any

event no less than 24 hours before disclosure unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena for law enforcement purposes and court or issuing agency has ordered that the existence or contents of the subpoena or information furnished in response to the subpoena not be disclosed.

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

Correction of Education Records

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

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

Copies of Education Records

Copies of education records may be provided to a parent or eligible student at no charge where such person is unable because of distance or other valid reason to personally inspect and review the education record. The superintendent or the

superintendent's designee shall assess fees for all other copies. No fees may be assessed for the search or retrieval of education records.

4175 Non-Custodial Parent Relations

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

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

4190 Drug Testing Policy for Students

1. Voluntary Drug Testing: Because tobacco use, involvement in fights, truancy, and continuous negative behaviors often indicate potential drug use, a student who commits any of the following acts will be requested, subject to parental consent if the student is under the age of 18 years, to submit to a drug test administered under school supervision: violates the school's tobacco, alcohol, or other drug policies; is suspended (in-school or out of school) for fighting; has a third truancy during any one semester; violates any other school rule which results in the student being suspended out of school for three (3) or more consecutive days. Submission to a drug test is voluntary under section (1). The results of the drug test will be provided to the school administrator who will always share the results with the parent(s) or guardian(s). If the student is 18 years old or older, the student will be asked to sign a release of information to allow the results of the test to be shared with the student's parent(s) or guardian(s). The school administrator will provide the results of the test to the parent(s) or guardian(s) and work with them to provide community referral sources for evaluation and/or treatment as indicated.

2. Mandatory Drug Testing: In addition, the school may require a student to submit to a test for alcohol or other drugs, if a student exhibits behaviors which lead school authorities to suspect the student is under the influence of alcohol or other drugs. Further, the school may subject items in such student's possession to test to determine if those items contain alcohol or other drugs. Any student found to be under the influence or in possession of alcohol or other drugs will be dealt with according to the student discipline policy.

3. Random Drug Testing: All students wishing to participate in an athletic activity and/or extra-curricular activity sponsored by the corporation or to drive to

school or an activity sponsored by the corporation must submit an authorization form stating they will participate in the drug-testing program. The authorization form must be signed by the student and the student's parent and returned to the school in order to establish participant status.

4. Refusal to submit to a drug or alcohol test under section (2) will be considered willful disobedience and will result in disciplinary action, up to and including a recommendation for expulsion from school.

5. Refusal to submit to a drug or alcohol test under section (3) will be considered the equivalent of a positive test and student will face extracurricular discipline under the Wabash City Schools athletic code.

4195 Bullying Policy

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying. Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

The school prohibits harassment and bullying defined as intentional acts, statements, or conduct that has the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but not limited to:

1. Graffiti, pictures, or photographs
2. Disparaging remarks about or use of demeaning, offensive, or negative terms
3. Deliberate and unwelcome touching, cornering, pinching, or pulling on clothing
4. Offensive jokes or teasing
5. Hazing, pranks, or other intimidating behavior directed toward an individual

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment.

Definitions of Bullying (IC 20-33-8-0.2)

"Bullying" means overt, repeated acts or gestures, including:

1. verbal or written communications or images transmitted in any manner (including digitally or electronically);
2. physical acts committed; or
3. 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 and create for the targeted student an objectively hostile school environment that:

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

The term "bullying" may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. 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.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location.

Report Bullying

Wabash City Schools does not tolerate bullying as defined by Indiana Code 20-33-8-0.2. Students, student families, staff and others who feel that they have been bullied or harassed; witnessed another student being bullied or harassed; or have reason to believe that a student is being bullied or harassed should report the incident to either the classroom teacher or a building administrator.

Reporting individuals who wish to remain anonymous may make a report using the Anonymous Hotline found at Wabash City Schools' website www.apaches.k12.in.us or the anonymous reporting app, Bully Box, which can be downloaded to all iOS and Android devices from their respective app stores.

Investigating and Responding to Bullying

All bullying allegations will be investigated within 24 hours of the receipt of the report. Potential responses may include disciplinary actions to include suspension/expulsion; changes to classes, lockers and lunches; mediation; the loss of privileges to include passing periods, extracurricular activities, lockers and computers; and recommendation of behavioral counseling. Although the school is not at liberty to discuss the discipline of other students, the administrator will attempt to contact parents of both the accused and the alleged victim. Verified instances of retaliation from bullying reports or

additional instances of bullying will lead to more severe consequences. If Indiana Code has been violated, then school administration will contact law enforcement.

Written Records

All schools will maintain a physical or digital file relating to all reported incidences of bullying. These are to include the following:

1. alleged case of bullying
2. investigation of the incident
3. summary of the findings to include what actions took place.

Sanctions

Disciplinary actions for violating the Bullying/Harassment policy mentioned above may include, but is not limited to: counseling within the school, parental conference, the loss of computer privileges, detention, suspension, Day Reporting, exclusion from school sponsored activities, counseling outside of school, expulsion, or referral to law enforcement officials. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Student discipline is governed by Indiana Code 20-33-8-14 which allows the school to administer discipline to include suspension and expulsion when a student is:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event

Education

Every building will provide educational services about bullying, to include definitions, reporting and consequences.

4200 Criminal Gang Activity

It is the policy of Wabash City Schools to prohibit gang activity and similar destructive or illegal group behavior, whether formal or informal, on school property, school buses or at school-sponsored functions regardless of their location. Further, it is the policy of Wabash City Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior whether formal or informal, or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definition of “Criminal Gang” and “Criminal Gang Activity”

“Criminal Gang” defined (per IC 35-45-9-1) – “Criminal Gang” means a group with at least three (3) members that specifically:

1. either:
 - a. promotes, sponsors, or assists in; or

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

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

The following activities shall be prima Facie (accepted as correct until proven otherwise) evidence of prohibited activities, and the administration of Wabash High School (or a designated substitute) shall, upon notification of the existence of such activity, be authorized to investigate, and if necessary, issue an immediate cease and desist order verbally, or in writing, which may, in the principal’s discretion, be followed up with disciplinary action:

1. Wearing any type of dress, apparel, jewelry, accessories, manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, indicates or implies gang membership or affiliation with such a group.
2. Any conduct involving initiation, hazing, intimidation, threatening of other persons and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, staff, and to the educational process as a whole.
3. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or a school bus, causing disruption to the orderly operation of the school, or acting in a reckless disregard of the risk of causing such terror or disruption.
4. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and /or staff.
5. The use of certain hand or sound signals and gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
6. Tagging school or personal property with graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
7. Identifying oneself as a member of a gang.
8. Recruiting or soliciting membership in a gang or gang-related organization.

Upon a determination by the administration of the school (or an identified designated substitute) that such conduct is occurring, disciplinary action shall be taken in conformance with the requirements of student due process laws of the State of Indiana.

Procedures for (1) Reporting Suspected Criminal Gang Activity, (2) Prompt Investigation of Suspected Criminal Gang Activity

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the administration and/or the school safety specialist. The administration and/or the school

safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

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

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

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. 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 gang activity.

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 board of education 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.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

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 gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law

enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent and corporation involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

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

Support Services for Students Suspected of Participating in Gang Activity

Wabash City Schools shall provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity. Information about available supports and services shall be consistent with the policies and procedures of the Wabash City Schools Board of School Trustees. Types of support services can include but are not limited to:

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that shows promise of effectiveness based on research.
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 programs.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

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

These following recommendations are presented as a guide that by no means limits Wabash City Schools from collaboration with community stakeholders to provide additional services. Wabash City Schools encourages collaboration with stakeholders to

provide gang prevention and intervention services and programs according to the policies and procedures of Wabash City Schools Board of School Trustees.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention/intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider utilizing the Gang Resistance Education and Training (G.R.E.A.T.) Program as part of student curriculum.

5000 INSTRUCTION

5010 Equal Educational Opportunities

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

5020 Curriculum Development

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

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

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

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

The Superintendent and/or designee shall make progress reports to the Board periodically. The Superintendent and/or designee may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program.

5030 Textbook Adoption Policy

It is the policy of Wabash City Schools to involve representative teachers, parents, and administrators in an advisory capacity for preparation of recommendations for textbook adoptions. The Textbook Advisory Committee shall be chaired by the Superintendent or superintendent's designee. Parents shall comprise 40% of the Committee, with teachers and administrators completing the Committee in accordance with procedures adopted by the Superintendent. (IC 20-10.1-9-21).

The recommendations of the Textbook Advisory Committee shall be submitted to the Superintendent for review. The recommendations shall then be presented to the Board for adoption or authorization to apply for a waiver, should that be judged in the best interests of the students.

Should a protest be filed, a hearing date shall be set when the petitioner may appear before the Textbook Advisory Committee. The Committee shall hear testimony and consider the information placed before it, and this information shall be incorporated into the final recommendation to the Superintendent.

In adopting textbooks for use in the school corporation, the Board shall carefully consider the rights, freedoms, and responsibilities of students, parents, and teachers. The Board's first commitment in adopting textbooks shall be the preservation of the students' right to learn in an atmosphere of academic freedom. The Board intends to support the teachers' right to exercise professional judgment in their work. At the same time, however, the Board expects teachers to balance this right with an awareness of their responsibility to meet the educational goals and objectives of the school corporation.

In addition, the Board recognizes the rights of parents to influence the education of their children. The Board shall not, however, allow the wishes of an individual parent or group of parents to infringe upon the rights of the majority of the students.

5035 Selection of Supplemental Reading Materials

The Board recognizes that teachers may need to use supplemental fiction and non-fiction reading materials to meet the curriculum requirements. The superintendent or designee will approve supplemental reading materials prior to adoption.

5040 Academic Freedom and Responsibility

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

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

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

5050 Religious Beliefs, Customs, Observances, and Instruction

The Board of Education of the Wabash City Schools believes that all persons ought to be free to follow their own religious beliefs, without government interference, according to the dictates of their own consciences and in accordance with law. In this spirit of the Board's understanding of both the legal and ethical requirements of respecting this very significant part of the American culture, the following policies have been established to assure proper respect, sensitivity, and protection to all religious cultures and faiths in our the pluralistic society:

1. Cultural material having a religious origin shall be allowed as long as the material to be used or studied is of instructional value to the classes concerned and is not being used for a sectarian and/or theological purpose.
2. Where religion is properly a part of course content, it must be used in the appropriate context. Inclusion of sacred writings, music and art in the educational program of the schools is to be based on their independent educational merits. While explanation of a religious belief may be necessary, classes shall not be used for religious instruction.
3. Individual student expressions portraying religious symbols or scenes are acceptable as long as students are not required to embrace a sectarian belief.
4. Students shall not be required to participate in prayers. In student groups in which membership is elective, prayer shall be a matter of personal preference.
5. Religious groups may use school facilities in accordance with policy #2120.
6. Students and school personnel are to show respect for those persons subscribing to religious beliefs differing from their own.
7. Student participation in religious activities shall be on a voluntary basis.

5060 Selection of Media Materials

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

1. To provide materials that enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, learning styles, and community standards.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.
5. To provide materials that realistically represents our pluralistic society and reflect the contributions made by those groups and individuals to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

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

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

5070 Weeding and Evaluation of Media Materials

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

5080 Copyright Compliance

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

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

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

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

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

1. The materials have been purchased from an authorized vendor by the individual employee or the corporation, and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the corporation or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about future purchase or licensing, and a valid agreement exists which allows for such use. (This policy adapted from the Survival Manual for Indiana School Media Personnel, 1986.)

5090 Review/Reconsideration of Media and/or Instructional Materials

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

1. Basic textbooks, other instructional materials supportive to the basic textbooks, and additional instructional materials selected by individual teachers may be reviewed by appointment.
2. A person having a concern about the use of media materials, basic textbooks and other instructional materials should first discuss the concern with the classroom teacher or building media personnel.
3. If the individual is not satisfied after the discussion with the classroom teacher or building media personnel, the individual should contact the building principal to discuss the matter.

4. If the individual is not satisfied after talking with the building principal, the individual may further the inquiry for a review or reconsideration of the use of the material in question by completing a **Request for Review of Materials or Course Content** form available in any school office, and submitting it to the building principal.

5. Upon receipt of the completed form, the building principal shall request review of the challenged material by an ad hoc materials review committee within fifteen working days. The challenged material shall remain in use during the review/reconsideration process.

6. The review committee shall be appointed by the building principal, and shall include a media professional, a classroom teacher, and a parent. For materials at the middle or high school level, a student representative may also be appointed.

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

1. Read, view, or listen to the material in its entirety.
2. Check general acceptance of the material by reading reviews and consulting recommended lists.
3. Determine the extent to which the material supports the curriculum.
4. The review committee shall provide a written recommendation to the Superintendent for final determination.

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

5095 Written Surveys, Analysis, or Evaluations

Prior to using any type of survey with students, faculty or any school employee must first obtain prior permission from building administration.

No student shall be required to participate in a written survey, analysis, or evaluation as a part of any school program or curriculum **without obtaining written permission from** parents or guardian (or, in the case of a student of at least 18 years of age or an emancipated minor, the prior written consent of the student), and providing them an opportunity to opt out of the survey, in which the primary purpose is to reveal information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sexual behavior, practices, or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, including but not limited to, attorney/client, doctor/patient, and clergy/parishioner;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

5100 Field Trips

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

Field Trips, which involve overnight stays or out-of-state travel, require approval by the Board of School Trustees.

5105 Summer Camps and Self-Funded Classes

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

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

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

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

5110 Consultants

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

1. Consultants shall be used for the purpose of improving the educational programs in the Wabash City Schools through staff and program development.
2. Consultants shall not be used to evaluate the performance of school corporation employees.
3. The purpose, procedures, and timetable of the consultant services shall be discussed in a timely manner with the employees involved prior to the use of those consultant services.

5120 Research

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

(Revised: 10/19/04)

5130 Postsecondary Enrollment Program

A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time or part-time basis. Expenses associated with this option, including tuition, books, and transportation, shall be assumed by the student or parents. A student who

participates in the program shall be considered a student enrolled in the school corporation in computing average daily membership as defined in IC 21-3-1.6-1.1 (d).

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

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

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

5140 Homework

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

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

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

1. Enrichment assignments are intended to promote personal growth and development. They often provide students with opportunities for choice and the scope of their involvement. Apart from general guidelines, the students' efforts may result in an original and creative product.
2. Reinforcement lessons are individually assigned to students who will benefit from such homework.
3. Skill development lessons are closely related to current class work. Supervision should be provided during initial practice before homework is assigned. After analyzing student strengths and weaknesses, the teacher should modify the type and length of the assignment as needed for specific students.

4. Preparatory homework is intended to familiarize students with concepts or topics prior to the next day's class work. Failure to complete this type of homework will generally interfere with students' ability to successfully participate in the day's activities and to pass quizzes.

Make-up work will be provided on the second consecutive day of a student's excused absence. School officials are not expected to provide assignments or to give credit for work missed when a student is unexcused or truant. Make-up work shall be provided for activities required for class credit i.e., tests, quizzes and labs. The assignments shall be made at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction missed in class.

5150 Instructional Staffing/Class Size

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

5160 Credit for High School Courses Taken at Middle School

Middle school students may take high school level course work before formally enrolling at Wabash High School. Students who complete a course may request high school credit and grades that will be calculated into the high school grade point average.

5170 Flag and Pledge of Allegiance

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

5180 Moment of Silence

Under federal and state law, all students have the right to the free exercise of religion within the School District. Each student shall be free from coercion either to engage in or refrain from religious observation on school grounds. Pursuant to state law, each

classroom shall have a daily observance of a moment of silence. During this moment of silence, the teacher will insure that all students remain seated or standing and silent. Further, students shall make no distracting display that interferes with, distracts, or impedes other students in the exercise of their individual rights. The Superintendent or his designee shall be responsible for adopting procedures consistent with this policy.

6000 MISCELLANEOUS

6010 Purchases from School Corporation Funds

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

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

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

6020 Extracurricular Accounting

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

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

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

6030 Extracurricular Interest Income Use

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

This established account may be spend for any purpose for which school corporation general fund or transportation fund monies may be used, upon approval of the principal in charge of the school building and accounted for by the building treasurer. Equipment,

materials, and supplies purchased with interest income become the property of the school corporation.

In accordance with IC 20-5-7-5, these expenditures should be in accordance with the general administration policies of the school corporation. Therefore, the procedures of Board Policy 6010 Purchase from School Corporation Funds would apply to any equipment purchase or building repair over \$1,000.

6040 Disaster Plans

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

6050 Universal Precautions

The Superintendent and school nurse shall develop a Bloodborne Pathogen Exposure Control Plan, which the Board shall review and approve. This plan outlines procedures to limit the exposure of individuals to bloodborne pathogens such as AIDS (Acquired Immune Deficiency Syndrome) or Hepatitis B, in accordance with state and federal law. Following Board approval of the Bloodborne Pathogen Exposure Control Plan, the Superintendent shall periodically bring the Plan for review at least once every three years.

6060 Harassment

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

It shall be a violation of this policy for any employee of the Wabash City Schools to harass another employee or student through unwelcome conduct or communications as defined in this policy. It shall also be a violation of the policy for any students to harass another student or employee through unwelcome conduct or communication as defined in this policy. The use of the term "employee" also includes non-employee and volunteers who work subject to the control of school authorities. The term "harassment" as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, veteran status, or disability. The term "race" or "racial" as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.

Types of Harassment

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

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

Examples of Harassment

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

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

Verbal or physical conduct constitutes harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

Complaint Procedures

1. Procedure for Employees

- a) Any employee who alleges harassment by another employee or by a student in the school district may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, or building administrator. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, or work assignments.
- b) The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take

corrective action when this conduct has occurred. All completed reports will be maintained in confidential files at the Central Office.

c) Reporting of Harassment

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

- 1) Reports are preferred in writing. If a verbal complaint is made, the receiver of the complaint shall complete a written report;
- 2) Reports must name the person(s) charged with harassment and state the facts.
- 3) Reports must be presented to the building or district administrator, who will thoroughly investigate the alleged harassment. Should the building administrator not be an appropriate contact, the report shall be presented to the Superintendent or superintendent's designee, who will thoroughly investigate the alleged harassment. Should both the building administrator and the Superintendent/designee be inappropriate contacts, the board will be notified and the report shall be presented to the school attorney, who will investigate the allegation.
- 4) If and when a report is substantiated, the building administrator shall report the results of the investigation to the Superintendent or superintendent's designee. Should the building administrator not be an appropriate contact, only the superintendent or designee shall receive the report. Should the superintendent not be an appropriate contact, the board will be notified of the substantiated report.
- 5) The building administrator, Superintendent, and/or superintendent designee, or school board shall follow established disciplinary procedures. The alleged parties' names will not be released to the public unless required by law.

2. Procedure for Students

- a) Any student who alleges harassment by any employee or by another student in the school district may use the complaint procedure explained below or may complain directly to a building administrator, school counselor, or school social worker. Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status, nor will it affect grades or class placements.
- b) The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All

completed reports will be maintained in confidential files of the Building Administrator and/or Social Worker as appropriate. Reports are not to be filed as a part of a student's permanent school records.

c) Reporting Harassment all reports of harassment shall be handled in the following manner:

- 1) Reports are preferred in writing. If a verbal complaint is made, the receiver of the complaint shall complete a written report;
- 2) Reports must name the person(s) charged with harassment and state the facts;
- 3) If the victim or perpetrator is a student, the report must be presented to the building administrator stating where the alleged conduct took place as well as the school(s) where the involved student is enrolled. Should the building administrator not be an appropriate contact, the report must be presented to the social worker or guidance counselor;
- 4) The building administrator should determine if the complaint meets the definition of harassment as prescribed in this policy. If the complaint involves matters that meet the legal definition of child abuse, then the matter should be handled according to 3090 Reporting of Suspected Child Abuse or Neglect;
- 5) If the complaint is harassment, the building administrator, school counselor, or school social worker shall take the following steps:
 - (a) Complete the Investigative Report of Alleged Harassment,
 - (b) Conduct an information gathering interview with any students or staff who have knowledge of the situation, and
 - (c) Contact the parents of all students known to be involved.

6. The report and the results of the investigation will be utilized by the building administrator to:

- a) Determine appropriate disciplinary action,
- b) Determine need for counseling referral, and
- c) Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

Sanctions for Misconduct

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

3. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action consistent with the school discipline policy.

False Reporting

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

Notification of this Policy

The entire Harassment Policy will be circulated to all schools and departments of the Wabash City Schools and be incorporated in the Board Policy Manual, student handbooks, teacher handbooks, and employee handbooks.

6070 PEST CONTROL

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

The district will:

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

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

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

6080 Internet Acceptable Use

The Wabash City Schools shall provide its students, faculty, and staff access to the Internet to promote educational excellence and to achieve the corporation's educational mission, goals, and objectives. Use of the Internet should be based on specific curriculum-driven objectives and goals.

The Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources. Use of the Internet is an integral part of the district's curricula. Faculty members will provide guidance and instruction about the Internet to students. The district makes every reasonable effort to filter access to the Internet. The district's responsibilities include establishing reasonable boundaries of acceptable use, educating students about acceptable use, providing general supervision, and enforcing acceptable use guidelines. The district assumes no responsibility for any costs, liabilities, or damages that a user may incur while accessing the Internet.

Guidelines:

1. All users will follow copyright procedures.
2. Internet use may not violate any local, state, or federal laws or statutes.
3. Use of the Internet to access or process visual depictions of obscenity, child or adult pornography and/or materials harmful to minors, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
4. WCS provided/monitored direct electronic communications are not private. These include, but are not limited to blogs, wikis, forums, e-mail, instant messaging, broadcasting and video/audio conferencing. Their use must be curriculum related and reflect all guidelines herein with particular emphasis on protection of personal identification information.
5. Users shall not use the network to harass or bully others.
6. Inappropriate use of the network for personal and private business is prohibited.
7. Any use of the network for product advertisement or partisan political lobbying is prohibited.
8. Users are prohibited from bypassing or attempting to bypass WCS servers or internet filters by any means, including but not limited to use of proxies or other anonymous website surfing.

It is important that students, staff and parents understand this policy. Violation of these guidelines can result in the termination of a user's access to WCS network. In addition,

staff may be subject to disciplinary action, up to and including dismissal from employment.

6081 ELECTRONIC MAIL AND INTERNET USAGE

Purpose

This policy is intended to govern the management of electronic mail that is sent and received by members of the governing body, administrative, certified and non-certified and other employees of the Wabash City Schools (collectively “School Representatives”) on computers owned by the school district.

This policy also addresses other areas of internet usage and is consistent with the School Internet Usage Policy (Policy No. 6080).

This policy is drafted in accordance with Indiana and Federal statutes regarding access to public records and is intended to ensure compliance with those statutes as well as to limit access to information that is not available to the public under these statutes.

Definitions - As used in this policy:

It is understood that any electronic mail communication that does not fall within one of the above-specified categories, and does not fall within another exemption under federal, state, or local law, will be subject to public access upon a proper request.

Destroying Electronic Mail Messages

1. Notwithstanding any other provision of this policy, any electronic mail communication sent received and/or stored by any employee while acting in their official capacity, will normally be deleted from the computer system, provided that such deletion does not violate the local records destruction schedule established by the local commission on public records.

Personal Electronic Mail and Internet Usage

1. Electronic mail is a public record. Ind. Code § 5-14-3-2(m). Any electronic mail sent or received by any employee may be subject to disclosure to the public if it is maintained by the School, even if the content of the mail message is private, personal, and/or unrelated to the official capacity of the person sending or receiving it.
2. Any information regarding internet usage that may be stored on the school's server or computer hard drive, including but not limited to cookies, bookmarks or favorites, history, and temporary internet files, is a public record and may be subject to disclosure to the public if it is maintained by the School, even if the content is private, personal, and/or unrelated to the official capacity of the person who created the information.
3. “Acting in their official capacity” means:
 - a. acting to further or advance the purposes, policies or goals of

- the School, or
- b. the office or position the individual holds for the School, or
- c. acting pursuant to duties and responsibilities imposed as a result of occupying a certain position for the School.
- d. As compared to furtherance or advancement of personal goals or purposes unrelated to an individual's position with the School.

Guidelines

1. The guidelines contained in this section of the policy apply to all electronic mail communication transmitted or received by School Representatives for the School, while acting in their official capacity as members of the Board, Superintendent, Administrators, or Teaching Personnel or other School employees as defined in Section II of this policy.
2. Under the Indiana Access to Public Records Act ("IAPRA"), Ind. Code § 5-14-3-1 et seq., certain categories of documents are protected from disclosure to the public. According IAPRA, the School may maintain the certain types and categories of electronic mail communication between any member or members of the Board, the Superintendent, an Administrator, any Teaching Personnel, a third party, or any of them, and need not disclosed them to the public. Those categories include, but are not limited to, the following categories:
 - a. Intra-district Advisory or Deliberative: Records that are intradistrict advisory or deliberative material, including material developed by a private contractor under a contract with the School, that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision making.
 - b. Personal Notes: Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
 - c. Administrative or Technical: Administrative or technical information that would jeopardize a recordkeeping or security system.
 - d. Computer Codes: Computer programs, computer codes, computer filing systems, and other software that are owned by the School or entrusted to it.
 - e. Executive Session: Records specifically prepared for discussion in executive session or developed during discussion in an executive session under Ind. Code § 5-14-1.5-6.1.
 - f. School Safety: School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5.
 - g. Personnel File: Generally, information that would be included in the personnel file of any School employee or applicant for employment with the School is protected from disclosure to the public. However, certain

types of information normally kept in the personnel file are not protected from disclosure:

- 1) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency;
- 2) information relating to the status of any formal charges against the employee; and
- 3) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

h. Confidential Student Information: Student information deemed confidential under the Family Educational Rights and Privacy Act ("FERPA").

i. Attorney-Client: Any information that is considered to be a privilege attorney-client communication or the work product of an attorney representing the School.

3. In order to best assure the ongoing stability of the School's servers, area networks and internet system, and to maintain the School-owned computers as professional equipment, each individual should regularly delete his or her personal electronic mail and internet files that are not necessary for the ongoing operation of the School or do not contain documentation of the informational, communicative, or decision-making processes of the School. The deletion of these files shall be done in compliance with the local records destruction schedule established by the local commission on public records.

4. "Favorite" or book-marked internet sites that are not relevant to an individual's official capacity with the School should be kept in a separate file or files clearly labeled "personal- not for school use." Individuals should remember that keeping such sites in a "personal" file does not exempt them from disclosure to the public—it simply separates items used in individuals' official capacity from items used during personal time.

5. The School recognizes that enhancing computer literacy is and will continue to be an important part of the learning experience. The School expects all individuals who use computers owned by the School to use electronic mail and other internet facilities in a responsible manner and consistent with the School Internet Use Policy and with the understanding that public disclosure of such communications and records of internet usage may be required under the IAPRA.

6. The School reserves the right to inspect any School computer and its files, memory, hard drive, and all associated components at any time and no user should have any expectation of privacy with respect to such person's use of such equipment.

6085 Website Guidelines and Responsibilities

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

6090 Local Wellness Policy

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

The Board, also believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents to support and model such healthy behaviors and habits.

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

1. With regard to nutrition education:
 - a. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - b. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate.
 - c. Nutrition education shall reinforce lifelong balance by emphasizing the link between calorie intake (eating) and exercise in ways that are age-appropriate.
 - d. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
 - e. The Corporation will provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

- f. Nutrition education will include information on the following: ChooseMyPlate.gov, calories, food labels, healthy diet, healthy heart choice, healthy snacks, limiting of junk food, proper sanitation and the importance of exercise.
- 2. With regard to physical activity:
 - a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
 - b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity. The planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 - c. Planned instruction in physical education shall meet the needs of all students including those who are not athletically gifted. The instruction shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
 - d. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
 - e. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day and stress the importance of remaining physically active for life.
 - f. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming or tennis.
 - g. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities and students with special healthcare needs.
- 3. With regard to other school-based activities:
 - a. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 - b. The school shall provide attractive, clean environments in which the students eat.
 - c. Students at Wabash City Schools' facilities are permitted to have bottled water only in the classroom during instructional times.

- d. Wabash City Schools utilizes electronic identification and payment systems, therefore, eliminating any identification of students eligible to receive free and/or reduced meals.
- e. Students are discouraged from sharing their food or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- f. Treats provided by students and parents for classroom celebration must be either prepackaged items or items prepared by an approved kitchen (i.e., Kroger, Walmart, Bakery or Wabash Middle School Café). The school corporation strongly encourages healthy snacks for celebrations.

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

1. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
2. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
3. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
4. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to students a la carte or from vending machines.
5. Nutrition information for competitive foods available during the school day shall be readily available upon request.
6. All foods available to students in corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
7. All food service personnel shall receive pre-service training in food service operations.
8. Continuing professional development shall be provided for staff of the the food service program.

6100 VIDEO CAMERAS

Purpose

The Wabash City Schools Board of School Trustees supports the use of video cameras on school buses and on its premises as a means of monitoring and maintaining a safe educational environment for students and employees. The video cameras may be used on its premises and on buses used for transportation to and from school, field trips, curricular events, and extra-curricular events. The contents of the video may be used as evidence in a student disciplinary proceeding or criminal investigation.

Student Records

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

Review and Re-circulate of Video Media

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

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

Review of Video by School and Transportation Administrators

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

Notice

The school district will annually provide the following notice to students and parents:
The Wabash City Schools Board of School Trustees has authorized the use of video cameras on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video

footage constitutes a confidential student record and will be retained, filed, and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration.

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

Video Monitoring System

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

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

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

Student Conduct

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

6110 Internal Controls

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

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

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

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

6120 Collection and Forgiveness of Debt

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts.

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.

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

In 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.

6130 Threshold for Material Loss, Shortage, or Theft of School Funds or Property

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

The threshold for material loss, shortages, or theft for the Wabash City Schools Corporation which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

Cash Losses, Shortages, or Theft:

A loss, shortage, or theft of cash from the following funds as designated below:

<i>General Fund:</i>	<i>\$250</i>
<i>Capital Projects Fund:</i>	<i>\$250</i>
<i>Transportation Fund:</i>	<i>\$250</i>
<i>Bus Replacement Fund:</i>	<i>\$250</i>
<i>Debt Service Fund:</i>	<i>\$250</i>
<i>ECA Funds:</i>	<i>\$100</i>

Other Assets Loss, Shortage, or Theft:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$250.

Whenever a loss, shortage, or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State

law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.