



Flat Rock ~ Hawcreek

Board Policy Manual



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Flat Rock~Hawcreek Board Policy Manual

ABOUT THIS POLICY MANUAL

INTRODUCTION

IT WILL NEVER BE COMPLETE

It is necessary to remember these facts about this policy manual:

1. This manual covers the major policies used by the Board of School Trustees in the administration of the school system.
2. It does not cover rules, regulations, procedures, and guidelines to each school, program, or area.
3. Changes in federal and state laws in addition to court decisions necessitate constant revision of board policies and take precedence over board policies.
4. Policies may be changed in accordance with the board policy on policy development contained in this manual.
5. Distribution of this manual shall be made in accordance with board policy or its determination.

Policy adoption is the function of the board. Policy development is cooperative, involving board, administration, employees, employee organizations, and the interested member of the community. A policy is a guide for discretionary action, expressing the intent of the board concerning the performance it expects of those to whom it gives authority. Policy statements guide the board in making decisions and indicate certain practices the administration will follow.

Rules and regulations are needed to implement the board's intentions as expressed in policies. Rules and regulations specify a required action or describe administrative arrangements. They tell exactly what is to be done and usually by whom and when. Formulating rules, regulations, procedures, and guidelines is the responsibility of the superintendent and the superintendent's staff.

CHAPTER 1: COMMUNITY RELATIONS

POLICY DEVELOPMENT (POLICY 1-1)

It is the policy of Flat Rock-Hawcreek School Corporation to thoroughly and reflectively consider policy revision on a regular basis. The Board of School Trustees will take steps to adopt and implement effective board policy which:

- Is reflective of the educational goals of the school district;
- Is written within the scope of the school board's authority;
- Is adopted through proper board procedure;
- Is respectful of legal and constitutional rights and requirements; and
- Is communicated to the persons it will affect.

The Board of School Trustees will follow these steps to conduct policy revision:

Step One: Define Need

The process of policy development begins with recognizing the need for written policy. Often a board or superintendent faces a decision that would be easier to make if a policy existed. As the educational environment changes, so does the need to have appropriate policies in place to help guide the changing environment. The board is not alone in identifying policy needs. Parents, students, teachers, local taxpayers, the superintendent, the state or federal government, and the general public could each contribute to the identification of the need for policy development.

Step Two: Gather Necessary Information on the Issue

The consideration of policy revision should include gathering information from those with expertise in the area of the policy topic. Expertise could be gathered from:

- Sample policy language and analysis from the National or Indiana School Board Association
- Legal counsel
- Experience from other districts

- Educational research
- Local input
- State association seminars
- State or federal laws and regulations

Step Three: Secure Recommendations from the Superintendent

The superintendent is responsible for formulation and making recommendations for policy changes to the Board of School Trustees.

Step Four: Holding First Reading – Discuss and Debate at the Board Level

During a public meeting the Board of School Trustees will consider the superintendent's recommendations for policy revision. Once in writing, the policy draft is placed on the board's agenda for a first reading, giving notice to everyone interested that the board has a specific policy under consideration. Board members may consider any or some of the following during their consideration of policy revision: a. Is the content within the scope of the board's authority? b. Is it consistent with local, state, and federal law? Is it consistent with the U.S. and the state constitution? c. Does it support the school district's goals or objectives? d. Is it good educational (personnel, business) practice? e. Is it reasonable? (Are any requirements or prohibitions arbitrary, discriminatory or capricious?) f. Does it adequately cover the subject? g. Is it limited to one policy topic? h. Is it consistent with board's existing policies? i. Can it be administered? Is it practical? How much will it cost? j. Does the wording avoid verbosity, educational jargon, and "legalese" unless it is necessary to meet legal requirements? Policy must be broadly stated with room for adjustment to fit special or fluctuating circumstances.

Step 5: Making Revisions

Revise the policy based on the information gained from questions, comments and suggestions obtained after the first reading.

Step Six: Hold Second Reading

The period between the first and second reading allows time for all concerned persons to ask questions, make comments, and offer suggestions for changes and improvements.

Step Seven: Adopt the Policy

Step Eight: Distribute to the Public

Seeing the policies are distributed as widely as possible is one way to ensure implementation.

Step Nine: Oversee Policy Implementation

Policy oversight is a dynamic process. Oversight is intended to make sure that the policy accomplishes its goal. Policy oversight can provide guidance on whether to continue to modify the policy and to determine future courses of action. Policies should be reviewed on a regular basis as part of the board's standard operating principles. They can become out of date, unclear, or even contrary to the way in which the school district is operation. When any of this occurs, the policy needs modification or elimination. The policy amendment process is the same as the policy adoption process. The board sets policy and the superintendent implements the policy and manages the schools within the guidelines set forth in board policy. In the absence of policy, the superintendent must use his/her own judgment.

Adopted: April 16, 2013

FRHC POLICY

COMMUNITY RELATIONS

COMMUNICATIONS (POLICY 1-1-7-1)

RESPONSIBILITIES OF INDIVIDUAL SCHOOL BOARD MEMBERS WITH SCHOOL CORPORATION EMPLOYEES

COMMUNICATIONS

The Board of Trustees of the Flat Rock-Hawcreek School Corporation is and shall be responsible for the proper operation of the schools within the Corporation and the proper education of the students attending them. The Board shall fulfill this responsibility by the implementation of policies governing the operation of the Corporation.

The Board employs the Corporation Superintendent for the purpose of enforcing the policies adopted by the Board. The Board fully delegated these duties to the Superintendent, as well as all other day-to-day decisions concerning the normal operation of the Corporation.

The supervision and evaluation of the Corporation's employees is one aspect of the duties that the Board has delegated to the Superintendent. In order to most effectively implement this policy, and to most fully adhere to the ethical rules governing board operation, no Board member shall, while acting in his or her official capacity as a Board member, communicate with a Corporation employee concerning school matters, except through the Superintendent of the School Corporation, or except as otherwise authorized by the Board on its behalf.

Legal Authority: IC 20-5-2-2(7) (17)
 IC 20-7.5-1-6
 IC 20-7.5-1-2 (C&D)

FRHC POLICY

COMMUNITY RELATIONS

BOARD OF FINANCE (POLICY 1-1-7-1-1)

The Board of School Trustees also serves as the Board of Finance for the school corporation. Such board shall be called the Board of Finance of Flat Rock-Hawcreek School Corporation.

The Board of Finance meeting shall take place annually after the first Monday in January and on or before the last day of January. At this meeting, the Board of Finance shall organize by electing from its membership a president and a secretary.

The Board of Finance will designate one or more depositories for corporation funds, so long as such depositories are designated as public depositories by the State Board of Finance and are located within the school corporation boundaries, and will review the investment portfolio of the school corporation. The treasurer of the school corporation shall provide a written report summarizing the investments during the previous year at the annual meeting of the Board of Finance and all other information as required by Indiana laws governing such report.

The Board of Finance may also revoke its designation of public depository for the school corporation.

Legal Reference: IC 5-13-7 et seq.

Adopted: June 5, 2012

FRHC POLICY

COMMUNITY RELATIONS

BOARD MEMBER COMPENSATION

(POLICY 1-1-8)

Each member of the Flat Rock-Hawcreek Board of Education shall receive an annual stipend of \$2,000 paid biannually. Members of the Board of Education shall be reimbursed for expenses incurred while traveling on school business or to professional meetings.

Legal Reference: IC 20-26-4-7

Adopted: 3/4/08

FRHC POLICY

COMMUNITY RELATIONS

EXERCISE OF HOME RULE POWERS (POLICY 1-1-9)

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

1. Prior to the Board's exercise of its power, all aspects, consequences and results of its action will be reviewed and considered by the Board in an open meeting. Consideration and review by the Board may include opportunity for members of the community and school personnel to provide input to the Board's action.

2. The Board will take action by adoption of a policy at the next regularly scheduled open Board meeting. In the case of an emergency, or in an urgent situation, the Board may act upon the matter in the same open meeting, or call a special meeting to consider its action.

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

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

Adopted: 3/4/08

Public Activities Involving Staff, Students, or School Facilities**RELATIONS BETWEEN PUBLIC AND STUDENTS (POLICY 1-3-2-4)***SOLICITING FUNDS FROM AND BY STUDENTS***PURPOSE AND PHILOSOPHY**

The primary purpose and function of the school corporation is to promote knowledge and learning for students. Any interference with this function should not be in any manner substantial or significant. The Board recognizes that the public schools are often a focal point of attention and activity in the community, and that a large number of diverse people and organizations desire to use the public schools for the communication to and the solicitation of students for various purposes, and the distribution of their written materials. However, the opportunity for this type of communication activity must be balanced and accommodated with the schools' primary purpose the function of promoting knowledge and learning for students. It is to the achievement of this balance and accommodation that this policy is adopted.

APPLICATION OF POLICY

This policy applies to non-school persons and does not apply to school-sponsored activities.

DEFINITIONS

1. "School purposes" means the authority of the school corporation throughout its jurisdiction to promote knowledge and learning generally diffused, and to maintain and take such actions as are necessary to have an orderly and efficient educational system therein. The term includes the authority conferred on school corporations under any law whatsoever.
2. "Educational function" means the performance by the school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.
3. "Conduct constituting an interference with school purposes", or comparable language, means any conduct which causes, or which can reasonably be foreseen to cause a substantial disruption or material interference with the carrying out of school purposes or an educational function provided that undifferentiated fear or apprehension of disturbance, disruption, or interference does not alone constitute sufficient grounds to support a determination that this conduct exists.
4. "Obscene material" means any speech, expression, conduct, or works which is either oral, written, pictorial, or in any other form which, taken as a whole, appeals to the prurient

interest in sex, which portrays sexual conduct in a patently offensive way, and which taken as a whole, does not have serious literary, artistic, political, or scientific value.

5. "Libelous material", or other comparable language, means a malicious publication expressed in printing or writing, or by signs and pictures tending either to blacken the memory of one who is dead, or the reputation of one who is alive, and expose him or her to public hatred, contempt, or ridicule.
6. "Slander" means a malicious publication by spoken words, transitory gestures, or by any form of communication other than those constituting libel, which communication tends to either blacken the memory of one who is dead, or the reputation of one who is alive, and expose him or her to public hatred, contempt, or ridicule.
7. "Non-school person(s)" means any individual, group of individuals, business organization, or any other for profit or non-profit entity of any kind whatsoever outside the school system.

ANNOUNCEMENTS AND DISTRIBUTION OF MATERIALS

The announcement of activities or distribution of materials for non-school persons is prohibited in any school classroom or related school facility in which the educational program is in process. The principal may, but shall not be required to, make available to student announcements or materials provided by non-school persons during homeroom periods, or times designated for administrative activities. Nothing herein is intended to constitute the school as a public forum.

SOLICITATION OF STUDENTS

No person shall solicit a student on school property for purposes of selling or attempting to sell for profit any goods or service, or for purposes of obtaining a charitable contribution.

SALE OF GOODS AND SERVICES

The sale of goods or services, or distribution of free samples of any goods with identifiable advertising therein, by any person to any student on school property, shall be prohibited, provided that such prohibition does not apply to those items sold to students by the school or by students as part of school approved and sponsored fund raising activity. The Superintendent, or designee, shall determine which activities are approved and sponsored by the school.

GENERAL LIMITATIONS

No solicitation of a student or distribution of materials to a student shall be made in any manner whatsoever if, under the circumstances, such solicitation substantially and materially interferes with the carrying out of school purposes or an educational function, or is obscene, libelous, or slanderous, or is otherwise deemed inappropriate considering the age and maturity of the student body.

ACCESS TO STUDENTS DURING SCHOOL DAY (POLICY 1-3-2-9)*PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS, OR SCHOOL FACILITIES***Relations Between Public and Students**

In order for the school corporation to maintain an educationally sound and productive environment free from unnecessary disruptions, access to students by non-school personnel during the instructional day and during times that students are in the care and custody of school personnel should be restricted to school-sponsored activities, to those situations of an emergency nature, and to those circumstances required by law. Examples of such legally required circumstances would include investigations of child abuse by local welfare authorities and the taking of student into custody by law enforcement officers pursuant to valid arrest powers.

Permission of the parent or guardian having legal custody of minor students should be sought prior to permitting a non-school party to contact a student outside of sponsored activities when such contact is otherwise permitted in accordance with this policy; however, such permission shall not be sought in the case of child abuse investigations involving suspected members of a student's family, nor required where such contact is necessary to prevent an imminent threat to life or property, or to prevent an immediate disruption of school activities. In case there is a question about the right of a parent to legal custody of a child, the school may request documented evidence from the parent asserting such right. Where a student is taken into custody by law enforcement officers pursuant to an arrest warrant, or pursuant to valid arrest powers, the student's custodial parent or legal guardian shall be notified as soon as practicable concerning such matters.

When a student is taken into custody in connection with a child abuse investigation, notice to the student's custodial parent or legal guardian shall be given by school officials only with specific consent of the officials conducting the child abuse investigation.

When school officials have permitted a student to be released during the school day in accordance with applicable Board policies, or administrative procedures, such release will be only to the student's custodial parent or legal guardian in the absence of permission from the student's custodial parent or legal guardian, except as otherwise provided by this policy or applicable law.

Legal Reference: IC 31-6-11; IC 35-33-1-1

Questions regarding procedures to follow in child custody circumstances continue to be a source of problems for building administrators. In dealing with the SERIOUS parent custodial problems, your best guidance should come from common sense.

FRHC POLICY

COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES

(POLICY 1-3-3-2)

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS, OR SCHOOL FACILITIES

General Public

Any non-profit organization operating within the geographical boundaries of the Flat Rock-Hawcreek School Corporation may use school facilities under the following conditions:

1. The use does not interfere with a school activity.
2. Arrangements are made with the Principal.
3. In the case of rental of kitchen or cafeteria facilities, at least one regularly employed school cook is present to assist (applies to all groups including PTO, Band Boosters, and other school related groups).
4. Any applicable fee is paid for the use of the facility, including the cost of building, any maintenance personnel required to be on duty because of said activity and usage.

Fees will be established annually by the School Board. The fees will be based upon a period of time not to exceed four (4) hours.

Legal Authority: IC 20-5-2-2- (6)

FRHC POLICY

COMMUNITY RELATIONS

PUBLIC ACCESS TO RECORDS (POLICY 1-3-3-3)

COMMUNICATION WITH THE PUBLIC

PURPOSE OF THE POLICY:

The Indiana Access to Public Records Act, effective January 1, 1984, states, in part, as public policy, “that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees.”

The Board concurs in this statement of public policy and intends to fully comply with the Act.

EXEMPTIONS:

The Indiana Access to Public Records Act allows the Board to exempt certain records from public disclosure (unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery). Therefore, 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):

1. Those declared confidential by state statute;
2. 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;
3. Those required to be kept confidential by federal law;
4. Records containing trade secrets, confidential commercial information, or confidential financial information;
5. Investigatory records of law enforcement agencies;
6. The work product of attorneys representing the school corporation, the board members, or any employee;
7. 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;
8. Scores of tests or license examinations if the person is identified by name and has not consented to the release of his scores;

9. Records that contain intra-agency or interagency advisory or deliberative material that are expressions of opinion, or are of a speculative nature and are communicated for the purpose of decision-making.
10. Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal;
11. Personnel files of public employees, except for;
 - a. the name, compensation, application for employment or appointment, 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;
 - b. information relating to the status of any formal charges against the employee; and
 - c. information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged;

However, all personnel file information shall be made available to the affected employee, or his representative;

12. Administrative or technical information that would jeopardize a record keeping or security system;
13. Computer programs, computer codes, computer filing systems, and other software owned by the public agency, or entrusted to it;
14. Records specifically prepared for discussion, or developed during discussion in an executive session under IC 5-14-1.5-6;
15. The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making the gift;
16. Library records which can be used to identify any library patron; and
17. Any other record which current or future legislation allows a public agency to exempt. Further action by the Board is unnecessary.

REQUEST PROCEDURES:

1. The "Superintendent," or his designee, is authorized to receive disclosure Requests and is responsible for public records release decisions.

2. Requests must be made at the administrative office, 9575 North State Road 9, Hope, Indiana, between 8:00 a.m. and 4:00 p.m. on regular school business days. Forms are provided on which the request must be made.
 3. Notwithstanding the above, any student, parent, or guardian who desires a copy of his or his child's or ward's transcript may make that request directly to the principal, or designee, at the school in which the student is enrolled.
 4. Records may be inspected only at the office or location where they are regularly maintained.
 5. The fees for copies of records are as follows:
 - a. Black & White copies (8.5 X 11 and legal): \$.10 per page
 - b. Color Copies (8.5 X 11 and legal): \$.25 per page
 - c. Larger copies & fax pages: \$.25 per page
- Fees are payable before any record is duplicated, and may be paid by cash or money order, payable to the school corporation.
6. When, after diligent search, the Superintendent determines that a requested record is unavailable, he certifies that fact on the request form. One (1) copy of the form is given to the person making the request.
 7. List of names and addresses will not be provided unless the School Corporation is required to publish such lists and disseminate them pursuant to state or federal law.

Adopted: April 23, 2002

Legal Reference: I.C. 5-14-3-1 et seq.

**FLAT ROCK HAWCREEK SCHOOL CORPORATION
REQUEST FOR DISCLOSURE**

(Per FRHC Policy – Copy Attached)

NAME OF PERSON MAKING REQUEST: _____

ADDRESS: _____

PHONE: _____

DATE OF REQUEST: _____

<u>ITEMIZE RECORDS REQUESTED:</u>	APPROVED	NOT APPROVED	NO RECORD
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
4. _____	_____	_____	
5. _____	_____	_____	

RELEASE OF DOCUMENTS APPROVED / DENIED BY: _____

TITLE: _____

DATE APPROVED / DENIED: _____

SIGNATURE OF PERSON RECEIVING DOCUMENTS: _____

DATE DOCUMENTS WERE RECEIVED: _____

REASON REQUEST DENIED:

FLAT ROCK HAWCREEK SCHOOL CORPORATION

Duplicating Fee Charges

The fees for copies of records are as follows:

1. Standard 8 ½" X 11" & Legal plain paper black & white copies at \$0.10 per page;
2. Color and 11" X 14" paper at \$0.25 per page; and
3. Transmitted fax at \$0.25 per page.

FRHC Policy (Public Access to Records)

Adopted: April 23, 2002

Amended:

Number of Copies:

A. Number of copies not larger than 9 inches by 14 inches: _____

B. Pages larger than 9 inches by 14 inches B & W or color: _____

TOTAL OF A. AND B. _____

NUMBER OF COPIES AT \$.10 PER COPY = _____

TOTAL COST OF ANY OTHER COPIED RECORD = _____

TOTAL CHARGE FOR DUPLICATING = NO CHARGE

NAME OF PERSON(S) WHO REQUESTED COPIES:

ADDRESS:

FRHC POLICY

COMMUNITY RELATIONS

LATCH KEY PROGRAM (POLICY 1-3-4)

SCHOOL AGE CHILD CARE PROGRAM – REASONABLE CARE STANDARDS

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract **in writing** with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age child care program (latch key program) which utilizes school corporation building(s) or facilities that are acceptable to the school corporation. **The school corporation will request proposals for providing latch key programs as required by Indiana law; such proposals must include the organization's fee schedule.** The latch key program shall be made available before and after the school day, and when school is not in session. An organization eligible to contract with the school corporation for a child care program must meet or exceed the following standards:

1. Provide child care for children enrolled in kindergarten through sixth (6) grade.
2. Maintain liability insurance to cover participants with \$300,000 per person and \$5,000,000 per occurrence limits.
3. Maintain a maximum child to staff ratio of 15 to 1. Staff, for purposes of determining the child to staff ratio, is defined as any person who is responsible for and directly engaged in supervising children.
4. Offer a sliding fee schedule for those free and reduced students.

The organization providing this child care program shall advise the Superintendent of regulations, fee schedules, and programs being provided to the students.

Legal Reference: I.C. 20-26-5-2

I.C. 20-26-5-3

I.C. 5-22-9

Adopted: 3/4/08

REGULATIONS FOR SCHOOL AGE CHILD CARE PROGRAM

The organization contracted to provide a school age child care program is subject to the following regulations in regard to the use of school building(s):

1. The organization must complete a form, which is available at the Superintendent's office. The completed form must be returned to the Superintendent prior to the signing of the contract. This form requires the organization to indemnify and hold harmless the Flat Rock-Hawcreek School Corporation for and from any and all judgments or settlements of claims arising out of the organization's use of school property.
2. Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.
3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal.
4. No furniture or equipment may be moved without approval of the building principal or his or her designee.
5. No signs, displays, or other materials may be attached to walls, nailed or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc., without permission of the building principal.

FRHC POLICY

COMMUNITY RELATIONS

TITLE I PARENT INVOLVEMENT (POLICY 1-4)

The Board of School Trustees endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the corporation will develop jointly with, agree on with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the corporation receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: 20 U.S.C. 6318

Adopted: 3/4/08

FRHC POLICY

COMMUNITY RELATIONS

COMPLIMENTARY TICKETS

(POLICY 1-5-1)

In the spirit of community relations, the Flat Rock-Hawcreek School Corporation will provide all employees and their spouses with a complimentary "Employee Pass" upon request in the Athletic Office. Additional passes for family members may be obtained by registering to assist at athletic events. Each event worked by the employee will secure one additional All-Sports Pass for a member of their immediate family (children K-12 only). We request that employees attend games with their children in order to use these passes. Employees may sign up to help sell tickets, operate scoreboard controls, keep team scorebooks, announce line-ups, keep time or work field events at track meets. A list of work opportunities is available in the Athletic Office.

In addition to all employees, complimentary All-Sports Passes will be provided to each of the school board members, their spouses and children K-12 as requested. Senior citizens are provided complimentary All-Sports Passes at no charge.

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

Legal Reference: IC 20-26-5-5

Adopted: 3/4/08

FRHC POLICY

COMMUNITY RELATIONS

BOARD ATTENDANCE & TRAVEL EXPENSES (POLICY 1-6-0)

Members of the Board of School Trustees shall be encouraged to affiliate with related state, regional, and national associations.

An individual member of the School Board shall be reimbursed for expenses while attending meetings of such organizations. Out of state requests require approval by the School Board during regular session. Permission to travel in state does not require School Board approval.

Travel

Food, lodging, and transportation are allowed for each day of travel. Any expense due to extended personal travel shall be at the member's expense.

Transportation

Board members shall choose their mode of travel. When traveling by automobile, a mileage form stating dates of travel, destination, and odometer readings must be submitted. Reimbursement per mile shall be allowed at the United States Government rate. Members shall be allowed travel from home to point of destination, points within destination area and return home. Any member not traveling by automobile may upon reaching destination, lease an automobile if deemed necessary. Purpose of leasing automobile is to reduce taxi and related ground transportation costs. Members are encouraged to share leased vehicle.

Food

Reimbursement for food and beverage expenses, including gratuities, shall be allowed. Gratuities are not to exceed 20% of the total bill. Original receipts must be submitted for reimbursement.

No food allowance or reimbursement for food is allowed while conducting business within the Flat Rock-Hawcreek School Corporation limits.

Lodging

Lodging shall be reimbursed at single occupancy rate.

Lodging at destination is allowed one day prior to and one day after the close of the event.

Adopted: May 27, 2008

CHAPTER 2: ADMINISTRATION

PHILOSOPHY OF INSTRUCTION

(POLICY 2-1-1)

The primary purpose of the school system is to provide learning experiences which help children become self-sufficient, contributing citizens.

EVERY CHILD IS ABLE TO READ, DO ARITHMETIC AND WRITE.

1. Every child making appropriate progress on standardized tests, based on current assessment techniques with every child reading and doing math at or above grade level.
2. Establishment of consistent and coordinated programs for reading, math, and writing within each grade and among different grade levels before the end of the school year.

TO MOTIVATE STUDENTS TO ATTAIN THEIR POTENTIAL AND BEYOND.

1. Provide a variety of opportunities for learning.
2. Measure success in numbers of students making use of these opportunities for learning.
3. Match student learning styles to teachers' teaching styles.
4. Incorporate parents, teachers, and peer groups in cooperation in developing student motivation.
5. Implement both new and proven motivational ideas.

PROBLEM SOLVING, DECISION MAKING, AND INDEPENDENT THINKING ARE TO BE ENCOURAGED.

1. Use teaching methods that provide opportunities to cause students to think through learning situations.

PROVIDE A LOVING, NURTURING RISK-FREE CLIMATE FOR STUDENTS.

1. Teachers, administrators, parents, students, and community share in the responsibility of maintaining a positive climate in the schools.

2. Encourage the schools to “accentuate the positive” by acknowledging and celebrating the good things that are happening while striving for constant improvement.
3. Encourage closer staff-student relationship through low student/teacher ratios.

PROMOTE COMMUNICATIONS AND DIALOGUE WITHIN AND AMONG SCHOOL, PARENTS, AND COMMUNITY.

1. Encourage all teachers to be in contact with each parent within the first two months of the school year and remain in regular contact throughout the year.
2. Teachers provide assignment sheets for parents on a regular basis.
3. Communicate the school story through the use of news media serving the community.

TO MAINTAIN CONSISTENT DISCIPLINARY POLICIES AND PROCEDURES FOR ALL SCHOOL RELATED ACTIVITIES.

1. Parents should sign an acknowledgment that they have read all school discipline policies and procedures.
2. Establish policy review by parents, students, teachers, and administrators.
3. Record disciplinary action and evaluate circumstances.
4. Make parents and public aware of the “chain of command”.

TO ENCOURAGE RESPONSIBLE AND REASONABLE RISK-TAKING AND INTELLECTUAL INITIATIVE.

1. Failure will be seen as an event and not a person.
2. Staff members will propose projects with no strict guidelines. Students will take initiative.
3. Provide an atmosphere that allows the experience to be considered learning.

PROVIDE AND ENCOURAGE OPPORTUNITIES FOR STAFF DEVELOPMENT.

1. Staff members will be encouraged to define and develop their personal and professional goals.
2. The school corporation will continue to provide assistance for staff development.

3. Encourage teachers to be in the classroom instead of time off during the day.
4. Teachers who attend continuing education courses are encouraged to share learning with others.

PROVIDE A POSITIVE PHYSICAL AND PSYCHOLOGICAL ENVIRONMENT FOR LEARNING.

1. Have a maintenance check-off schedule.
2. Provide clean, healthy, safe, secure, and attractive buildings.
3. Promote and encourage a positive attitude.
4. Provide a method for evaluating potential dropouts.
5. Have a program for counseling potential dropouts.

DEVELOP A DESIRE TO BE A LIFE-LONG LEARNER.

1. Implement all of the earlier goals so as to become a base to achieve this goal.
2. Have career opportunities in order to develop career awareness.
3. Working students report information about their jobs to their classes.
4. The school should be used increasingly for community education.
5. Promote continued learning. Concept of Administration

ROLE OF THE SUPERINTENDENT**(POLICY 2-1-2)**

The inter-relationship of all school related business, educational as well as financial, requires that the School Board hold the Superintendent of Schools directly responsible to it for the efficient management of the system. The Board expects the Superintendent to carefully plot the organization and administration of both material and personnel resources in such a way as to achieve the Board's objectives of the best possible social and educational development of the school children in the Flat Rock-Hawcreek School Corporation.

As the Superintendent is the chief executive officer of the Board, he shall be the administrative head of all departments of the school. He may delegate responsibilities for the operation of the various departments, but he is responsible to the Board for the results produced.

ASSIGNMENTS, TRANSFERS, AND VACANCIES (POLICY 2-2-2-3)**Procedure**

Teachers who desire a promotion to an administrative or supervisory position shall file a written statement of such desire with the Superintendent within ten (10) working days of the posting of the notice announcing the position. Notices of vacant administrative and supervisory positions will be posted for a least ten (10) working days, except in cases where advance notice of at least twenty-one (21) days from the incumbent in the administrative or supervisory position to be filled, was not given.

Selection of the successful candidate for an administrative or supervisory position shall be based on the following criteria:

- a. Qualifications in the area of the vacancy
- b. Personality and character
- c. Ability to relate to others
- d. School corporation and building needs
- e. Length of service in the school corporation

The most qualified candidate will be selected for the position, based on all the above criteria. In the event a promotion is denied, the Superintendent shall communicate the reason if so requested by the applicant.

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL (POLICY 2-3-1-1)*SUPERINTENDENT OF SCHOOLS**Qualifications and Duties*

- A. It is the responsibility of the School Board to attract and retain the service of a qualified and experienced educator to serve as Superintendent.
- B. The Board expects administrative leadership from the Superintendent in the following areas:
 - 1. The recruitment and recommendation for employment of all personnel to the Board.
 - a. The Superintendent shall make a recommendation, preceding actions by the School Board on decisions involving the employment, promotion, transfer, suspension, and dismissal of employees.
 - b. In the employment of principals, the Superintendent is expected to screen applicants and to invite the most qualified applicants for an interview.
 - 2. The assignment of all personnel, teaching and non-teaching, employed by the Board.
 - 3. The delegation of authority and duties to others, and the supervision of those entrusted with such authority and duties.
 - 4. The preparation of a carefully planned budget, and the expenditure of school funds in accordance with this budget and the laws of the State.
 - 5. The administration and supervision of the total educational program, including a continuous study of the curriculum.
 - 6. The purchase of instructional supplies and equipment for the educational program, as governed by the published budget.
 - 7. The maintenance of all facilities and recommendations for added facilities necessary to house the increasing school population.
 - 8. The recording, maintenance of, and preparing for the Board of all records and proceedings of the Board.

9. Recommendation of new policies or revision of old policies to cover changing conditions.
 10. The selection and adoption of all textbooks and instructional materials.
 11. The preparation, filing, and reporting of all records and reports required by governmental agencies.
 12. An annual presentation will be made by the Superintendent to the School Board regarding the progress and achievements of each school, and the effectiveness of school policies. In addition, the Superintendent will annually review the teacher appraisal system with the Board as well as the results of the teacher appraisal process.
- C. The Superintendent is expected to attend all meetings of the Board except when his/her contract is being considered.
- D. Functions performed by the Superintendent include:
1. Put into practice the adopted educational policies of the local School Board and State Department of Education.
 2. Supply the Board data, statistics, and information to keep the Board and community fully informed of conditions and needs of the schools.
 3. Furnish creative leadership to the School Board and to the teaching professionals.
 4. Act as professional advisor to the School Board.

*PRINCIPALS**Qualifications and Duties*

- A. The Principal shall be the chief administrative officer and professional leader of the school served, and shall perform the following duties and functions:
1. Organize the school in a manner that will provide conditions and services which will make possible the most effective curriculum and teaching.
 2. Maintain a school organization based on participation of the entire educational staff, the parents, and the students.
 3. Administer all policies as well as programs of the school system within each school.
 4. Make available to the staff all school regulations enacted by the Board and Superintendent.
 5. Be the educational leader of the school and community and be directly responsible to the Superintendent for the educational program within the school.
 6. Keep the Superintendent fully advised as to the conditions and needs of the school.
 7. Evaluate the efficiency and effectiveness of each member of the staff in the school and report the same to the Superintendent or Board as requested.
- B. The Principal is to perform the following supervisory duties:
1. Be the direct supervisor of teachers.
 2. Help new teachers to become properly adjusted to their new locations.
 3. Be responsible for constructive teachers' meetings.
 4. Direct the non-teaching services of the school.
 5. Keep complete records and reports.
 6. Plan and direct, in cooperation with the Superintendent, a program for improving teachers' in-service during the school year.

7. Requisition and provide for the care, inventory, and monetary distribution for supplies and equipment.
8. Approve all school activities and plans for such activities.
9. Be responsible for the placement, transfer, and general administrative problems of students.
10. Assume responsibility for all disciplinary concerns.
11. Provide a schedule of use for classrooms, corridors, playgrounds, auditorium, cafeteria, etc.
12. Develop and direct student organizations.
13. Maintain a program for communicating with all parents and our school/community. This responsibility would include, but is not limited to, the following:
 - a. Newsletters;
 - b. Press releases;
 - c. Parent information programs;
 - d. School/parent liaison. (Note: in matters of managing parental requests where the parents are divorced it is the responsibility of the building principal to decide any issues that may arise as to parent conferences, student reports, access to students and student records, in accordance with Board policy and applicable laws;
 - e. Orientation programming;
 - f. Enrollment programs; and
 - g. Parent conferences

The Principal will hold fire drills at least once each month in accordance with Board policy and State laws. Pupils must know the fire drill routine so they can get out of the building quickly and safely. Tornado drills will be held at least twice per school year.

The Principal will inspect the building as prescribed by IOSHA to see that it is kept clean, sanitary, and free from hazards.

The Principal or designee is to attend and supervise activities such as plays, athletic contests, and other events which are school sponsored.

The Principal shall be responsible for suspension and the expulsion of pupils and for all recommendations related to the dismissal of any student from school. The Student Due Process Law will be followed for all students facing suspension and/or expulsion from school.

The Principal shall be responsible for the accounting of all extra-curricular funds.

The Principal shall perform other duties as assigned.

Cross References: Fire Drills FRHC POLICY & PROCEDURES 3-8-4

CONTRACTUAL SERVICES SCHOOL ATTORNEY (POLICY 2-7-1)

The Board shall appoint a school attorney to serve on an annual retainer and to attend regular meetings of the Board and to render legal advice. The attorney shall represent the School Corporation and such officers and employees of the School Corporation as the Board shall direct in all legal proceedings of the School Corporation to which they or any of them as such shall be a party. The attorney shall, when requested, advise the Board, Superintendent, and all executive departments in all matters pertaining to the business of the School Corporation.

In the event the Board determines that employment of special counsel is desirable, the Board may employ special counsel on either an hourly or retainer basis, or combination thereof

CHAPTER 3: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CREDIT CARD (POLICY 3-1-1)

The School Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Corporation credit cards.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expense which can be paid by credit card, and their proper supervision and use.

The administrative guidelines should also require that a log be kept which includes the names of the individuals using the cards, their position, estimated amounts to be charged and the date the card is issued and returned.

Credit cards are not to be used to bypass the accounting system of the School Corporation. In addition, credit cards are not to be used for personal expenses not related to Corporation activities.

Adopted: January 15, 2013

FIRE DRILLS**(POLICY 3-8-4)**

Fire drills will be conducted no less than one time each month during the school year, in accordance with procedures established by the state board of education. Such drills shall include a complete evacuation of all persons from the building.

The Principal of each school within the Flat Rock-Hawcreek School Corporation shall maintain a permanent record of such drills and shall certify to the Superintendent that fire drills have been conducted as required by this policy or applicable regulations of the state board of education.

CONTENT OF WRITTEN REPORT

The Principal's written report of fire drills required to be submitted to the Superintendent shall contain the following information:

1. Time of drill
2. Date of drill
3. Weather conditions when occupants evacuated
4. Number of occupant evacuated
5. Total time for evacuation
6. Other information relevant to the drill

Legal Reference: IC 20-8.1-8-2

511 IAC 6-2-1 (b) (8)

675 IAC 22-2-1-2

675 IAC 22-2-1-28

Accident Prevention and Safety Procedures

The decision to close school or to change the starting and/or ending times due to an emergency such as weather, fire, flood or other unforeseeable condition will be made by the Superintendent and announced to the public and school staff through the following area radio stations:

1. WCSI-WKKG (Columbus) 101.5 FM 1010 AM
2. WWWY (Columbus) 104.9 FM
3. WRZQ (Columbus) 107.3 FM
4. WKRP-WINN (Scipio) 106.1
5. Channel 6 TV (Indianapolis)
6. WISH-TV (Indianapolis)

It is to be assumed in all cases that school will be in session on regularly scheduled school days unless an announcement is made that Flat Rock-Hawcreek School Corporation schools will be closed.

As soon as the decision is made by the Superintendent to close school or to change the starting and/or ending times, the principals and bus drivers will be notified by the Superintendent or other school official designated by the Superintendent. Principals may then notify anyone they deem necessary.

CHAPTER 4: PERSONNEL

PERSONNEL DEFINITIONS (POLICY 4-1-1)

General Provisions

The number of employees in any category is to be determined by the School Board. New positions may be created or existing ones eliminated as the need arises.

Non-teaching personnel include the following positions:

- Director of Food Services
- Head Cooks
- Cooks
- Head Custodians
- Custodians
- Custodial Assistants
- Secretary-Treasurer
- Secretaries
- Library Aides
- Teacher Aides
- Nurse

Full-time Employee - A contracted employee who is regularly employed to work for thirty (30) hours or more per week during the school or calendar year.

Part-time Employee - A contracted employee who is employed less than thirty (30) hours per week.

Temporary Employee - An employee who is employed by the hour, day, or week for an indefinite period of time.

STAFF ETHICS (POLICY 4-1-1-1)

All employees of Flat Rock-Hawcreek School Corporation will exhibit and adhere to the highest ethical standards. In order to provide each student with an equal educational opportunity and the freedom to learn, employees must not:

1. Encourage or engage in anything other than a professional relationship with students;
2. Knowingly make false or malicious statements about any other employee, student, or parent;
3. Disclose confidential information about students or other employees unless disclosure is necessary to prevent harm or injury or is permitted by law;
4. Make a false statement in or concerning an application for a position or fail to disclose a material fact relating to competency or qualification;
5. Use leave for other than the purpose for which it is granted;
6. Violate the Flat Rock-Hawcreek Acceptable Use Policy for Internet and electronic communications.

Legal Reference: IC 16-41-8-1 / IC 20-6.1-6-15 / IC31-31-11-1

Adopted: June 5, 2012

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (POLICY 4-1-2)

In accordance with Federal Law, the Flat Rock-Hawcreek School Board does not discriminate on the basis of religion, creed, race, color, national origin, sex, disability, age, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Legal Reference:

IC 20-33-1-6

IC 20-28-10-12

IC 20-28-10-13

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. et seq., Rehabilitation Act of 1973

42 U.S.C. 1981 et seq

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

42 U.S. C. 2000 et seq., Civil Rights Act of 1964

29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967

U.S. Constitution, XIV Amendment

29 C.F.R. Part 1935

Adopted: June 5, 2012

APPOINTMENT (POLICY 4-1-3)*GENERAL PROVISIONS*

Any offer of employment is contingent upon final action by the School Board taken at a public meeting, as evidenced in the official Board minutes, to the secretary of the Superintendent.

Each employee, upon initial hire, must provide and/or complete the following:

1. Social Security Number
2. W-4 Form
3. Two forms of identification as required by the Immigration Reform and Immigration Act (Form I-9)
4. Criminal History Information Sheet

All teachers, upon initial employment, must provide, in addition to the above information:

1. Teacher Retirement Fund Account Number
2. Copies of all licenses held
3. Transcripts of credit (when required)
4. Criminal History Information Sheet

Membership in the Indiana State Teachers' Retirement Fund and Social Security is mandatory for all teaching personnel.

HEALTH AND SAFETY: STUDENT WELL-BEING (POLICY 4-1-3-1)

Staff members may be confronted with situations which, if handled incorrectly, could jeopardize student well-being, could result in liability to the Corporation, and/or could result in personal liability to the staff member.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

1. Each staff member shall immediately report to the principal any accident or safety hazard s/he detects.
2. A staff member shall not require students to do personal errands.
3. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation of participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as a precluding a professional staff member from associating with students in private for legitimate or proper reasons.

4. A staff member shall not transport students in a private vehicle, or school time or immediately before or after a school activity, without the approval of the principal or administrative supervisor.
5. A student shall not be required to perform work or services that may be detrimental to his/her health.

Pursuant to the laws of the State, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

Most information concerning a child in school, other than directory information, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.

Legal Reference: IC 31-33-5; Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.* 1232g; 34 CFR Part 99)

Adopted: June 5, 2012

INFECTIOUS MATERIALS EXPOSURE (POLICY 4-1-3-5)**General Provisions**

The Flat Rock-Hawcreek School Corporation adopts this Exposure Control Plan for the protection of employees who can reasonably be anticipated to be exposed to blood and other potentially infectious materials during the course of employment and in the performance of specified job duties involving first aid and clean-up activities involving body fluids.

COVERED EMPLOYEES AND JOB DUTIES

The following job classifications are designated as covered by the Exposure Control Plan.

1. Administrators
2. School Nurse
3. School Secretary
4. Custodial Maintenance Staff
5. Physical Education Teacher

These individuals are at a higher risk of coming into contact with blood products because of assigned duties which include providing first-aid treatment to students injured at school and cleaning up body fluid spills which may contain blood products.

UNIVERSAL PRECAUTIONS AND OTHER PROTECTIVE PRACTICES

1. Universal precautions, for the purpose of this policy means procedures specified by rule adopted by the State Board of Health under the authority of Indiana law that are used to prevent the transmission of dangerous communicable diseases through contact with blood or other body fluids that are visibly contaminated with blood.
2. Universal precautions shall be observed by all employees when coming into contact with body fluids to prevent contact with blood or other potentially infectious materials. Failure of an employee to observe universal precautions will result in disciplinary action, including suspension or discharge, when warranted.

3. Because differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials, and employees shall use protective gloves and follow universal precautions when coming into contact with body fluids and shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment following such body areas with blood or other potentially infectious materials.
4. All employees are provided adequate hand washing facilities and materials to be used in observing universal precautions, which include: disposable gloves, disposable trash liners, and disinfectant. Where hand-washing facilities are not readily available, employees will be provided either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.
5. All personal protective equipment shall be removed prior to leaving the work area and placed in an appropriately designated area or container for storage, decontamination, or disposal.
6. All work sites that could possibly be exposed to blood products or other potentially infectious fluids will be cleaned on a regular basis as established by the maintenance department and will be cleaned immediately following an exposure by blood products or other potentially infectious fluids.

HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION

1. The Flat Rock-Hawcreek School Corporation will make the hepatitis B vaccine and vaccination series available to all employees who have occupational exposure and will provide post-exposure evaluation and follow-up, including prophylaxis, as follows:
 - a. at no cost to the employee;
 - b. at a reasonable time and place;
 - c. performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
 - d. provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place
2. Those employees highest at risk for exposure and who should be offered the vaccine are: school nurse, school secretaries, playground aides, and custodial/maintenance staff designated to handle body fluid spills.
3. The hepatitis B vaccine is to be given, without cost to the employee, within ten (10) days of job assignment that could potentially expose the employee to infectious materials.

4. Employees will be excepted from having the vaccine made available to them for the following reasons:
 - a. the employee has already received the complete hepatitis B vaccination series;
 - b. antibody testing has revealed that the employee is immune; and
 - c. the vaccine is contraindicated for medical reasons.
5. Participation in a screening program shall not be made a prerequisite for receiving hepatitis B vaccination.
6. If an employee initially declines hepatitis B vaccination but at a later date while still covered under this exposure control plan decides to accept the vaccination, the flat Rock-Hawcreek School Corporation shall make available hepatitis B vaccination at that time at no cost to the employee.
7. An employee who declines to accept hepatitis B vaccination offered shall be required to sign the declination statement set forth in this policy (attached form). Such statement shall be placed in the employee's confidential medical file maintained by the school corporation.

PROCEDURE FOR EVALUATION OF EXPOSURE INCIDENT AND POST-EXPOSURE FOLLOW-UP

1. An employee shall immediately make a report to the school nurse, in conjunction with the building principal, of any incident resulting in exposure to blood or other potentially infectious materials with the eye, mouth, or other mucous membrane, non-intact skin, or parental contact resulting from the performance of an employee's duties. Such exposure incidents shall include human bites, cuts, abrasions and other contacts which result in the piercing or penetration of skin and contact with blood or other potentially infectious materials. Failure to make such report within 24 hours after exposure may result in disciplinary action, including suspension or discharge.
2. A report of an exposure incident will be evaluated by the school nurse in conjunction with the building principal where the incident occurred, together with the maintenance personnel at this building. The evaluation will include:
 - a. cause of exposure incident;
 - b. determination of use of universal precaution or other protective measures; and
 - c. steps to prevent or reduce such incidents from occurring in the future.

3. A copy of the incident report and evaluation shall be kept in the employee's confidential medical record, and a copy shall be sent to the superintendent's office and maintained as a confidential record.
4. Following a report of an exposure incident, the school corporation shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
 - a. documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
 - b. identification and documentation of the source individual, unless it can be established that identification is feasible or prohibited by state or local law;
 - c. collection and testing of blood of the exposed employee's blood for HBV and HIV serological status in accordance with federal regulations;
 - d. post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;
 - e. Counseling; and
 - f. evaluation of reported illnesses.
5. The health care professional retained by the school corporation to evaluate an employee after an exposure incident will be provided the following information:
 - a. a copy of this policy and applicable state or federal regulations;
 - b. a description of the exposed employee's duties as they relate to the exposure incident;
 - c. documentation of the route(s) of exposure and circumstances under which exposure occurred;
 - d. results of the source individual's blood testing, if available; and
 - e. all medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.
6. The school corporation shall obtain and provide the exposed employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

INFORMATION AND TRAINING

1. All employees having potential exposure to blood or other infectious materials will participate in a training program, which will be provided at no cost to the employee and during working hours. Such training will be provided at the time of initial assignment to tasks where occupational exposure may take place and shall be conducted at least annually thereafter, within one year of their previous training. Additional training will be provided when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.
2. The training will include material appropriate in content and vocabulary to educational levels, literacy, and language of covered employees, and shall contain at a minimum the following elements:
 - a. an accessible copy of the regulatory text of applicable federal and state standards governing exposure to blood and other infectious materials and an explanation of the contents;
 - b. a general explanation of the epidemiology and symptoms of blood borne diseases;
 - c. an explanation of the modes of transmission of blood borne pathogens;
 - d. an explanation of the school corporation's exposure control plan and the means by which the employee can obtain a copy of the written plan;
 - e. an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
 - f. an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
 - g. information of the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
 - h. an explanation of the basis for selection of personal protective equipment;
 - i. information of the hepatitis B vaccine, including information on the efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
 - j. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

- k. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- l. information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- m. an explanation of any required signs, colors, containers, or labels, identifying bio hazardous materials; and
- n. an opportunity for interactive questions and answers with the person conducting the training session.

RECORD KEEPING

A. Medical Records

1. The Flat Rock-Hawcreek School Corporation will establish and maintain an accurate record for each employee with occupational exposure, in accordance with applicable state and federal law.
 - a. This medical B vaccination and any medical records relating to the employee's ability to receive vaccination, as required by applicable state or federal laws;
 - b. a copy of all results of examination, medical testing, and follow-up procedures required by this policy and applicable state and federal laws;
 - c. the school corporation's copy of the health care professional's written opinions required to be issued for evaluation and follow-up to an exposure incident; and
 - d. a copy of the information provided to the health care professional to assist in the post-exposure evaluation.
2. The school corporation shall ensure that employee medical records are:
 - a. kept confidential and separate from the employee's other personnel and employment records;
 - b. not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except as required by law;
 - c. maintain for at least the duration of employment plus thirty (30) years in accordance with applicable state and federal law.

B. Training Records

1. Training records shall include the following information:
 - a. dates of training sessions;
 - b. contents or a summary of the training sessions;
 - c. names and qualifications of persons conducting the training; and
 - d. names and job titles of all persons attending the training sessions.
2. Training records shall be maintained for three (3) years from the date on which the training occurred, and shall be available upon request for examination and copying to employees, to employee representatives, and to appropriate state and federal agencies.

Legal Authority: 29 CFR 1910.1030 (OSHA Blood borne Pathogens Rules and Regulations) IC 16-10-7-4
410 IAC 1-4-1 et seq.

HEPATITIS B VACCINE DECLINATION (POLICY 4-1-3-6)

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no cost to myself. However, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date this _____ day of _____, 20_____.

Signature of Employee

Witness:

DRUG FREE WORKPLACE (POLICY 4-1-3-7)**Health and Safety****General Provisions**

The Board of School Trustees of the Flat Rock-Hawcreek School Corporation adopts the following policy on establishing and maintaining a drug and alcohol free school environment and on employee drug and alcohol offenses. This policy is required by state and federal laws as a condition upon the receipt of state and federal grant monies by the school corporation.

The school corporation has currently in effect policies which prohibit anyone from bringing drugs or alcohol upon the school premises or to school sponsored or school sanctioned activities. These policies further prohibit anyone from being on school premises or at school sponsored or school sanctioned activities under the influence of drugs or alcohol.

The school corporation further states the policy that no employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during corporation location as defined below.

“School corporation location” means in any school building or on any school premises; on any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school corporation; or during any period of time such employee is supervising students on behalf of the school corporation or otherwise engaged in school corporation business.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school corporation federal grant is performed, no later than five (5) calendar days after such conviction.

Discipline and termination of teachers shall continue to be governed by the school corporation’s master contract. However, violations of this policy shall be considered as grounds for

cancellation of the teacher's contract and shall be reported to appropriate law enforcement officials for prosecution.

Information concerning drug and alcohol counseling and rehabilitation shall be available from the school principals and Superintendent's office. All inquiries shall be kept confidential and shall not become part of the individuals personnel file. Nor shall any inquiries be used in evaluating the employee's performance.

All employees shall be required to notify the school corporation of any conviction of any criminal, alcohol or drug statute involving an occurrence in the work place. Such notification shall occur within five (5) days of the conviction.

Legal Authority:

Drug Free Schools and Communities	PL101-226
Act Amendments of 1989	20 U.S.C. 1145 g 34 C.F.R. Part 86
Drug Free Workplace Act of 1988	PL100-690, Title V, Subtitle D 10 C.F.R. 1036

Adopted:

PERSONNEL RECORDS (POLICY 4-1-4)

Information about staff is required for the daily administration of the school corporation, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting school administration, state, and federal educational reporting requirements.

Flat Rock-Hawcreek School Corporation will maintain a personnel file for each employee. The file will contain such information as is required by law and will include performance evaluations. The Superintendent/designee will be responsible for the maintenance and safekeeping of personnel files, including procedures to protect that information designated confidential by law.

Legal Reference:

20 U.S.C. 1232

PL 104-191

IC 5-14-3-4

IC 16-41-8-1

IC 20-6.1-6-15

IC 31-32-11-1

Adopted: June 5, 2012

WORKER'S COMPENSATION (POLICY 4-1-6)

The Flat Rock-Hawcreek School Corporation is bound by the provisions of the Indiana Worker's Compensation Law and will comply with the various provisions with respect to the payment of compensation to employees for personal injury or death by accident arising out of and in the course of employment.

Employees are required to report all accidents resulting in personal injury within 48 hours of an occurrence. Such report must be filed with the Superintendent's office on forms provided for such purposes.

Legal Authority: IC 22-3-4-13

RECRUITMENT AND SELECTION (POLICY 4-2-2-2)**General Provisions***NON-CERTIFIED PERSONNEL*

Written applications for all positions are accepted by the Superintendent's office. When a vacancy occurs, it shall be the responsibility of the Superintendent to initiate a screening procedure to select the best qualified applicant.

In the case of food service workers, the Food Service Council shall approve appointments. All other full-time and part-time employees shall be officially employed by the School Board, following recommendation by the Superintendent.

All appointments will be made on the basis of job qualification, without regard to sex, race, age, religion, handicap, politics, or other factors prohibited by law.

Legal Authority: 42 U.S.C. 2000 e

IC 22-9-1-2

REDUCTION IN FORCE: CERTIFIED PERSONNEL (POLICY 4-2-11)

In the event of change in student population or other conditions necessitating a reduction in the number of teachers employed by the Board of School Trustees, the administration will create a plan which will include input from a representative of effected staff assigning staff to identified positions. Normal attrition will be considered first prior to a reduction in force. Certificated personnel will be assigned using the best interests of student learning, program implementation, and teacher certification as considerations regarding assignments.

Legal Reference: IC 20-28-7.5

Adopted: June 5, 2012

FRHC Policy**Personnel****VACANCIES AND TRANSFERS: CERTIFIED PERSONNEL (POLICY 4-2-13)**

It shall be the policy of the School Board to employ the best qualified individual for any Corporation vacancy at any level.

Vacancies shall be posted on the district website, and all members of the professional staff shall be eligible for any Corporation vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Legal Reference:

Adopted: June 5, 2012

SABBATICAL LEAVE**(POLICY 4-2-14)**

The Board of School Trustees believes Established and Professional teachers who have been employed at Flat Rock-Hawcreek School Corporation for a minimum of five years should have the opportunity to engage in life enhancing activities which will contribute toward the teacher's professional knowledge or skills useful for classroom instruction. Examples of activities which would be considered are advanced study, work experience, teacher exchange programs, or approved educational travel. Teachers who qualify may apply to the superintendent for sabbatical leave. Sabbatical leave is unpaid leave for which the teacher does not qualify for compensation or benefits during the sabbatical leave. The superintendent will review applications for sabbatical leave and provide notification to the teacher about the approval or denial of the sabbatical leave request within a reasonable amount of time following the March 1 deadline for application. The Superintendent will develop Administrative Procedures for the application and review process for sabbatical leaves.

Legal Reference: IC 20-28-10-1
 IC 20-28-10-2
 IC 20-28-10-3
 35 IAC 14-5-7
 IC 5-10.5-4-2
 IC 5-10.4-4-7

Adopted: April 1, 2014

TEACHER CONDUCT AND DRESS (POLICY 4-2-16)

Certificated Personnel

The School Board expects all teachers to exercise personal cleanliness and to be well groomed at all times while on duty.

Sexual Harassment Policy (Policy 4-2-17)**Personnel and Students**

It is the policy of the FRHC School Corporation to maintain a teaming and working environment free from sexual harassment. It shall be a violation of this policy to harass another employee or student through conduct or communications of a sexual nature. The use of the term employee includes non-employees and volunteers whose work is subject to control of school authorities.

Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors or other inappropriate verbal or physical conduct of a sexual nature. They may include:

1. Submission to conduct as a term or condition to employment or education.
2. Submission to conduct as a basis for academic or employment decisions affecting an individual.
3. Conduct that substantially conflicts with an individual's professional performance, or creating an intimidating, hostile or offensive work or learning environment.
4. Denial of employment or educational opportunity as a result of sexual conduct which results favorably for another employee or student.

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality of a sexual nature. Sexual harassment occurs when an employee or student, by their conduct or verbal objection, indicates it is unwelcome. The employee or student must give specific notice to the alleged harassment that such conduct is no longer welcome.

Examples of sexual harassment may include, but not be limited to, the following: Verbal harassment, repeated remarks of a sexual nature, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement concerning one's grades, job, promotion, etc...

Any person who alleges sexual harassment by an employee or student may use the complaint procedure attached. They may also go directly to their supervisor or building principal. Filing a report of sexual harassment will not affect any future employment, grades, or work assignments.

The right of confidentiality will be respected with both parties as consistent with the schools legal obligation and the necessity to investigate the alleged misconduct.

1. Reports will be made in the following manner:
2. Reports must be made in writing on forms attached. If a verbal complaint is made, the school official will file a written report.
3. Reports must name the person charged and state the facts.
4. Reports must be given to the principal where the alleged conduct took place. The principal will inform the superintendent.
5. The Principal/Superintendent will investigate the alleged misconduct.
6. The results will be presented to the superintendent and then to the board through executive session at the superintendents discretion.
7. The Board will take whatever action deemed necessary. Identification will not be made public unless required by law.

Substantiated charges against an employee in the FRHC School Corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge. A substantiated charge against a student in the school corporation shall involve suspension or expulsion consistent with the Student Code of Conduct.

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Code of Conduct.

REPORT OF SEXUAL HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to sexual harassment. To insure full investigation, it should be completed as accurately as possible. It is not, however, critical to be 100 percent precise. An investigation may require the complainant to be interviewed.

Date: _____

Please Print

_____ Report Number

Name of complainant making a charge of sexual harassment:

Address of complainant:

Telephone Number:

Position or Grade:

Name of individuals involved in the harassment and indicate whether they are students or employees:

Please give a description of the sexual harassment in your own words:

Name of any witnesses, indicating whether they are employees or students:

Complainant's Signature:

Please see the Flat Rock-Hawcreek School Corporation's policy on Sexual Harassment for more information on the topic. Present this Report to your most immediate supervisor not involved in the harassment.

INVESTIGATIVE REPORT OF ALLEGED SEXUAL HARASSMENT

Note: If additional space is needed, please attach separate sheets as referenced by report number.

Name of Complainant: _____

School and/or Position: _____

Nature of Complaint:

Student _____

Employee _____

Specific complaint: _____

Date complaint filed: _____

Name(s) of Respondent: _____

Date notified: _____

Respondent's answer: _____ Agrees with the facts

_____ Disagrees with the facts

Explanation: _____

Date complainant notified: _____

Complainant's _____ Agrees with respondent

response: _____ Disagrees with respondent

Explanation: _____

Complainant's	_____	_____
Witnesses:	(Name)	(Position)
	_____	_____
	_____	_____

_____ Date interviewed: _____
(Name of Witness)

Witness Response: _____

_____ Date interviewed: _____
(Name of Witness)

Witness Response: _____

Respondent's	_____	_____
Witnesses:	(Name)	(Position)

Date interviewed: _____

(Name of Witness)

Witness Response: _____

Date interviewed: _____

(Name of Witness)

Witness Response: _____

Other records/documents reviewed:

1. _____

(Name of Document)

(Date Reviewed)

2. _____

3. _____

4. _____

Summary of Review of above records/documents: _____

Investigator's Summary: _____

Suggested Corrective Action: _____

Investigator's Signature

Date

FRHC Policy

Personnel

FRHC Policy

Personnel

Employee Reference Policy

(Policy 4-2-19)

Any currently or formerly licensed teacher or administrator employed by the Flat Rock - Hawcreek School Corporation must submit to the corporation written authorization to the school corporation prior to the district providing any employment information about the employee. That authorization will be affirmed through the form entitled, Authorization to Release Employment Information. The employee's approval or request to deny information will be recorded on the form and validated by the employee's signature.

Authorization to Release Employment Information (Policy 4-2-20)

The undersigned hereby authorizes the Flat Rock - Hawcreek School Corporation to release employment information as follows:

1. Name and social security number of former employee: _____

2. Name, address, and telephone number of person to whom information should be releases: _____

3. Type of information to be released (please check appropriate items):
 - Date of employment

 - Job title and description

 - Salary at termination

 - Reason for leaving employment

 - Summary of performance evaluation

 - Others (please specify)_____

This authorization shall be valid for thirty (30) days from the date of execution. The employee may be at any time revoked this authorization by submitting a written revocation to the school.

Date: _____

Signature of former employee: _____

Witness: _____

Criminal History Information (Policy 4-3-1-1)*SUPPORT STAFF*

To help ensure a safe environment, it is the policy of the Flat Rock School Corporation to require each individual hired for employment to submit to the School Corporation a copy of the individual's limited criminal history. The limited criminal history submitted to the Corporation must be no more than three (3) months old. The school corporation may also request a national criminal history background check of each applicant. If the school corporation makes such request, the applicant will be required to provide a written consent to the school corporation to obtain such a request.

For purposes of this policy, "applicant" means any individual who is applying for employment with the school corporation and/or seeking to enter 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 applicant interviewed will be questioned about the applicant's limited criminal history if necessary. Failure to answer honestly any questions related to the limited criminal history may be cause for termination of the applicant if eventually hired.

If an individual applying for a support staff position has an application on file with the School Corporation and the application has been on file for more than six (6) months, at the time the individual is hired by the Corporation, the applicant will be required to submit an updated limited criminal history at the time of hiring.

Any entity that has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories.

Any information obtained from a limited criminal history is confidential and shall not be released or disseminated.

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

LEGAL REFERENCE: IC 20-26-5-10

IC 20-26-5-11

Adopted: August 14, 2001

Amended: August (2008)

Assignment, Transfers and Vacancies (Policy 4-3-1-2)

SUPPORT STAFF

Regardless where an individual is assigned to work, the Board has the right to reassign an individual so that workloads can be efficiently distributed.

HOURS AND WORK DAY

(POLICY 4 -3-1-3)

SUPPORT STAFF-TERMS AND CONDITIONS OF EMPLOYMENT

The length of the work day and the number of hours to be worked by support staff will be determined at the discretion of the School Board, except to the extent that such are required subjects of bargaining under applicable law.

WAGES (POLICY 4 -3-1-6)

SUPPORT STAFF

Terms and Conditions of Employment

The School Board has final authority to determine all non-teaching personnel benefits, including salaries and wages, leave days, and all other fringe benefits.

Salaries shall be reviewed and approved annually by the school board following recommendation by the Superintendent.

FRHC Policy**Personnel**

INSURANCE GROUP LIFE AND AD & D

(POLICY 4 -3-1-7 (2))

SUPPORT STAFF

Terms and Conditions of Employment

Full-time employees are provided Life and Accidental Death and Dismemberment during the period of their employment in accordance with the master contract. The School Corporation pays all premiums except \$1.00 per person per year, which must be paid by each participating employee. Part-time and temporary employees are not eligible for this insurance.

Legal Authority: IC 5-10-8-2.6 (c)

IC 5-10-8-3.1

Health/Hospitalization (Policy 4 -3-1-7 (3))

SUPPORT STAFF

Terms and Conditions of Employment**Insurance**

Full-time employees are eligible to enroll in either single or family group health insurance plans provided by the School Corporation. Enrollment is restricted to certain times, as provided in the written insurance contract. Information regarding the specific coverages provided is available from the Superintendent's office, as well as the monthly premium rates. Part-time and temporary employees are not eligible for this insurance.

Legal Authority: IC 5-10-8-2.6

LONG-TERM DISABILITY (POLICY 4 -3-1-7 (4))

SUPPORT STAFF

Terms and Conditions of Employment

Full-time employees are provided a disability insurance policy that provides 66 2/3 % of regular salary, after being disabled for three (3) months. The School Corporation pays all premiums except \$1.00 per person per year, which must be paid by each participating employee. Part-time and temporary employees are not eligible for this insurance.

Legal Authority: IC 5-10-8-2.6

Terms and Conditions of Employment

This policy is written to ensure that the Flat Rock-Hawcreek School Corporation administers family and medical leave in accordance with the 1993 Family and Medical Leave Act as amended January 28, 2008. The corporation will comply with the minimum standards as outlined in the Act.

ELIGIBILITY FOR LEAVE

Employees who have been employed for the previous twelve months AND have worked at least 1250 hours during the previous twelve month period are entitled to the rights provided by this policy.

REASON FOR LEAVE

Eligible employees will be granted a combined total of 12 weeks of unpaid leave per 12 month period for the following reasons:

1. The birth and first-year care of a child;
2. The adoption or foster care placement and first-year care of a child;
3. The serious health condition of an employee's spouse, child or parent; and
4. The employee's own serious health condition.
 - a. Serious health condition is defined as "an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider".

REQUEST AND PROCEDURES FOR GRANTING LEAVE

1. The Employee will request a leave by completing form 4358-FMLA.

2. Employees who have accrued paid leave days will first use the paid days. The paid leave days will apply toward the 12 weeks allocated during any 12 month period under the Family and Medical Leave Act.
3. The 12-month period will be measured forward from the date the employee's first Family Medical Leave begins.

The Board reserves the right to grant leaves that exceed the minimum leave rights afforded by this policy. Such leaves are subject to regulations/requirements specified at the time the leave is granted.

*RIGHTS UNDER THE 1993 FAMILY MEDICAL LEAVE ACT AS AMENDED JANUARY 28, 2008
(POLICY 4-3-1-7-5)*

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

1. To care for the employee’s child after birth, or placement for adoption or foster care;
2. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee’s job.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met:

1. The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
2. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION

1. For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
2. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
3. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY THE EMPLOYERS

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FLMA does not affect any Federal or State laws prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor or write to U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington, D.C. 20210.

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

(1993 Family and Medical Leave Act as amended January 28, 2008)

- 1. Employee Name: _____
- 2. Patient's Name: _____
- 3. Diagnosis: _____
- 4. Date Condition Commenced: _____
- 5. Probable Duration of Condition: _____
- 6. Regimen of treatment to be prescribed (Indicate number of visits, general nature and duration of treatment, including referral to other provider(s) of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week):
 - a. Physician or Practitioner: _____

 - b. Another Provider of Health Services, if referred by Physician or Practitioner:

If this certification relates to care for the employee's Seriously ill family member, skip items 7, 8, and 9 and proceed to items 10 thru 14 on reverse side.

Check Yes or No in the boxes below, as appropriate.

- | | YES | NO | |
|----|--------------------------|--------------------------|---|
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Is inpatient hospitalization of the employee required? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Is employee able to perform work of any kind? (If "NO", skip Item 9) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Is employee able to perform the functions of employee's position? (Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee.) |

For certification relating to care for the employee's seriously ill family member complete items 10 thru 14 below as they apply to the family member and proceed to item 15.

Check Yes or No in the boxes below, as appropriate.

YES NO

10. Is inpatient hospitalization of the family member (patient) required?
11. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
12. After review of the employee's signed statement (See Item 14 below), is the employee's presence necessary or would it be beneficial for the care of the patient? This may include psychological comfort.)

13. Estimate the period of time care is needed or the employee's presence would be beneficial:

Item 14 is to be completed by the employee needing family leave

14. When Family Leave is needed to care for a seriously ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:

_____ Employee

Signature

Date

15. _____ Signature of Physician or
Practitioner Date

16. Type of Practice (Field of Specialization) _____

17. _____ Leave Approved _____ Leave Denied

18. _____

Signature of Building Principal

Date

19. _____

Signature of Superintendent

Date

Revised 11/23/93

RETIREMENT BENEFITS**(POLICY 4-3-1-8 (1))***SUPPORT STAFF***PERF****Terms and Conditions of Employment**

Any secretary, custodian, library aide, nurse, or full-time food service personnel under sixty (60) years of age who are or become a regular full-time employee in the School Corporation after June 30, 1986, becomes a member of the Public Employees' Retirement Fund (PERF) on the date such employment begins. An employee member is required to contribute three percent (3%) of his/her gross salary, as required by PERF statutes and regulations. The School Board will provide the employer's contribution to the PERF, as required. Employees terminating prior to eligible retirement may withdraw their contributions according to PERF laws and regulations. A minimum of ten (10) years of service credit is required for vesting purposes prior to age 65.

Legal Authority: IC 5-10.3-7

EVALUATION (POLICY 4-3-1-10)

SUPPORT STAFF

Terms and Conditions of Employment

Evaluation is to be an ongoing process performed by the immediate supervisor. A formal written evaluation will be submitted to the Superintendent at least annually. All conditions of work, including tardiness and unscheduled absences from work, shall be considered in an evaluation.

DISMISSAL (POLICY 4-3-1-11)

SUPPORT STAFF

Terms and Conditions of Employment

Flat Rock-Hawcreek School Corporation support staff are “At-Will” employees. Employment may be terminated without due process right when services are no longer needed.

Amended: April 6, 2004

GRIEVANCE PROCEDURE

(POLICY 4-3-1-13)

SUPPORT STAFF

Terms and Conditions of Employment

Flat Rock-Hawcreek School Corporation support staff are “At-Will” employees. Employment may be terminated without due process right when services are no longer needed.

Amended: April 6, 2004

INDEPENDENT CONTRACTORS**(POLICY 4-5-1)***SUPPORT STAFF***Terms and Conditions of Employment****School Bus Drivers**

This policy applies to school bus drivers operating under transportation -contracts with the Flat Rock-Hawcreek School Corporation under the provisions of Indiana Law.

1. A school bus driver shall neither sell nor assign a route to another person except by written agreement of the driver and the School Board.
2. After due notice to School Board and the Superintendent, a school bus driver may provide a substitute driver for any of the following reasons, and no other:
 - a. Illness of the school bus driver.
 - b. Illness or death of a member of the school bus driver's family.
 - c. Compulsory absence of a school bus driver because of jury duty.
 - d. Performance of services and duties related to the Indiana State Association of School Bus Drivers.
 - e. Performance of service and duties required by virtue of service in the Indiana General Assembly.
 - f. Attendance at meetings of the Indiana School Bus Committee.
 - g. Management of the school bus driver's personal business affairs, not to exceed ten (10) days in one school year.

Any deviation from this policy will require prior School Board approval.

3. A school bus driver's transportation contract may be terminated for the following reasons:
 - a. Incompetence
 - b. Physical disability
 - c. Negligence
 - d. Failure to faithfully perform duties

- e. Consumption of any alcoholic beverage or illegal drug during school hours or while operating a school bus

No termination shall be effective without prior notice to the bus driver and opportunity for a hearing, except in the case where a bus driver has been found, upon presentation of reliable evidence, to have consumed any alcoholic beverage or illegal drug during school hours, or while operating a school bus or performing duties under the transportation contract.

Any notice required must be in writing and must allow a reasonable period of time prior to the hearing. The school bus driver may appear at the hearing either in person or by counsel.

In addition, the Flat Rock-Hawcreek School Board of School Trustees will follow the controlled substance test procedures in accordance with said policy for random and suspected substance testing contained in Policy 4-5-3, School Bus Drivers, Substance Abuse Policy for Employees and Contractors with Commercial Driver License.

- A. Each bus driver, before entering into a transportation contract, shall furnish, at the driver's own expense, a certificate of examination issued by an Indiana physician 30 days or less prior to beginning service as a school bus driver, certifying that the bus driver possesses the following requirements.

1. Sufficient physical ability to drive a school bus.
2. Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
3. Freedom from any mental, nervous, organic, or functional disease which might impair the bus driver's ability to properly operate a school bus.
4. Freedom from any communicable disease.
5. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.

- B. No person may drive a school bus for the transportation of school children unless the person, in addition to possessing the required physical characteristics:

1. Is of good moral character
2. Does not use intoxicating liquor during school hours
3. Does not use intoxicating liquor to excess at any time
4. Is not addicted to any narcotic drug
5. Is at least 21 years of age

6. Holds a valid public passenger chauffeur's license issued by the State of Indiana or any other state

The School Board may require a bus driver to submit, at any time, to a physical examination by a licensed Indiana physician selected by the School Corporation. The School Corporation shall pay the cost of any such examination. Any treatment provided as the result of such examination shall be paid by the bus driver.

- C. A school bus driver shall not smoke, nor permit smoking, in any school bus furnishing transportation to the School Corporation.
- D. A school bus driver serving under a transportation contract with the School Corporation is not considered an employee for the purposes of worker's compensation laws; neither is the School Corporation to be liable for employer's O.A.S.I. contributions.
- E. A school bus driver shall furnish the School Corporation with the name(s) of any substitute driver who will provide transportation during the course of the school year in the absence of the bus driver. No substitute school bus driver shall be permitted to operate a school bus unless the driver meets the standards required by IC 20-9.1-3-1 and has been approved by the School Board or its authorized agent.

This policy shall not be interpreted or enforced in violation of any duty to provide reasonable accommodations or other relevant provision of state and federal law governing the employment of persons with disabilities.

Legal Authority: IC 20-9.1-1-1 et seq.
 504 of Rehabilitation Act of 1973
 Americans with Disabilities Act of 1990

Amended: December 4, 2001

CONTRACT EMPLOYEES**(POLICY 4-5-2)***SCHOOL BUS DRIVERS*

This policy applies to school bus drivers operating under transportation -contracts with the Flat Rock-Hawcreek School Corporation under the provisions of IC 20-9.1-2-3.

1. A school bus driver's transportation contract may be terminated for the following reasons:
 - a. Incompetence
 - b. Physical disability
 - c. Negligence
 - d. Failure to faithfully perform duties
 - e. Consumption of any alcoholic beverage or illegal drug during school hours or while operating a school bus

No termination shall be effective without prior notice to the bus driver and opportunity for a hearing, except in the case where a bus driver has been found, upon presentation of reliable evidence, to have consumed any alcoholic beverage or illegal drug during school hours, or while operating a school bus or performing duties under the transportation contract.

Any notice required must be in writing and must allow a reasonable period of time prior to the hearing. The school bus driver may appear at the hearing either in person or by counsel.

In addition, the Flat Rock-Hawcreek School Board of School Trustees will follow the controlled substance test procedures in accordance with said policy for random and suspected substance testing contained in Policy 4-5-3, School Bus Drivers, and Substance Abuse Policy for Employees and Contractors with Commercial Driver License

A school bus driver shall not smoke, nor permit smoking, in any school bus furnishing transportation to the School Corporation.

The School Board may require a bus driver to submit, at any time, to a physical examination by a licensed Indiana physician selected by the School Corporation. The School Corporation shall pay the cost of any such examination. Any treatment provided as the result of such examination shall be paid by the bus driver.

This policy shall not be interpreted or enforced in violation of any duty to provide reasonable accommodations or other relevant provision of state and federal law governing the employment of persons with disabilities.

Legal Authority: IC 20-9.1-1-1 et seq.

504 of Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Adopted: December 4, 2001

Substance Abuse Policy for Employees and Contractors with Commercial Driver License (Policy 4-5-3)

SCHOOL BUS DRIVERS

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems that can be treated. At the same time, the Flat Rock-Hawcreek School Corporation is concerned about the adverse effects required to be in a 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 action up to and including termination.

This policy applies to all Flat Rock-Hawcreek School Corporation drivers and prospective drivers who are required to hold a Commercial Driver License (CDL) to perform their job functions. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 4 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 DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the school Corporation that the driver take sick days, or, if necessary, unpaid leave, within the School Corporation's leave policy.

The Flat Rock-Hawcreek School Corporation reserves the right to terminate any driver who violates the School Drug and Alcohol Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to school Corporation disciplinary action, up to and including termination.

Any information concerning a driver's drug or alcohol abuse will be available only to members of the Board of School Trustees and administrators whom the superintendent believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the school corporation to any other employer, organization, or individual without the driver's written consent.

For the purpose of procedure, a driver is defined as an employee or prospective employee, permanent or temporary, who holds a Commercial Driver License (CDL) as a condition of his/her employment with the Flat Rock-Hawcreek School Corporation and includes, but is not limited to: regular bus drivers, substitute bus drivers, bus mechanics, some maintenance personnel, and any employee holding a CDL who is eligible to drive a vehicle over 26,000 pounds or designed to carry sixteen or more passengers including the driver.

A. State of Need

The Flat Rock-Hawcreek School Corporation believes the community has the right to expect that students and school personnel are transported to and from school and school-related activities in the safest manner possible. The Corporation further believes that drivers cannot safely operate a school bus or heavy vehicle safely while under the influence of any controlled substance or while under the influence of alcohol. To assure that drivers are not under the influence of any controlled substance or alcohol, the Flat Rock-Hawcreek School Corporation has implemented these procedures to support its policy on controlled substance and alcohol. The implementation date of this policy is February 22, 1996.

B. Testing Requirements: All CDL drivers will be tested for drugs and alcohol at the start of this program (Baseline test).

The following five situations will require drug and alcohol testing after the baseline test.

1. PRE-EMPLOYMENT: A drug test only will be required before an applicant is hired or after an offer to hire. Testing will occur before any duty can be performed.
2. POST-ACCIDENT: Following any accident, the bus driver must contact the Office of the Superintendent as soon as possible. The bus driver must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved: or 2) the employee receives a citation for a moving violation arising from the accident that involved:
 - a. Injury requiring medical treatment away from the scene, or
 - b. One or more vehicles having to be towed from the scene.

The bus driver shall follow the instructions from the school corporation or its representative to complete the required testing.

3. REASONABLE SUSPICION: Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly

attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations.

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

- a. Confront the employee involved, and keep under direct observation until the situation is resolved.
 - b. Secure the Designated Employer Representatives (DER's) concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in disqualification from performing any safety-sensitive function.
 - c. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
 - d. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in appropriate DOT files.
 - e. The DER shall remove or cause the removal of the employee from the Company-owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence **or**, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a Company vehicle or his/her own vehicle until a confirmed negative test result is received.
4. RANDOM: Drug and alcohol testing is conducted on a random unannounced basis. The minimum annual rate for drug testing will be 50% of the average number of drivers and at a ten (10) percent minimum annual rate for alcohol. Drivers selected must proceed immediately to the testing site upon notification. A driver shall only be tested for alcohol just prior to, while on duty, or immediately after the performance of a safety sensitive duty.
 5. RETURN TO DUTY AND FOLLOW UP: Testing is conducted when an individual has violated the prohibited conduct regarding alcohol and drug misuse. The driver must test negative on a drug test and below a .02 for breath alcohol. Follow up testing will be in

accordance with DOT regulations and the recommendations of the substance abuse professional.

C. Responsibility to the Employee

The Corporation accepts the following responsibilities for drivers:

1. The Corporation will provide the appropriate drug and alcohol testing of drivers at no cost to the employee.
2. The Corporation will insure the fairness and accuracy of the testing by contracting with an independent agency properly certified to perform such test.
3. The Corporation is responsible for ensuring the confidentiality of all employees' medical records in the diagnosis of drug or alcohol abuse. All records concerning alcohol and drug testing are part of that record.
4. The Corporation will provide to drivers information on drug and alcohol use and treatment resources, the Corporation policy, and procedures.
5. Supervisory personnel will receive training on the signs and symptoms of abuse and indicators used in making determinations of reasonable suspicion testing for both drugs and alcohol.

D. Responsibilities of the Employee

1. Drivers are expected to arrive at work fit for duty. Arrival at work with performance altering drugs or alcohol in their system is prohibited.
2. Drivers are expected to perform their job in a safe manner. Use of a chemical substance that would interfere with personal safety or the safety of others is prohibited.
3. Drivers and potential drivers are expected to cooperate with the third party administrator directed to conduct any testing.

E. Penalty for Violating the Policy

1. Drivers found in possession of an illegal substance or alcohol on school corporation property or while performing their duties will be subject to discharge.
2. Drivers who are found positive through urinalysis for an illegal substance in their system will be immediately removed from their duties and will be subject to disciplinary procedures which may include termination of employment.
3. Drivers tested for breath alcohol indicating a blood alcohol level of .04 or greater will be considered positive and will be immediately removed from duty and will be subject to disciplinary procedures which may include termination of employment. A breath

alcohol test indicating a blood alcohol level of .02 or greater, but less than .04 will be grounds for immediate removal from duty until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the administration of the test.

4. Drivers who are diagnosed as having a mind-altering substance in their system while at work will be subject to discharge.
5. Drivers or potential drivers refusing to submit to urinalysis or breath analysis will be considered in violation of their employment agreement and will be subject to disciplinary action which may include termination or the withdrawal of an employment offer.

F. Procedures

1. An independent agency will perform all the tasks related to drug screening and/or breath analysis.
2. All selected drivers will fill out and sign a Urine Drug Test Release Form and an Alcohol Testing Release Form. All drivers will strictly adhere to the instructions and directions of the testing agency.
3. The refusal to take the required tests will be treated the same as a positive result from
4. Testing in regard to administering discipline.
5. Testing will be performed by an independent third party in accordance with all Department of Transportation rules, procedures, and standards as stated in the Federal Register.
6. Employees who test positive will be removed from duty. Removal will take place after the Medical Review Officer has determined that the positive drug test was the result of unauthorized use of a controlled substance. Removal from duty from an alcohol test will take place as soon as a BAT (Breath Alcohol Technician) has determined the breath alcohol test indicates a blood alcohol concentration of .02 or greater.

G. Employee Assistance Program

The Corporation will provide the names and addresses of public or private agencies that may assist an employee that tests positive on a drug or alcohol test. The Corporation does not assume any responsibility for payment of fees for assessment and/or treatment of drug or alcohol addiction problems.

Questions regarding this policy can be directed to the Designated Employer Representative (DER). The DER is:

Superintendent of Schools
Flat Rock-Hawcreek School Corp.

812-546-4922

Legal Authority: 49 CFR Part 40
Amended: December 4, 2001
May 6, 2003

Possessing Firearms on School Property Policy 4-6

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

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

No school employee or volunteer shall possess, handle or transmit any firearm on school property, on school grounds or at a school activity.

No person, including school board members, may intentionally or openly display a firearm at any public meeting of the school board.

Any employee found to violate this policy will be subject to disciplinary action up to and including termination of employment.

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

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

I.C. 34-28-7-2

Date Approved: October 1, 2013

CHAPTER 5: STUDENT

ADMINISTRATION OF MEDICATION AT SCHOOL

(POLICY 5-1-1)

Student

No medication shall be administered to a student without the written and dated consent of the student's parent. Nonprescription (over the counter medication, or "OTC") medications shall be administered in accordance with the parent's written statement, noting medication name, dose, and time to be administered dose consistent with label instructions, only. If the dose requested is not within those parameters, the parent will be required to obtain a licensed MD's order with the dose, time and frequency noted on a physician's personal stationary or prescription. All prescription medicine, including inject-able medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. Prescription medications will only be administered by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing.

The consent of the parent shall be valid only for the period specified on the consent form or prescription and in no case longer than the current school or program year. 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 and must be updated annually.

In accordance with the Federal Drug Administration (FDA) guidelines, herbal and dietary supplements that are not FDA approved will not be administered to students attending any FRHC schools. These substances should not be brought to school or to school functions.

No student shall be allowed to keep medications on their person or in their locker(s) at school, unless a signed physician's order is on file in the nurse's office stating the student has a chronic disease and must self-administer the medication. Any student found with any medication on their person on school property or at school activities, without documentation on file, will be subject to the school substance abuse policy.

Any medicine to be administered to a student shall be brought to the school nurse's office where it will be kept in a secure place. Unused medicine by all students in kindergarten through grade 12 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication.

Legal Reference: IC 20-1-1-6 IC 34-30-14
 IC 20-1-6-2.1 IC 204.1 -7-22 511 IAC 7-21-8

Date Adopted: August 14, 2001
Updated: June 3, 2008

SEXUAL HARASSMENT POLICY**(POLICY 5-2-17)***PERSONNEL AND STUDENTS*

It is the policy of the FRHC School Corporation to maintain a teaming and working environment free from sexual harassment. It shall be a violation of this policy to harass another employee or student through conduct or communications of a sexual nature. The use of the term employee includes non-employees and volunteers whose work is subject to control of school authorities.

Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors or other inappropriate verbal or physical conduct of a sexual nature. They may include:

1. Submission to conduct as a term or condition to employment or education.
2. Submission to conduct as a basis for academic or employment decisions affecting an individual.
3. Conduct that substantially conflicts with an individual's professional performance, or creating an intimidating, hostile or offensive work or learning environment.
4. Denial of employment or educational opportunity as a result of sexual conduct which results favorably for another employee or student.

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality of a sexual nature. Sexual harassment occurs when an employee or student, by their conduct or verbal objection, indicates it is unwelcome. The employee or student must give specific notice to the alleged harassment that such conduct is no longer welcome.

Examples of sexual harassment may include, but not be limited to, the following: Verbal harassment, repeated remarks of a sexual nature, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement concerning one's grades, job, promotion, etc...

Any person who alleges sexual harassment by an employee or student may use the complaint procedure attached. They may also go directly to their supervisor or building principal. Filing a report of sexual harassment will not affect any future employment, grades, or work assignments.

The right of confidentiality will be respected with both parties as consistent with the schools legal obligation and the necessity to investigate the alleged misconduct.

Reports will be made in the following manner:

1. Reports must be made in writing on forms attached. If a verbal complaint is made, the school official will file a written report.
2. Reports must name the person charged and state the facts.
3. Reports must be given to the principal where the alleged conduct took place. The principal will inform the superintendent.
4. The Principal/Superintendent will investigate the alleged misconduct.
5. The results will be presented to the superintendent and then to the board through executive session at the superintendents discretion.
6. The Board will take whatever action deemed necessary. Identification will not be made public unless required by law.

Substantiated charges against an employee in the FRHC School Corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge. A substantiated charge against a student in the school corporation shall involve suspension or expulsion consistent with the Student Code of Conduct.

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Code of Conduct.

Cross Reference: FRHC Policy 4-2-17

REPORT OF SEXUAL HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to sexual harassment. To insure full investigation, it should be completed as accurately as possible. It is not, however, critical to be 100 percent precise. An investigation may require the complainant to be interviewed.

Date: _____

Please Print

Name of complainant making a charge of sexual harassment:

Address of complainant:

Telephone Number:

Position or Grade:

Name of individuals involved in the harassment and indicate whether they are students or employees:

Please give a description of the sexual harassment in your own words:

Name of any witnesses, indicating whether they are employees or students:

Complainant's signature

Please see the Flat Rock-Hawcreek School Corporation's policy on Sexual Harassment for more information on the topic. Present this Report to your most immediate supervisor not involved in the harassment.

Report Number _____

*INVESTIGATIVE REPORT
OF ALLEGED SEXUAL HARASSMENT*

Note: If additional space is needed, please attach separate sheets as referenced by report number.

Name of Complainant: _____

School and/or Position: _____

Nature of Complaint:

Student _____

Employee _____

Specific complaint: _____

Date complaint filed: _____

Name(s) of Respondent: _____

Date notified: _____

Respondent's answer: _____ Agrees with the facts
_____ Disagrees with the facts

Explanation: _____

Date complainant notified: _____

Complainant's _____ Agrees with respondent

response: _____ Disagrees with respondent

Explanation: _____

Complainant's	_____	_____
Witnesses:	(Name)	(Position)
	_____	_____
	_____	_____
	-	-

_____ Date interviewed: _____
(Name of Witness)

Witness Response: _____

_____ Date interviewed: _____
(Name of Witness)

Witness Response: _____

Respondent's _____ (Name) _____ (Position)
Witnesses: _____

_____ Date interviewed: _____

(Name of Witness)

Witness Response: _____

_____ Date interviewed: _____

(Name of Witness)

Witness Response: _____

Other records/documents reviewed:

1. _____
(Name of Document) (Date Reviewed)

2. _____

3. _____

4. _____

Summary of Review of above records/documents: _____

Investigator's Summary: _____

Suggested Corrective Action: _____

Investigator's Signature

Date

Personnel and Students

It is the policy of the Flat Rock-Hawcreek School Corporation (FRHC) to maintain a positive environment free from discrimination and harassment of any nature including harassment on the basis of race, color, religion, gender, national origin, age, disability, and other legally-protected status. It shall be a violation of this policy to harass a student or employee through conduct or communications.

Flat Rock-Hawcreek School Corporation strictly prohibits, and will not tolerate in any fashion, harassment of any FRHC employee or student by another FRHC employee (regardless of position or authority) or student. Similarly, FRHC will not tolerate harassment of its employees or students by another third party under FRHC's control while on school grounds.

Prohibited harassment occurs when an individual is subjected to verbal or physical acts which disparage or show hostility toward the individual because of his or her race, color, religion, gender, national origin, age, or disability, including the fact that such individual has made a complaint of discrimination or harassment, has participated in the investigation of any such complaint, or due to such individual's association, friendship or relationship with any person protected by applicable law. Prohibited harassment consists of verbal or physical acts, which serve to create a hostile, intimidating, or offensive working or educational environment, interferes or is intended to interfere with the individual's work or educational environment or performance, or otherwise adversely affects the individual's employment or education. Acts of harassment may include:

1. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability.
2. Publication or circulation of any written or graphic material that disparages or shows hostility or aversion toward an individual or group because of their race, color, religion, gender, national origin, age or disability.

Any person who alleges harassment by an employee or student may use the complaint procedure published in the Flat Rock-Hawcreek Administrative Procedures. Any person who alleges harassment by an employee or student also may report the allegation directly to the immediate supervisor or building Principal. Filing a report of harassment will not affect any future employment, grades, extracurricular activity, or work assignments.

Any member of Flat Rock-Hawcreek School Corporation staff who is aware of harassment by an employee or student is mandated to report the act(s) of harassment to the building Principal or to the Superintendent. Failure of any staff to report known act(s) of harassment against a

student in the school corporation or against another employee shall subject the staff member to disciplinary action including, but not limited to reassignment, suspension, or discharge.

Any staff member of Flat Rock-Hawcreek School Corporation who witnesses direct act(s) of harassment against a student is required to immediately intervene and take action to stop the harassment unless doing so will place any individual in an unsafe situation.

The right of confidentiality will be respected with both parties as consistent with the school corporation's legal obligation and the necessity to investigate the alleged misconduct.

Reports will be made in the following manner:

1. Reports must be made in writing on forms available from the Superintendent's office and published in the Administrative Procedures. If a verbal complaint is made, the school official will file a written report.
2. Reports must name the person charged and state the facts.
3. Reports must be given to the Principal where the alleged conduct took place. The Principal will inform the Superintendent.
4. The Principal or Section 504 District Coordinator will investigate the alleged misconduct. If needed, the Superintendent may appoint a special investigator.

Once a school official is notified or becomes aware of potential harassment, the school official must take immediate and appropriate action to initiate the investigative process.

If it is determined a case of harassment has occurred, Flat Rock-Hawcreek School Corporation will take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment, and prevent its recurrence.

Substantiated charges against an employee in the FRHC School Corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge. A substantiated charge against a student in the school corporation shall involve suspension or expulsion consistent with the Student Code of Conduct.

Any person who intentionally and knowingly files false or malicious charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Code of Conduct.

Flat Rock-Hawcreek School Corporation will not itself take or allow anyone else to take any adverse action against an employee or student because he or she has reported or participated in the investigation of legitimate concerns of possible discrimination or harassment.

Any employee, student, or third party under the control of Flat Rock-Hawcreek School Corporation who engages in any conduct that is found to be in retaliation for a complaint or report of harassment made pursuant to this policy is subject to the sanctions for misconduct listed within this policy.

Legal Authority: Title IX of the Education Amendments of 1972
Title VII of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Indiana Code Title 511, Article 7

Adopted: April 1, 2014

SCHOOL ENROLLMENT AND MOBILITY STUDENT ATTENDANCE AREAS (POLICY 5-3-1)

DEFINITIONS:

“Resides” or “residence” means a permanent and principal habitation which a person uses for a home for a fixed or indefinite period, at which the person remains when not called elsewhere for work, studies, recreation, or other temporary or special purpose. These terms are not synonymous with legal domicile.

“Emancipated” -a student is emancipated if married and living with a spouse or if the student satisfies all of the following:

1. furnishes the student’s support from the student’s own resources;
2. is not dependent in any material way on the student’s parents for support;
3. is eighteen years of age or older;
4. files or is required by applicable law to file a separate tax return; and
5. maintains a residence separate from that of the student’s parents.

Procedures:

- A. School of Residence for a Student -The school of residence of an un-emancipated student shall be determined by the residence of the parent or legal guardian having legal custody of the student.
- B. Changes in Attendance Areas to Outside the Corporation -Any student whose custodial parent/legal guardian moves from the Flat Rock-Hawcreek School Corporation to another school corporation during a school year may, at the election of the custodial parent/legal guardian (or of the student if the student is 18 years of age or older) be extended until the end of the semester, or, at the discretion of the school, until the end of that school year. The school shall consider both the behavior and academic progress of the student in determining whether to permit the student to continue in enrollment until the end of the school year.

Any student who is enrolled in Grade 12, at the time the student’s custodial parent/legal guardian moves from the Flat Rock-Hawcreek School Corporation to another school corporation, may elect to remain in the same high school and be eligible to graduate from such high school at the option of the custodial parent/legal guardian.

- C. STUDENT TRANSFER – The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into Flat Rock-Hawcreek School Corporation if space is available in accordance with the annually established number of transfer allocations by grade level. A transfer student must have no suspensions or expulsions from school as defined by IC 20-33-8-7 and IC 20-33-8-3 for a period of twelve (12) months if the suspension or expulsion is for a period of ten (10) or more school days; for a violation under IC 20-33-8-16; for causing physical injury to a student, a school employee, or a visitor to the school; or for a

violation of a school corporation's drug or alcohol rules before applying to Flat Rock-Hawcreek School Corporation for admission.

D. Requests by parents, guardians, or custodians of Indiana students who do not reside in the Flat Rock-Hawcreek School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Flat Rock-Hawcreek School Corporation Superintendent's Office prior to the second student count day as established by the state of Indiana. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. A random drawing will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.

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

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

1. The student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.

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

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

E. **CHANGE IN CUSTODY** -Requests for transfer as a result of a change in legal custody must be established by a certified copy of a court order. If such change of custody occurs between parents who are divorced or separated, requests for transfer may be established by submitting a properly executed state prescribed transfer form

- F. If a student does not reside with the student's parents because the student's parents are unable to support the child, and, if the child is not residing with a person other than a parent primarily for the purpose of attending a particular school, the student's legal settlement is where the student resides, and the establishment of a legal guardianship may not be required by the school corporation. Enrollment may be conditioned upon the completion of required forms prescribed by the Indiana Department of Education.
- G. PROVISIONS FOR TRANSPORTATION -A student who elects to remain in a particular school under the provisions of paragraphs 2 and 3 above, or who enrolls in the Flat Rock-Hawcreek School Corporation as a cash transfer tuition student under the provisions of paragraph 4 above shall not be provided transportation by the school corporation, unless otherwise required by law.

Legal References: I.C. 20-26
I.C. 20-18

Date Revised: July 23, 2013

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES (POLICY 5-3-2)

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of Flat Rock-Hawcreek School Corporation. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Flat Rock-Hawcreek School Corporation shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. awaiting for foster care placement
- F. have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, children or youth who are experiencing homelessness also include migratory children who are living in circumstances described in A-G above.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by Flat Rock-Hawcreek School Corporation.

Flat Rock-Hawcreek School Corporation shall remove barriers to the enrollment and retention of homeless students in schools in Flat Rock-Hawcreek School Corporation. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation. Homeless students will be provided services comparable to other students in the Corporation, including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for

- children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for high ability students;
- E. school nutrition programs; and
- F. before-and after-school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, Flat Rock-Hawcreek School Corporation shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The School Board requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the Corporation shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- A. If the homeless student continues to live in the Corporation in which the school of origin is located, transportation will be provided in accordance with Corporation policy/administrative guidelines.
- B. If the homeless student moves to an area served by another corporation, though continuing his/her education at the school of origin, the corporation of origin and the corporation in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the corporations cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Legal Reference: 42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Assistance Act)

Adopted: 3/4/08

Revised: 6/17/2014

ENROLLMENT DATA INITIAL ENROLLMENT (POLICY 5-4-1-1)**Required Documentation**

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

Legal Reference: IC 20-33-2-10

Cross References: FRHC Policy 5-11-1 Student Records, Rights & Privacy

FRHC Policy 5-11-2 Missing Children

Entry into FRHC from other Schools

It is the policy of the Flat Rock-Hawcreek School Corporation to enroll students from other public and private schools including home schools according to the guidelines given below. The Flat Rock-Hawcreek Schools have the responsibility to do everything possible to insure that all students are properly academically placed in its schools in relation to grade level and to meet the requirements for a high school diploma as prescribed by the State of Indiana and the Flat Rock-Hawcreek Board of School Trustees.

- A. Definition of Accredited: A school will be considered accredited if it is accredited by the Indiana State Board of Education or in the case of a school outside of Indiana, by the equivalent governmental agency in that jurisdiction.
- B. If the transferring student is from an “accredited” school, grades and credits earned shall be considered equivalent to grades and credits earned in the Flat Rock-Hawcreek Schools. Determination of the application of courses at the transferring school to course or courses of study requirements at the Flat Rock-Hawcreek schools shall be made by the school’s principal within ten (10) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the transferring student.
- C. If the transferring student is from a “non-accredited” school (including home school), grades and credits earned shall be evaluated on bases of substantial equivalency to course or courses of study offered by the Flat Rock-Hawcreek School Corporation. It is the responsibility of the parent or guardian to obtain and/or provide adequate information on which to base a decision concerning substantial equivalency from the transferring school. The determination of substantial equivalency shall be made by the school’s principal within ten (10) days after receipt of this information. In determining substantial equivalency, Flat Rock-Hawcreek shall consider:
 1. The degree or similarity between subject matter and educational objectives of the course at the transferring school and the equivalent course at the Flat Rock-Hawcreek Schools, and
 2. The degree to which the similar educational objectives were achieved by the transferring student.

The principal of the school may require written evaluation taken from a selection of tests which may include standardized tests or teacher constructed tests to assist in determining grade placement and/or credit. Tests will be administered under the

auspices of the enrolling principal and/or guidance director, and all fees incurred by testing will be the responsibility of the parent or guardian and these results will be used to determine proper placement.

An appeal from any determination concerning academic placement of a student may be directed first to the superintendent and then, if need be, to the Board of School Trustees. The appeal must show, in writing, that the facts do not support the determination of the school principal or that the recommended academic placement is not consistent with current subject matter used by the school, or in the best interests of the child and the school corporation.

ENTRANCE AGE / EARLY ENTRANCE POLICY (POLICY 5-5-3-1)

Attendance

Ages

In order to officially enroll in kindergarten a child must be a least five (5) years of age on August 1.

Parents of any child who does not meet the minimum age requirements above may appeal to the Superintendent for enrollment of the child in kindergarten at an age earlier than the age required above.

The Superintendent shall decide any appeals under this policy in accordance with guidelines established by the Indiana Department of Education. Pending promulgation of appropriate guidelines by the Indiana Department of Education and to the extent permitted under any such future guidelines, the following shall govern the enrollment of early age admission.

- A. The child must be five (5) years of age by September 15 for kindergarten and six (6) years of age by September 15 for enrollment in first grade.
- B. The child must be tested and evaluated by a state licensed school psychologist or psychometrist. The results of such evaluation do not assure final approval for the child's early enrollment in school.
- C. Parents will make a request for early admission for their child to the appropriate school principal, who will review the results of the evaluation by the school psychologist or psychometrist along with other considerations such as class size, reasons for the request, maturity of the child (physical, social and emotional).
- D. After consideration of all evidence, the principal will approve or deny the request.
- E. Parents will be notified of the decision by August 1 prior to the start of each school year.
- F. Requests for early enrollment must be made to the appropriate principal on or before July 1 prior to the start of the school year in which the child desires to be enrolled.

If a child enrolls in school as permitted under this policy and applicable law and has not attended kindergarten, the Superintendent, or designee, shall determine whether the

child shall enroll in kindergarten or grade 1 based upon assessment models developed by the Indiana Department of Education.

The school corporation reserves the right to determine the grade level placement of a student through testing, review of relevant records, and consultation with teachers and parents.

Legal Authority: IC 20-33-2-7

Revised: September, 2008

COMPULSORY ATTENDANCE AGE (POLICY 5-5-3-2)

Attendance

Ages

A child is bound by the requirements of the compulsory school attendance law from the earlier of the date on which the child officially enrolls in school or the beginning of the fall school term for the school year in which the child becomes seven (7) years of age, or actually reaches seven (7) years of age, depending upon certain circumstances provided by applicable law.

An individual is bound by the requirements of this chapter from the earlier of the date on which the individual officially enrolls in a school or, except as provided in subsection (h), the beginning of the fall school term for the school year in which the individual becomes seven years of age until the date on which the individual:

1. graduates
2. reaches at least sixteen years of age but who is less than eighteen years of age and the requirements under subsection (j) concerning an exit interview are met enabling the individual to withdraw from school before graduation; or
3. reaches at least eighteen years of age; whichever occurs first

A child for whom education is compulsory shall attend school each year for the number of days provided in the official school calendar of the Flat Rock-Hawcreek School Corporation.

Legal Authority: IC 20-8.1-3-17

WITHDRAWALS (POLICY 5-5-5-1)**Attendance****Exit Interview**

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. The Board of School Trustees (The Board of Education) for the Flat Rock-Hawcreek School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school:

Hauser Jr-Sr High School

Principal

Assistant Principal

Legal Reference: IC 20-8.1-3-17 (1993)

FLAT ROCK-HAWCREEK SCHOOL CORPORATION

STUDENT WITHDRAWAL FORM

Name of Student _____

Address: _____

Grade: _____ School Year: _____

Date of Birth _____ Date of Exit Interview: _____

Student's parent or Guardian _____

Address of Parent or Guardian _____

I _____ acknowledge that I wish to withdraw from Hauser Jr-Sr High School on _____ and have completed all the required steps to withdraw from school.

Date _____ Signature of Student _____

Date _____ Signature of Witness _____

I _____, parent do consent to the withdrawal of _____ on _____

and have completed all the required steps to withdraw from school.

Date _____ Signature of Student _____

Date _____ Signature of Witness _____

I _____ principal of Hauser Jr-Sr High School consent to the withdrawal of _____, from school on _____

I have determined that he/she is at least sixteen years of age.

ABSENCES, EXCUSES, & TRUANCY (POLICY 5-5-7-1)

Attendance

General Provisions

The only excused absences recognized without approval of the principal or designee are for personal illness, death in the immediate family, appearance in court as a witness, in a judicial proceeding pursuant to a verified subpoena, verified service as a legislative page, or honoree in the Indiana General Assembly, and service as a worker on election day, subject to appropriate verification in advance as required by law.

A student who is excused from school attendance because of service as a page, election worker, or pursuant to subpoena shall not be recorded as absent on any date for which the excuse is operative, nor shall the student be penalized in any manner.

It is expected that doctors, dentists, and other professional services appointments will be scheduled on non-school time whenever possible.

Habitual Truant

- A. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.**
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.
- D. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

Date Revised August 6, 2013

** I.C. 20-33-2-11(b)(1) requires the definition of habitual truant to be a student who has more than 10 days of unexcused absences in a school year, which is in conflict with the definition in I.C. 20-20-8-8. This policy reflects the definition in I.C. 20-20-8-8.

Legal Authority: IC 20-8.1-3-18

I.C. 20-33-2-11

HOMEBOUND EDUCATION (POLICY 5-5-7-2)

Flat Rock-Hawcreek School Corporation shall provide an educational program for children at all grade levels who reside within the district. When student illness or physical disability prevents a student from attending regular school sessions, the school shall make available to the student homebound instructional services after a minimum of 20 consecutive instructional days of absence. Parents shall submit the request form to the building principal to initiate a request for homebound services.

Legal Authority: IC 20-5-2-1.2
IC 20-1-6-3

Adopted: October 21, 2003

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (POLICY 5-6)**Procedures Regarding Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record with 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Flat Rock-Hawcreek School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or

student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, S.W.

Washington, D.C. 202-4605

STUDENT RIGHTS AND RESPONSIBILITIES**(POLICY 5-6-5-2)**

Searches and Interrogations

LOCKERS

A student using a locker that is the property of the Flat Rock-Hawcreek School Corporation is presumed to have no expectation of privacy in either the locker or its contents.

A principal, or other member of the administrative staff designated in writing by the principal, may search any locker and its contents at any time to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to locate lost or stolen materials, to search for contraband, to prevent the use of the locker for storage of prohibited or dangerous materials, and for other purposes which promote or carry out school functions.

Other than a general search of lockers of all students, any search conducted shall be, where possible, conducted in the presence of a student whose assigned locker is the subject of the search.

The principal, or authorized designee, may request the assistance of local law enforcement officials in searching a locker or its contents.

Legal Authority: 20-33-8-32

Date Revised: June 5, 2012

RANDOM DRUG TESTING**(POLICY 5-6-6)**Rationale

The Flat Rock-Hawcreek School Corp. has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and a substance abuse issue in our community indicate that education alone, as a preventive measure, is not enough in combating substance abuse. Our commitment to maintaining a safe and secure educational and extracurricular environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse.

Drug education is a K-12 process at Flat Rock-Hawcreek School Corporation. Classroom instruction, speakers, D.A.R.E, SADD, and handbook policies represent a consistent message. The athletic, extra-curricular, and co-curricular policy is a 365/24 policy, covering 365 days a year and 24 hours a day.

Purpose

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

RANDOM DRUG TESTING:

Participation in extra-curricular (includes athletics, driving to school, extra-curricular, and co-curricular) activities is a privilege. This policy applies to all Flat Rock-Hawcreek School Corporation students in grades 9 – 12 who wish to participate in extra-curricular activities that are listed in the current student handbook and any other school sponsored extra-curricular activities not listed. These students must enroll in the random drug screen program. The student will be enrolled in the random drug screening program the semester the consent form is signed and, if still enrolled in school, the following semester. If students refuse to participate in the random drug testing then they will not be allowed to participate in extra-curricular activities.

The results of the random test will be provided to the parent(s) or guardian(s), and to the designated school personnel. Students who test positive for an illegal substance will not be

allowed to participate in any extra-curricular activities until a follow-up test shows no illegal or mood-altering substance in the student's system. If students refuse to provide a urine sample if they are chosen during the random testing then this will be considered a positive test. Note: An alternative assignment will be provided by the sponsor or director when a co-curricular program/event that is required for credit is missed because of a drug screen result.

In addition, if students test positive then driving privileges as defined above will be revoked for 9 weeks and until the follow-up test shows no illegal substance. Failure to comply with the driving stipulation will be considered insubordination and will be dealt with according to the student handbook.

The school system will be responsible for the initial cost of any random test. If a student must be re-tested for participation in extra or co-curricular activities, or to reinstate driving privileges, the parent/guardian will be responsible for the cost of the follow-up test.

PARENT REQUESTED TESTING

A parent or guardian may request a school-administered drug test for his or her student. In **all** cases the cost for the test and any follow-up tests will be the responsibility of the parent or guardian. The results of the random test will be provided to the parent(s) or guardian(s), and to the appointed school personnel. Students who test positive for an illegal substance will not be allowed to participate in any extra or co-curricular activities until a follow-up test shows no illegal substance in the student's system. In addition, driving privileges as defined above will be revoked until the follow-up test shows no illegal substance.

Process for selecting and enrolling students for random testing

The Athletic Director and the school appointed personnel will meet with all students, faculty, coaches, and sponsors during the course of the year. Information and materials will be provided at those meetings. During those meetings, the Flat Rock-Hawcreek School Corporation substance abuse policies will be explained. This will include explanations of the consequences for violations and of the drug screening policy and consent forms.

The fall sports and co-curricular activities will be the first activities to have the random drug testing consent forms collected. These should be in by September 1st unless otherwise noted. The determination of the date will be done on a yearly basis. Students failing to return the consent form within a week of this date will be considered ineligible for athletic, extra-curricular, and co-curricular activities unless an exception for the return of the consent form has been allowed.

Other secondary school activities will have the consent forms signed and turned in as those activities develop. The designated school official can determine those due dates.

These forms will be kept in the nurse's office. A copy will be made for the Student Assistance Director. These will be given to the drug testing company for use in enrolling names in the random selection computer program.

A student and family will sign only one form, unless the original is misplaced. When a school sponsor or director collects consent forms, they also need to go to the nurse's office to check the forms already signed by students who state that they have already turned these in.

An appointed school personnel will collect copies of the newly signed consent forms each month in order to have the names added to the random selection computer program.

Once a student's name enters the random selection pool, it stays in the computer for 365 days.

TESTING PROCEDURES:

RANDOM:

1. A company, The West Group (TWG), trained in drug testing procedures will be in charge of the random selections. A computerized program will determine random selections for Flat Rock-Hawcreek School Corporation each month. The company will notify the Student Assistance Director and/or designated school personnel of the selections. Testing will be done on-site by that company at the time and dates agreed upon by both parties. The dates and times of collection will be throughout the month.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences

REQUIRED TESTING:

3. Required testing will be determined by
 - a) A student's conduct, physical appearance, and/or odor indicate the use of alcohol, marijuana, or a controlled substance.
 - b) The student possess drug paraphernalia, alcohol, or a controlled substance
 - c) Reliable information indicating a student is presently using, in possession of, or under the influence of alcohol, marijuana, or a controlled substance is communicated to administration.
4. When a required test occurs, the school will call The West Group (TWG) at 378-3926. A TWG staff member will answer the call by reporting to the designated school to implement the procedures.

RANDOM AND REQUIRED PROCEDURES:

5. At the appointed time and date, TWG staff will present themselves at the scheduled school and secure a restroom in the designated area. Bluing agent will be added to the commode and during testing, water will be shut off.
6. TWG will require identification by a school representative before testing begins.
7. The student will have no longer than two hours to produce a urine specimen. At that an information sheet for options will be given to the student by the company representative.
8. Because of issues such as the time of the incident, injury, and so on, there may be exceptions made to allow the urine sample to be obtained either at the school or at the TWG facility within 24 hours. Hospitalization and/or emergency procedures may require an altered procedure.
9. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important class time.
10. Students will be instructed to remove all coats and to empty their pockets into a lock box in front of the collector and a school representative. The student will be given the key to the lock box after emptying his/her pockets.
11. The student will be instructed to wash his/her hands before testing begins.
12. The student will choose a drug screen kit -- which is sealed -- for the specimen. The specimen will be collected in a specimen cup with a temperature strip, a strip indicating the validity of the urine specimen by temperature. Students will be required to produce a sample of "fresh" urine which will register on the temperature strip above 90 degrees.
13. The student will enter the restroom facility alone and will close the door. The student will have three to five minutes to produce a urine specimen.
14. TWG will split the specimen into two containers which are sealed in the presence of the student. The student will initial each specimen as it is sealed.
15. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for all activities subsequent to retest and results.
16. Diluted samples which indicate a possible tampering would require a retest. The student will remain eligible for all activities subsequent to retest and results. If the specimen provided for the retest is diluted, that student is ineligible for activities until a negative screen from TWG is obtained. The student or the student's family would pay for the screen that follows the second diluted test.

17. Adulterated tests will be treated as positives.
18. The Chain of Custody (COC) form will be correctly completed by TWG and sent with the drug screen via Airborne Express to the laboratory.
19. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also “performance enhancing” drugs such as steroids may be tested, as well as specific substances such as LSD.
20. TWG will notify the Flat Rock-Hawcreek School Corp. Student Assistance Director and/or designated school personnel of all lab results. The Student Assistance Director and/or designated school personnel will notify parents/guardians of positive test results. In the event of a result due to a possible prescription, TWG will request documentation from parents/guardians. The Medical Review Officer will review all prescriptions and subsequent results will be reported to the Student Assistance Director and/or designated school personnel. Prescriptions must be in the name of the donor. Until this process is complete, there is no reason to assume a violation or to enforce any consequences.
21. Results of the test will be shared with the Student Assistance Director and/or designated school personnel, the student, the family, and, if necessary, Flat Rock-Hawcreek personnel supervising the activities and the driving privileges affected.

Financial Responsibility

1. Under this policy, Flat Rock-Hawcreek School Corp. will pay for the initial random drug tests.
2. Once a student has been verified with a “positive” test result, then any follow-up drug test must be conducted by the school designated company. This follow up test will be paid for by the student or his/her parent/guardian.
3. Samples which indicate a possible tampering, diluting, or cheating will require a retest. The student will remain eligible for all activities subsequent to retest and results. If the retest indicates possible tampering, that student is ineligible for activities until a negative screen from TWG is obtained. The student or the student’s parent/guardian is responsible for paying for this drug screening.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Flat Rock-Hawcreek School Corporation who may have knowledge of the results of a drug test will not divulge to anyone

the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

BUDGET

Hauser High school will randomly test 10 students a month who participate in athletics, extra-curricular activities, or drive to school.

10 tests per month @ \$28.00 test	\$280.00

COST PER MONTH	\$280.00
9 months of testing	
(Sept-May)	\$2520.00
TOTAL BUDGET	\$2520.00

Legal References:

Adopted: March 25, 2008

SUBSTANCE ABUSE POLICY (POLICY 5-6-9)

PHILOSOPHY STATEMENT

The Flat Rock-Hawcreek School Corporation supports the concept that students will function at school with greater effectiveness if they are not under the influence of illicit mood-altering substances. The use of such substances is wrong and harmful. They have a negative effect on learning and on the total development of the individual as well as causing behavior that interferes with the educational environment and the right of other students to learn. The school board further believes that suspension or expulsion is appropriate and may act as a deterrent for those who choose to possess, distribute, be under the influence or use illicit mood-altering substances at school or at school-related events. In addition to a penalty, help should be offered to those students wishing to deal with their abuse problem.

ELEMENTARY POLICY AND PROCEDURE

Students shall not possess, distribute, be under the influence of, or use illicit substances at school or school related functions. Such substances include, but are not limited to alcohol, tobacco, mood-altering chemicals or substances, and/or controlled chemicals or substances. In situations involving alcohol or controlled substances, proper law enforcement agents will be contacted upon the establishment, by reasonable suspicion, that substance abuse involving a student or students has occurred.

<p>FIRST OFFENSE</p>	<p>A.) The Student Assistance Director and parent/guardian will be notified.</p> <p>B.) The Student Assistance Director and proper school authorities will meet with the student and his/her parent/guardian. Appropriate recommendations will be made.</p> <p>C.) The student may be suspended from school for a minimum of three days.</p> <p>D.) The student may be excluded from athletic and/or extra-curricular activities</p>
<p>SECOND OFFENSE</p>	<p>A.) The Student Assistance Director and the student's parent/guardian will be notified</p> <p>B.) The student will be suspended for a minimum of three days.</p> <p>C.) The Student Assistance Director will meet with the student and/or his/her parent/guardian and various recommendations will be made.</p>

	D.) The student will be excluded from athletic and/or extracurricular activities.
THIRD OFFENSE	<p>A.) The Student Assistance Director and the student's parent/guardian will be notified.</p> <p>B.) The student will be expelled for the remainder of the semester in which the offense occurred and may be expelled for the following semester if the offense is committed in the last fourth of the semester.</p>

SECONDARY POLICY AND PROCEDURE

Students shall not possess, distribute, be under the influence of, or use illicit substances at school or school-related functions. Such substances include but are not limited to alcohol, mood-altering chemicals or substances, and/or controlled chemicals or substances.

FIRST OFFENSE	<p>An automatic expulsion will be recommended by the administration for a minimum of one entire semester subject to the following terms and conditions. The principal shall recommend expulsion for the violation of the substance abuse policy but will withhold that recommendation if the following criteria are satisfactorily met by the student, who has violated the rules, and by his/her parents.</p> <ol style="list-style-type: none"> 1. The student will be suspended for a minimum of five days (up to ten days) during which time the student or parent must schedule and complete a chemical assessment administered by a professional drug/alcohol counselor. Procedure and referral information will be available from the Student Assistance Director. The recommended treatment must be commensurate with the family's ability to pay and be in process before the student returns to school. If the student and/or parent fails to schedule and/or fails to complete the assessment and begin treatment, the principal shall forward the request for expulsion to the superintendent. The student and parent or guardian must sign the conditional agreement to defer expulsion proceedings, and satisfactorily complete all of the terms and conditions provided in the agreement.
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	<ol style="list-style-type: none"> 2. The student must submit written verification to administration that he/she has entered and will be completing a recommended program for treatment (as delineated in item #1) within ten days of receipt of notice that he/she may be expelled for their actions. If the student does not complete the recommended program, the principal will resume expulsion proceedings. 3. The student may be required to participate in follow up activities with the Student Assistance Director when he to school. The Student Assistance Director may also request participation in community Alcoholics Anonymous or Narcotics Anonymous meetings and/or periodic drug screens. Non-compliance may result in expulsion. 4. This alternative to expulsion will be available only one time during the student's enrollment at Hauser Junior-Senior High School. It will not be available in offenses which involve distributing.
SECOND OFFENSE	The school administration will move for expulsion from school for the remainder of the school year (minimum of one entire semester). Student must submit written verification that chemical assessment and treatment was received before he may return to school.
THIRD OFFENSE	The school administration will move for the maximum expulsion penalty (minimum of remainder of the current semester, & the entire next semester) through due process proceedings.

DISTRIBUTION OF ILLICIT SUBSTANCES

Distribution of illicit substances (not illegal) i.e. over-the-counter or natural substances which are given or used with the implied intent of mood alteration. The school administration will move for expulsion from school for the remainder of the school year (minimum of remainder of the current semester and the entire next semester). The student must submit written verification that chemical assessment was completed and the recommended treatment is in process before he/she may return to school.

SUBSEQUENT OFFENSE:

The school administration will move for the maximum expulsion penalty (minimum of the remainder of the current semester, & the following semester) through due process proceedings.

DISTRIBUTION of alcohol, illegal, or controlled substances:

Proper law enforcement agents will be contacted upon the establishment, by reasonable suspicion, that substance abuse involving a student has occurred.

The school administration will move for the maximum penalty (minimum of remainder of the current semester, & the following semester) through due process proceedings.

SECONDARY TOBACCO POLICY AND PROCEDURE

Students shall not possess or use tobacco products.

FIRST OFFENSE	Choice one: Three day suspension (in or out of school at the discretion of the principal). Choice two: Three session Tobacco Education led by the Student Assistance Director One day in-school suspension Available only on first offense in junior high and first offense in senior high.
SECOND OFFENSE	Five day suspension which may be served in the REVIEW program if it is available.
THIRD OFFENSE	Ten day suspension pending expulsion (minimum of one entire semester).

Offenses accumulate each school year.

ATHLETIC, EXTRA-CURRICULAR AND CO-CURRICULAR POLICY

Students involved in athletics, extra-curricular, or co-curricular activities will be penalized for confirmed substance abuse offenses occurring 365 days a year.

A confirmed violation will be defined as:

1. Communication from law enforcement or probation which indicates probable cause to file charges of possession or use.
2. A reasonable suspicion established by a school administrator that the student has
3. Been involved with possession or use of an illicit/illegal substance.
4. A voluntary admission of use.

PENALTIES FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

FIRST OFFENSE	The student will not participate in sports or activities for the two weeks following the confirmed violation. If the offense occurs before the student is active in a sport or the penalty will go into effect at the beginning of the season of the next activity he/she is involved in. In the case of athletics the student must miss at least one IHSAA contest, even if a contest does not occur during the two week suspension. The student is not allowed to practice with the team. He/she may attend contests, but will not be allowed to dress or sit with the team. The student must complete the season for this penalty to adequately have been served. If the student is involved in athletics and extra-curricular activities, he must serve the penalty in both.
SECOND OFFENSE	The student will be excluded from all sports and extra-curricular activities for the remainder of the current semester plus the next complete semester.
SUBSEQUENT OFFENSE	The student will be excluded from all sports and extra-curricular activities for the remainder of his/her high school career at Hauser

PENALTIES FOR CO-CURRICULAR ACTIVITIES

FIRST OFFENSE	The student will be excluded from all off-campus events for the first two weeks the class meets following a confirmed violation. This will include all field trips.
SECOND OFFENSE	The student will be excluded from all off-campus events for the remainder of the current semester plus the next complete semester. This includes all field trips.
SUBSEQUENT OFFENSE	The student will be excluded from all off-campus events for the remainder of his/her high school career at Hauser.

Penalties in all offenses will accumulate through junior high and high school.

The adult coach or sponsor of the program during which the offense has been committed will provide the administration (upon confirmation of a violation) with written notice as to the dates and times the designated penalties are to be served.

In all offenses, student must agree to meet with the Student Assistance Director and participate in activities he/she directs before eligibility will be reinstated. He/she must also be free of all illicit substances before he/she will be allowed to participate again.

CONDITIONAL AGREEMENT TO DEFER REQUEST FOR EXPULSION

Student _____ Grade _____

Parent/Guardian _____

Address _____ Phone _____

Date of Alleged Violation _____

Nature of Alleged Violation _____

Expulsion dates _____

In accordance with the provisions of the Substance Abuse Policy which provides for the principal's deferral of a request for expulsion for a first time offense involving consumption or illicit possession of alcohol, drugs, or other mood altering substances provided that certain conditions are met by the student and parent/guardian, the school, student, and parent/guardian agree to the deferral conditions set forth below.

The school has filed its request for expulsion together with this agreement by which the school, the student, and the parent/guardian hereby request, consent, and agree that the principal defer filing such request with the superintendent pending the parties' good faith compliance with the terms and conditions of this agreement.

In the event the student and parent/guardian satisfactorily complete the terms and conditions set forth in this agreement, the school agrees to withdraw its request for expulsion. Should the student and the parent/guardian fail to satisfactorily complete or refuse to comply with the conditions, the principal shall resume expulsion proceedings.

Terms and Conditions

1. The student will be suspended from school from _____ to and including _____
2. The student/parent agrees to:
 - a. Schedule and complete a chemical assessment administered by a professional drug/alcohol counselor. Procedure and referral information will be available from the Student Assistance Director. Written verification must be submitted to administration that the student has entered and will be completing a recommended program for treatment within ten days of receipt of notice that he/she may be expelled for their actions.
 - b. The student must meet with the Student Assistance Director and may be required to participate in follow up activities at school and or the community such as Alcoholics

Anonymous or Narcotics Anonymous. The Student Assistance Director may also require periodic drug screens.

Student	Date	School Official	Date
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Parent/Guardian	Date
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STUDENT RIGHTS & RESPONSIBILITIES: STUDENT DISCIPLINE (POLICY 5-6-10-1)

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Student Discipline Rules promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

Data regarding suspension(s) and expulsion(s) shall be entered on a student's permanent record.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purpose of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;

- C. be directed, where possible, to ameliorate any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Student Discipline Rules.

A student who has been disorderly in a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

The Board of School Trustees will support reasonable efforts to collect restitution from individuals financially responsible for damage to school property through vandalism, malicious behavior, or gross carelessness.

A parent or legal guardian of a student may be required to participate in any action taken in connection with the discipline of a dependent student upon notification in writing from the superintendent or principal setting for the steps the parent or legal guardian must take to participate in the disciplinary action taken by the school. Failure of a parent or legal guardian to participate as requested may result in a report being filed with the county juvenile probation officer pursuant to the provisions of Indiana statute, where the behavior of the student has been repeatedly disruptive in school.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained.

Legal Reference: I.C. 20-33-8 et seq.

Adopted: May 21, 2013

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES* (POLICY 5-6-10-2)

**These procedures are limited to the discipline of students with disabilities as identified under 511 IAC 7. The procedures are not intended to be used as a substitute for the discipline rules set forth in 511 IAC 7 et. seq.*

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with 511 IAC 7, administrators may take the following discipline actions:

SUSPENSION

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with disabilities may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a non-disabled student.

Educational services do not have to be provided to a student with disabilities during the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with disabilities shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with disabilities has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

EXPULSION

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series

of suspensions totaling more than ten (10) cumulative days that constitutes a pattern of removal from the student's current placement.

Before a student with disabilities can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with disabilities must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR WEAPONS OR ILLEGAL DRUGS

If a student with disabilities carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with disabilities may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to non-disabled students. The parent of the student with disabilities may also request a due

process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

REMOVAL FROM PLACEMENT BECAUSE OF LIKELY INJURY

If a student with disabilities has been suspended or expelled, and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

Legal Reference: 20 U.S.C. 1415
 34 C.F.R. 300.519 - 300.529
 511 IAC 7

Adopted: 3/4/08

HEALTH AND SAFETY: SECLUSION, RESTRAINTS AND ISOLATED TIME OUTS (POLICY 5-6-10-3)

The Board of School Trustees believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or isolated time out to protect a student from causing harm to him/herself or to others.

Isolated time out and physical restraint as defined in this policy shall be used only as means of maintaining a safe and orderly environment for learning and only the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a Behavior Intervention Plan and/or an Individual Education Plan. If such is the case, the terms of the Behavior Intervention Plan or Individual Education Plan will govern the use of these measures.

Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

The superintendent shall determine the appropriate training program of physical restraint and isolated time out to be used in the corporation. The training program must include behavioral support, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or isolated time outs with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

In the case of an emergency, physical restraints and/or isolated time outs should be used only when a student's physical behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Isolated Time Out (Seclusion)

"Isolated time out" means the confinement of a student in a time-out room or another enclosure, whether within or outside the classroom, from which the student's ability to leave the room or enclosure is restricted.

Any enclosure used for isolated time out shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which the isolated time out was deemed an appropriate intervention.

If a student is placed in isolated time out pursuant to a Behavior Intervention Plan or Individual Education Plan, any time limitations identified in the Behavior Intervention Plan or Individual Education Plan will control.

Physical Restraint

“Physical restraint” means holding a student or otherwise restricting his or her movements.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use; and
3. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a Behavior Intervention Plan or an Individual Education Plan.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student as soon as possible or within 24 hours of the incident.

An annual review of the use of physical restraint and isolated time out including a review of all individual corporation cases involving the use of physical restraint and isolated time outs shall be completed and documented to ensure compliance with the school's policy and procedures.

When reviewing individual cases, it is recommended that when a student has experienced three instances of isolated time out or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an Individual Education Plan.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any Behavior Intervention Plan or Individual Education Plan requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and isolated time outs will be investigated according to the provisions of board policy on public complaints.

The superintendent shall develop administrative procedures to carry out the requirements set forth in this policy and any other requirements established by law.

Legal Reference: IC 20-33-8
IC 20-20-40

Adopted: June 5, 2012

Amended: April 1, 2014

Welfare

CHILD ABUSE REPORTING (POLICY 5-7-7)

Child Abuse and Neglect

It shall be the policy of the Flat Rock-Hawcreek School Corporation to cooperate in exposing the problem of child abuse and neglect by early identification of abuse and neglect and by reporting suspected cases to duly constituted authorities. Any doubt reporting a suspected situation should be resolved in favor of the child. Guidelines have been developed to provide direction for staff members in reporting suspected child abuse and neglect cases. Periodic staff development on the subject of child abuse and neglect shall be provided to maintain awareness on the part of all staff members.

“Child Abuse” means circumstances where a child has any physical injury inflicted by other than accidental means, or is the victim of a sex offense.

“Child Neglect” means the circumstances in which a person having the care, custody, or control of a child knowingly places the child in a situation that may endanger his life or health; abandons or cruelly confines the child; deprives the child of education required by law; fails, being able, to provide necessary support; or permits the child to participate in an obscene performance.

Reporting Cases of Child Abuse and Neglect

As soon as an employee has reason to believe that a child may have been abused and/or neglected, he/she must immediately contact the school principal and the Bartholomew County Office of Children and Protective Services.

The person making the original oral report is directed to send a written report of the incident to the Bartholomew County Office of Children and Protective Services on forms provided.

A. Immunity

- A. Under the Indiana Code, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty.
- B. The privileged communication which otherwise exists between a school counselor and a student is not a ground for failing to report a case of suspected child abuse.

B. Validation

- A. Validation of suspected abuse and/or neglect is the responsibility of the Bartholomew County Office of Children and Protective Services.

Legal References: I.C. 31-6-11-1 et seq.

PROMOTION, PLACEMENT AND RETENTION (POLICY 5 – 8)

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

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

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

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

- A. completed the course requirements at the presently assigned grade;
- B. achieved, in the opinion of the professional staff, the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit the student to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's Individual Education Program.

No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve the student's ability or lengthen eligibility to participate in extra-curricular athletic programs.

The superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- B. assure that reasonable efforts be made to remediate the student's difficulties before the student is retained;

- C. assign to the building principal and the teacher the final responsibility for determining the promotion, placement or retention of each student in regular class programs.

Legal Reference: 511 IAC 6.1-5-10

Adopted: 3/4/08

Student Wellness

PHYSICAL ACTIVITY AND NUTRITION POLICY (5-9)

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Flat Rock-Hawcreek School Corporation is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

1. Nutrition Education and Wellness Promotion

- a. Nutrition and physical activity lessons will be designed for integration into the curriculum and the health education program.
- b. Staff will cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition.
- c. Nutrition education will incorporate lessons helping children acquire lifelong skills for making nutritious and enjoyable food choices for a lifetime (*e.g. reading food labels, calorie balance, and menu planning*).
- d. Each school in the district should encourage staff to model healthy eating and physical activity as a valuable part of daily life.
- e. Schools will link nutrition education activities with coordinated school health program.
- f. Nutrition education will be provided to parents in the form of handouts, the school website, articles, and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach parents. Students will be asked for input and feedback through use of student surveys and attention given to their comments.
- g. The healthiest choices, such as salads and fruits, will be prominently displayed in the cafeterias to encourage students to make healthy choices. Schools shall label/mark healthy food items available so students know which items are healthy.
- h. In service training for staff will be encouraged.
- i. Nutrition education curriculum is aligned with academic standards.

- j. The FRHC School Corporation will work within existing school health councils to develop, implement, review and as necessary, revise school nutrition and physical activity polices. *(A school health council consist of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)*

2. Standards for USDA Child Nutrition Programs and School Meals

- a. All schools will provide breakfast through USDA School Breakfast Program. The morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.
- b. School personnel will assist all students in developing the healthy practice of washing hands before eating. Students shall have convenient access to hand washing/sanitization stations.
- c. Schools will accommodate special dietary, religious, ethnic, and cultural needs of students. Meals served through the National School Lunch and Breakfast Programs will:
 - i. be appealing and attractive to children;
 - ii. be served in clean and pleasant settings;
 - iii. meet, at a minimum, nutrition requirements established by USDA for Federally funded programs;
 - iv. eliminate trans fats;
 - v. offer a variety of fruits and vegetables; serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
 - vi. ensure that half of the served grains are whole grain.
- d. Cooking methods to reduce fat in school meals shall be used whenever possible. Most cooked foods offered as part of a meal will be baked or steamed. Purchasing programs and preparation methods will be used to decrease fat, calorie, and sodium levels in food.
- e. Students will have the opportunity to provide input on local, cultural, and ethnic favorites. The Food Services Department shall provide periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu.

- f. The Food Service Department will share and publicize information about the nutritional content of meals with students and parents.
- g. Students will be provide adequate time of 30 minutes to eat lunch.
- h. Lunch should be scheduled during appropriate hours.
- i. Appropriate supervision shall be provided in the cafeteria and rules for safe behavior shall be consistently enforced.
- j. Shall ensure that professional development in the area of food and nutrition is *provided* for food service managers and staff.

3. Nutrition Standards for Competitive and Other Foods and Beverages

- a. Fifty percent (50%) of items sold through the vending machines shall contain no more than 35% of total calories from fat and sugar and no trans-fat. Competitive foods in vending machines will not be available during lunch.
- b. Classroom celebrations will focus on activity rather than food.
 - i. The district shall provide parents with a list of foods and ideas for healthy celebrations/parties, rewards, and fundraising activities.
- c. Fifty percent of K-12 food service a la carte and school vending machines sale of snack-items per package shall include:
 - i. No more than thirty percent (30%) total calories from fat
 - ii. No more than ten (10) gm. saturated fat
 - iii. Less than thirty-five percent (35%) sugar by weight
 - iv. No more than 600 mg sodium
- d. A snack food item sold individually shall contain no more than 300 calories per serving.
- e. Schools are encouraged to source fresh fruits and vegetables from local farmers where practical
- f. Food rewards or incentives high in sugar, such as candy and soft drinks, will rarely be used in classrooms for the purpose of encouraging student achievement or other desirable behavior. Non-food positive behavior support is preferred as a means to assist students to develop emotionally, behaviorally, intellectually and physically.

- g. At least fifty percent (50%) of beverages must be 100% juice, milk, water, and electrolyte replacement drinks.
- h. District schools will sell only low-fat milk.
- i. All beverages other than water and milk shall be 20 oz. or less.
- j. Drinking water fountains will be available to students and staff throughout the school building.
- k. Fundraising activities will strive to support healthy eating and wellness.

4. Physical Activity and Physical Education

- a. All students in grades K-6 will be scheduled for physical education instruction in accordance with state law. Students in grades 9 shall participate in the instructional program of physical education. Physical education in grades 7-8-10-11-12 is an elective.
- b. Elementary students will receive a minimum of forty (40) minutes per week for physical education instruction. High School students shall earn two (2) semesters of physical education credit.
- c. Physical education classes will have appropriate student/teacher ratios.
- d. The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards.
- e. Physical education shall be taught by appropriate staff.
- f. All staff involved in physical education should be provided with opportunities for professional development.
- g. Waivers will not apply towards the physical education courses required for a diploma.
- h. Classrooms shall incorporate, where possible, appropriate, short breaks that include physical movement.
- i. Intramurals offerings should be maintained at present levels and steadily increased to accommodate elementary, middle, and high school grades.
- j. The district is encouraged to promote the use of school facilities outside school hours for physical activity programs offered by community-based organizations.

- k. Staff members will not deny participation in physical education, recess, or other physical activity opportunities as a form of discipline or punishment unless the safety of students is in question or the action is necessary for reasons approved by the principal or parent.
- l. All elementary school students shall have daily recess.
- m. The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police/sheriff departments in those efforts.

5. Evaluation

- a. The principal or person assigned the task shall ensure that the school is in compliance with the District standards by the end of the first quarter of the school year.
- b. The advisory council shall meet at least annually to review nutrition and physical activity policies, evidence on the health impact, and effective programs and program elements.
- c. The advisory council shall prepare a report annually for the Superintendent evaluating the implementation of the policy and include any recommended changes or revisions.
- d. Policy shall be revised as necessary.
- e. The District will promote periodic and ongoing programs to increase knowledge and activity for faculty and staff.

Adopted: June 20, 2006

Amended: June 19, 2012

Legal Refs: 42 U.S.C. & 1751 Note

STUDENT RECORDS (POLICY 5-11-1)

RIGHTS AND PRIVACY

- A. Education Records. Education records are those official records, files, and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the school corporation. Access to and correction of education records is governed by this policy.
1. Exclusions. Education records do not include the following:
 - a. Data which relates to a student or groups of students but by which the student(s) cannot be identified.
 - b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes, on student work, transcripts of interviews, counselors' notes, and memory aides.
 - c. Privileged communications made under IC 10-67.1-6-15 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 31-6-11.
- B. Parent - A 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.
- C. Student - A student is any individual who is or has been in attendance at the school corporation.
- D. Eligible Student - An eligible student is one who has reached eighteen (18) years of age or is attending a post-secondary education institution.
- E. Disclosure - Disclosure is to permit access to, release of, transfer of, or communication of, education records or personally identifiable information from education records to any party by any means, including oral, written, or electronic means.
- F. Personally identifiable information - Personally identifiable information is information by which it is possible to identify a student with reasonable certainty including, but not limited to, the following:

1. The name of a student, a student's parent, or any other family member.
2. The address of a student.
3. The personal identifier such as a student's social security number.
4. A list of personal characteristics, including disability designation.

I. Rights of a Parent and an Eligible Student

- A. Rights of a parent -The rights afforded to a parent under this policy shall be given to either parent, including a custodial and 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.
- B. Rights of an eligible student - The rights afforded to a parent under this policy shall transfer to a student when the student becomes an eligible student, as defined in this policy, unless the student has been adjudicated incompetent by a court or the type and severity of the student's disabling condition would make a transfer inappropriate.

II. Custody *AND PROTECTION OF EDUCATION RECORDS*

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

4. The date on which, or in the case of a person whose job within the school corporation system requires repeated examination, the period of time over which such examinations were made.

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

III. ACCESS TO EDUCATION RECORDS

- A. Right of access - A parent, a student or an eligible student has the right to inspect and review the education records of such student or any part thereof. A representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.
- B. Manner of exercising such rights - Such right shall be exercised by presenting a written request to the office of the superintendent or the superintendent's designee. The request shall specify the specific education records which the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of education records to be inspected.

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

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

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

IV. DISCLOSURE OF EDUCATION RECORDS TO THIRD PARTIES

- D. Disclosure without the consent of the parent or eligible student - The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student:
1. School officials within the school corporation who have legitimate educational interests. Officials with legitimate educational interests are those individuals who, at the time of access, are directly involved in the development and/or delivery of educational services to the student.
 2. Officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
 3. Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.
 4. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
 5. Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
 6. Accrediting organizations in order to carry out their accrediting functions.
 7. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

8. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
 9. Where such information is furnished in compliance with a suicidal order and pursuant to any lawfully issued subpoena, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event no less than 24 hours before disclosure.
- E. Disclosure with consent - Education records may be furnished to any other person only with the written consent of the parent or eligible student.

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

V. CORRECTION OF EDUCATION RECORDS

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

In the event no agreement is reached, the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing shall be held thereon, and appeals taken, in the same manner as a charge brought under IC 20-8.1-5-14 or, in the case of a student with disabilities, 511 IAC 7-8-1 (p).

VI. COPIES OF EDUCATION RECORDS

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

VII. *RELEASE OF DIRECTORY INFORMATION*

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

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

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

VIII. *EDUCATION RECORD RETENTION REQUIREMENTS*

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

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

Legal Reference:

20 USC § 1232(g)

34 CFR 300.560 et seq.

34 CFR Part 99

IC 20-19-2-8, 9

IC 20-35-20-1

IC 20-33-7

511 IAC 7-23-1, 2, & 3

DISCLOSURE OF STUDENT LISTS (POLICY 5-11-1-1)

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

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

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

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

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

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

Amendment Adopted: 3/4/08

NOTICE

RELEASE OF STUDENT DIRECTORY INFORMATION (POLICY 5-11-1-1)

1. Lists of student names, **telephone listing**, and addresses will be released to agencies such as the military, commission on higher education, and the Indiana College Placement and Assessment Center. The Principal has the right to release individual names when it is in the best interest of the student.
2. The military is defined as the United States Air Force, the United States Army, the United States Coast Guard, the United States Marine Corps, the United States Navy, any reserve component of these military branches, the service academies of these branches, the Indiana Air National Guard and the Indiana Army National Guard.

REQUEST TO WITHHOLD DIRECTORY INFORMATION TO THE MILITARY

1. The high school shall notify the parent and student that either may request the directory information not be released by the high school to the military recruiting representatives.
2. The parent or student must make the request in writing. The parent or student may rescind the request at any time.

Legal Authority: IC 20-10.1-29-1 et seq.

IC 5-14-3-4

20 U.S.C. 7908

10 U.S.C. 503

Cross Reference: FERPA

Student Records**MISSING CHILDREN (POLICY 5-11-2)**

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

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

Legal Reference: IC 20-33-2-10

Cross Reference: FRHC POLICY 5-4-1-1 Enrollment Data, Initial Enrollment, Required Documentation

FRHC POLICY 5-11-1 Student Records, Rights & Privacy

STUDENT RECORDS

DUTY TO PROVIDE CURRENT INFORMATION (POLICY 5-11-3)

Parents/legal guardians are required to provide the school with current information concerning the address and means of notifying or contacting persons responsible for the care and custody of their children enrolled in the Flat Rock-Hawcreek School Corporation.

The principal's secretary should be notified of any changes as they occur.

HATCH AMMENDMENT (NO CHILD LEFT BEHIND) RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS (POLICY 5-11-4)

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

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

LEGAL REFERENCE: 20 U.S.C. 1232h (a)

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or the 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).

LEGAL REFERENCE: 20 U.S.C. 1232h (b)

Adopted: December 3, 2002

Amended: March 4, 2008

WRITTEN CONSENT OF STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS (HATCH AMENDMENT)

(This form is to be used to provide as required by federal law written consent of a student's parent or guardian to the student's participation in a survey, a personal analysis, or an evaluation.)

Name of Student: _____

Address: _____

Grade / School Year: _____

Birthday of Student: _____

Name of Students Parent or Guardian: _____

Address of Parent or Guardian: _____

The survey, personal analysis, or evaluation reveals the following information: (check all those applicable)

- political affiliations or beliefs of the student or the student's parent
- religious beliefs, practices, or affiliations of the student or the student's parent
- mental or psychological conditions that may embarrass the student or his/her family
- sexual behavior or attitudes
- illegal, anti-social, self-incriminating or demeaning behavior
- critical appraisals of other individuals with whom the student has a close family relationship
- legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister
- income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)

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

I, _____, consent to the participation of _____

(name of parent or guardian of student)

(name of student)

in the attached survey, personal analysis, or evaluation.

(Date)

(Signature of Parent/Guardian)

ISTEP+ POLICY (POLICY 5-12)

Beginning with the ISTEP+ test administered in the fall of 1997 all students scoring below standard on both Math and Language Arts sections of the test in grades 8 and 10 will be required to participate in summer and school year remediation program offerings.

Any student (or parent) requesting a waiver from such required remediation must appeal to the school principal by April 15 of the school year in which he/she took the ISTEP+ exam. Waiver requests from remediation may be granted only after a joint teacher/administrative review of performance of the student. The principal will notify the student and parents by June 1 as to the final determination of the remediation waiver request.

Board of School Trustees Approved January 6, 1998

POST-SECONDARY ENROLLMENT PROGRAM (POLICY 5-13)

The district believes that students who are capable of and wish to pursue college level work while in high school should be permitted to do so.

Information about post-secondary enrollment opportunities will be made available to students and their parents/guardians.

Any student who wishes to participate in postsecondary enrollment opportunities on an approved college campus rather than a course taught at Hauser Jr./Sr. High School must inform his/her counselor at least two months in advance. The student must qualify for the designated off-campus opportunity as defined by the college admission policy and be approved by the high school guidance counselor and high school principal.

Any student in grades 9 through 12 may apply to any institution of higher education through the post-secondary enrollment opportunity. Academic credit granted for course work successfully completed by a student under this opportunity may qualify as high school credit or credit at the institution of higher education in accordance with the contract for dual credit with the eligible institution. A student participating in this opportunity will still be considered as enrolled in the district and eligible for all high school activities.

LEGAL REFERENCE: I.C. 21-43-4
511-6-10-4

Date Adopted: March 4, 2008
Date Revised: August 6, 2013

GRADUATION REQUIREMENTS (POLICY 5-14)

In the 2009 legislative session, Indiana lawmakers passed a bill requiring “Financial Literacy” become a part of school curriculum for grades 6-12. The Indiana Code is as follows:

IC 20-30-5-19**Personal financial responsibility instruction**

Sec.19. (a) Each school corporation, charter school, and accredited nonpublic school shall include in its curriculum for all students in grades 6 through 12 instruction concerning personal financial responsibility.

(b) A school corporation, a charter school, and an accredited nonpublic school

may meet the requirements of subsection (a) by:

- (1) integrating, within its curriculum, instruction; or
- (2) conducting a seminar; that is designed to foster overall personal financial responsibility.

(c) The state board shall adopt a curriculum that ensures personal financial responsibility is taught:

- (1) in manner appropriate for each grade level; and
- (2) as a separate subject or as units incorporated into appropriate subjects; as determined by the state board. *As added by P.L.154-2009, SEC.2.*

In clarifying this law, Indiana Department of Education said that a program needs to be in the middle school (6-8) and a program in high school (9-12) but did not need to be every year. To address this legislation and guideline, Hauser Junior-Senior High School has junior high students receiving appropriate instruction as part of their advisory period.

At the high school level, we request the Flat Rock-Hawcreek School Corporation Board of School Trustees approve the following as a requirement for graduation beginning with the Class of 2011:

“All students receiving a diploma from Flat Rock-Hawcreek School Corporation must pass a one semester course in Economics. Students earning a General Diploma must also take and pass “Adult Roles & Responsibilities” for one semester in their junior or senior year (senior year preferred).”

Under state diploma requirements, students receiving a General Diploma do not have to take Economics. The state requirement for a General Diploma indicates that a student must pass 2 credits in US History, 1 credit in US Government, and any other 1 Social Studies credit. We would like to make that extra credit a specific credit—Economics. Hauser High School will offer three (3) levels of Economics to assist students in achieving this requirement.

1. Students who wish to earn a Core 40 with Academic Honors Diploma or Core 40 with Technical Honors Diploma will be encouraged to take Economics -Advanced. This course will cover all the material previously covered in Economics - Advanced with the addition of Financial Literacy standards as set by the Indiana Department of Education. This course will be a fast paced course and is intended for the students who can handle the speed with which this course will move.
2. Students who wish to earn any level of Core 40 diploma must take at least Economics. It will move slower than Economics - Advanced. This course will address all the regular Core 40 standards in the curriculum for Economics incorporating and placing more emphasis on the Financial Literacy standards to Economics.
3. Students who wish to earn a General Diploma will take an Economics course that will continue the Financial Literacy standards learned in the “Adult Roles & Responsibilities” course combining them into the Economics course which will be an “applied” curriculum quite different from the other “Core 40” Economics courses. Appropriate Economics standards will be taught as part of this unique curriculum.

COLLEGE VISITATION**(POLICY 5-15)**

Since 2002, Hauser High School has allowed juniors and seniors who passed the 10th grade Graduation Qualifying Exam to take the 3 days of GQE testing to visit college campuses. Provided the student had made appropriate arrangements with the campus admissions office and brought back signed proof of attending an admissions visit, students were not counted as absent. Since the state of Indiana no longer requires fall testing of students in grades 7-10, Hauser students are losing this opportunity to visit college campuses without taking an advanced absence that will count against their attendance record.

The Hauser Guidance Department would like to propose that juniors and seniors have up to two college campus visitation days each year that will not count against their attendance record but show as “Excused- Other” with the following guidelines:

1. Students must make arrangements at least two weeks in advance of the campus visit with the college admissions office and request a letter be sent indicating their appointment.
 - a. The student will complete a College Visitation Absence Form and attach a copy of the letter from the admissions office confirming their appointment.
 - b. The College Visitation Absence Form must be submitted and approved by the principal, assistant principal, or guidance director at least one week before the absence.
2. Students must be in good standing at Hauser with the attendance, discipline, and academic records.
 - a. Students will not be approved if they have missed more than 6 days of school.
 - b. Students who have reached step 5 or higher on the discipline ladder will not be allowed to attend a college visit.
 - c. Students must be academically eligible for admission to the college they wish to visit.

i. For most 4-year colleges, this means a student must be on track to earn a Core 40 diploma or higher, a minimum of 2.5 GPA (or very close to 2.5), and be appropriately ranked in the class.

ii. Students wishing to visit a community college or technical school must be on track to graduate and have indicated an interest in a program offered by that institution through coursework completed, a career interest inventory, or written in the 4-year planning guide.

3. Students must bring back proof from the admissions office that they attended and completed an official admissions visitation.

4. Students who wish to visit out of state colleges may use a combination of these days for travel and visitation.

5. Students will not be allowed to use these college visitation days in the last 2 weeks of a semester of immediately preceding or following a school break (e.g. fall break, spring break)

6. Students who do not follow these guidelines may still visit a college campus but will have to take those days as unexcused absences from school or an excused absence by completing an Advanced Absence Form that will count against their attendance record.

CHAPTER 6: INSTRUCTION

School Year

SCHOOL CALENDAR

(POLICY 6-2-1)

The school calendar and time schedule shall be established by the Board, with input from the teachers and community.

Organization of Instruction

SPLIT CLASSES (POLICY 6-3-13)

When it becomes necessary to balance class enrollments in an elementary school by assigning students from two consecutive grade levels into one classroom, it shall be the responsibility of the building principal to make such assignments, based upon the following considerations:

- a. classroom teacher recommendations
- b. academic ability of the students
- c. available resources

HOMEWORK (POLICY 6-4)

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to anyone or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are generally on a daily basis and are also on a one to one basis with the teacher.

Skill development lessons are usually assigned to all students and are closely related to the regular current classwork. Analysis of weaknesses and strengths is noted regularly by the teachers and is used to assist the student through supervision by the teacher of the initial practice by student before independent work is assigned.

Preparatory homework is normally intended to familiarize the student with a content or topic and to serve as a basis for subsequent activity.

The Board expects that great care must continually be exercised by the teacher to permit students adequate personal time and time for physical and cultural development. A lengthy day of serious study followed by demands and pressures of excessive outside assignments may cause negative student attitudes to develop. Therefore, homework assignments should be approached from a positive viewpoint so that they will enhance student success in school. The age, capability, normal growth pattern of children and other demands on student time should be taken into consideration when assignments are administered.

Legal Reference: 511 IAC 6.1-5-9

Adopted: 3/4/08

CO-CURRICULAR AND INTERSCHOLASTIC PROGRAMS (POLICY 6-6)

The Board encourages participation in worthwhile activities that bring greater achievement in enhancement of the academic, emotional, and social development of students.

The number, type, organization, and location of all school sponsored extra-curricular activities shall be approved by the principal.

**COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973
(POLICY 6-8)**

SECTION 504

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the Flat Rock-Hawcreek School Corporation "Flat Rock-Hawcreek".

1. Flat Rock-Hawcreek assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following is designated as Section 504 compliance coordinator:

Superintendent

Flat Rock-Hawcreek School Corporation

9423 N SR 9

Hope, IN 47246

812-546-4922

3. Parents are provided procedural safeguards that are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent (Student Rights in Identification, Evaluation and Placement."
5. Notice to students, parents, employees and general public of non-discrimination assurances and parent (student rights in identification, evaluation and placement will be disseminated annually in the following manner:
 - a. Announcement in local school systems; and,
 - b. Posted notice in each public school building.

Additionally, the notice will be included in the Flat Rock-Hawcreek professional handbook and disseminated to each principal for inclusion in each parent/student handbook.

6. Flat Rock-Hawcreek has established the following local grievance procedure to resolve complaints of discrimination with regard to employment.

- a. An alleged grievance under Sections 504 must be filed in writing fully setting out the circumstances leading up to such grievance.
- b. Such claims must be made in writing and filed with the following individual:

**Superintendent
Flat Rock-Hawcreek School Corporation**

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Hope, IN 47246

- c. A hearing will be conducted according to the procedures outlined in the student expulsion meeting model.
 - d. The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e. The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
 - f. The hearing may be conducted by any individual including an official of the local school district or the Blue River Special Education Cooperative, who does not have a direct interest in the outcome of the hearing.
 - g. The local school district shall give the parent student, or employee full and fair opportunity to present evidence relevant to the issues raised. The parent, student or employee may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Flat Rock-Hawcreek, will inform all handicapped persons and their parents or guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Flat Rock-Hawcreek School Corporation not to discriminate against otherwise qualified individuals with disabilities solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA coordinator of

Flat Rock-Hawcreek School Corporation

9423 N SR 9

Hope, IN 47246

812-546-4922

or, to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT OF HANDICAPPED INDIVIDUALS

SECTION 504 OF THE REHABILITATION ACT OF 1973

In compliance with procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following Notice of Parent/Student Rights in Identification, Evaluation and Placement shall be utilized in the Flat Rock-Hawcreek School Corporation.

The following lists of rights are given to insure the parent's awareness of regulations about the evaluation of and/or special instruction which may be offered to his/her child. Should the parent have any questions, contact the Flat Rock-Hawcreek School Corporation at (812) 546-4922 or Blue River Special Education Cooperative at (317) 398-4468. The parent also has the right to meet with the Superintendent or designee and/or the local Board to resolve objections to either evaluation or educational placement.

- I. Organizations and agencies which the parent may contact to obtain assistance with evaluation/placement questions include, but are not limited to the following:

- A. FEDERAL

Office for Civil Rights

55 Erie View Plaza, Room 300

Cleveland, OH 44104

(216) 522-7636

- B. STATE

- Indiana Dept. of Public Welfare**

- Div. of Services for Crippled Children**

238 S. Meridian Street, 5th Floor

Indianapolis, IN 46225

(317) 232-4283

- Indiana Dept. of Mental Health**

117 E. Washington Street

Indianapolis, IN 46204

(317) 232-7800

Dept. of Human Services

Div. of Vocational Rehabilitation

251 N. Illinois Street, Box 7083

Indianapolis, IN 46207

(317) 232-6500

1-800-545-7763

Indiana State Board of Health

Div. of Child Specialty Services

PO Box 1964

Indianapolis, IN 46206

(317) 633-0286

Indiana Protection and Advocacy Commission

850 N. Meridian Street, Suite 2C

Indianapolis, IN 46205

1-800-622-4845

V/TDD (217) 232-1150

Council of Volunteers and Organizations for the Handicapped

3119 Cossell Drive

Indianapolis, IN 46224

The Commission for the Handicapped

1330 W. Michigan Street

P.O. Box 1964

Indianapolis, IN 46204

(317) 633-0286

TDD (317) 633-0859

C. LOCAL

Flat Rock-Hawcreek School Corporation

PO Box 34

Hope, IN 47246

(812) 546-4922

D. LOW COST LEGAL SERVICES

II. The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the rights to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA-PL. 101-476), Indiana Special Education Regulations (Article 7), or regular education intervention/modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data, and placement options.
8. Have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.

9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
11. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an Imperial due process hearing.

SECTION 504 GRIEVANCE PROCEDURE

The Flat Rock-Hawcreek School District does not discriminate on the basis of disability in admission, access to services, treatment or employment in its programs and activities. Any complaints of discrimination in violation of federal law should be addressed through the following grievance procedure:

STEP 1: Informal Discussion With Coordinator

Complainants are encouraged to try to resolve problems promptly through informal dispute resolution. The complainant meets informally with the district Section 504 coordinator and discusses his/her complaint. The coordinator will investigate, documenting all steps (including dates and nature of meetings, disposition and dates of disposition), and will reply in writing to the complainant within five working days of the initial meeting.

STEP 2: Written Complaint

If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written grievance with the Section 504 coordinator within 10 working days of disposition at Step 1. The written complaint must include:

- * A clear statement of the alleged violation.
- * The remedy sought by the complainant.
- * The complainant's signature and the date.

The district's Section 504 coordinator will conduct a full investigation of the grievance and will prepare a written report of the investigation that will include:

- * A clear statement of allegations of the grievant and remedy sought.
- * A statement of the facts as contended by each party.
- * A statement of the facts as found by the coordinator and evidence to support each fact.
- * A list of all witnesses interviewed and documents review during the investigation.
- * A narrative describing attempts to resolve the grievance.
- * The coordinator's conclusions on whether the grievance is valid.

If the coordinator believes the grievance is valid, the coordinator will recommend appropriate action to the superintendent of schools.

The report will be filed with the superintendent within 15 days of receipt of the written grievance. A copy of the report will be provided to the complainant.

If the superintendent agrees with the recommendations of the coordinator, the recommendations will be implemented.

STEP 3: Appeal to School Board

If the complaint is not satisfactory resolved through step 2, the complainant may file a written appeal to the Board of Education. The appeal which must be filed within 10 working days of the superintendent's decision, must include copies of the disposition at Step 1, if applicable, the written complaint, the coordinator's report and the superintendent's derision at Step 2.

The appeal will be considered at the next regularly scheduled board meeting as long as the appeal is filed at least five working days before the meeting. Within 10 working days of considering the appeal the board will @e a written decision through the Superintendent's Office.

OCR Complaint

At any stage in this grievance procedure, the complainant has the right to file formal complaints with the Office for Civil Rights, U.S. Department of Education, 330 C St., S.W., Washington, DC 20202. (The address of your regional OCR office may be a better option here.)

The district Section 504 coordinator is:

Mr. Douglas Heighway

Flat Rock-Hawcreek School Corporation

9273 N SR 9

Hope, IN 47246

SECTION 504 REFERRAL

B. Personal Information:

Student: _____ Date of Birth: _____

Parents: _____ Phone: _____

Address: _____ School: _____

Teacher: _____ Grade: _____

Referred By: _____

C. 1. Reason For Referral: _____

2. Strategies/Intervention initiated (attach copies of general education intervention documentation): _____

3. Information Requested: _____

D. Referral Direction (Principal Only): _____

Principal Signature: _____

cc: Parent; 504 Coordinator Principal
Teacher; Educational Record

PHYSICIAN QUESTIONNAIRE FOR MEDICAL CONCERNS

Student: _____ Date of Birth: _____

Address: _____ Grade: _____

Parent: _____ Phone: _____

1. Detail available medical background including a written diagnostic statement and copies of any/all reports?
2. In your opinion, how do these difficulties “substantially limit” this student's ability to receive and benefit from learning.
3. Recommendation for consideration at an upcoming conference.

Please attach any reports pertinent to the medical/educational needs of this child.

Please forward this copy to

Thank you.

cc: Principal

Parents

Educational Record

PARENT NOTICE OF SECTION 504 REFERRAL

Dear _____:

A Section 504 referral (attached) has been initiated for your son/daughter. This correspondence serves as notification that I would like to gather information from a variety of sources in an effort to help (child). Since I have () instructional days to act on and come to some conclusion regarding this request, I would like to meet with you on:

Time: _____

Date: _____

Location: _____

I anticipate that the referring teacher(s) will join us.

The purpose of this meeting will be to:

1. Discuss the referral.
2. Consider the information needed (testing may be necessary).
3. Gain a release of information, if necessary.
4. Gain permission to test, if necessary.
5. Explain your rights and options.

In the meantime, I would appreciate a call from you if this date and time is not convenient, or if you have any questions in this regard.

Thank you.

Sincerely,

cc: Educational Record

PARENT NOTICE - PERMISSION FOR 504 EVALUATION

Student Name: _____ DOB: _____ Age: _____

Grade: _____ Address: _____

Telephone: _____ School: _____

NOTICE:

- a. A referral for a 504 evaluation has been initiated in order to determine the cause, extent or possible remediation for a suspected physical or mental impairment. The reasons for this referral are: _____

- b. Other options considered and general education intervention procedures employed:

- c. Other factors relevant to proposed evaluation: _____

- d. An evaluation is recommended: Yes _____ No _____
- e. Proposed Assessment/Techniques/Personnel:

Assessment Area	Evaluation Techniques	Personnel Evaluation
Medical: Specify	Questionnaire ()	Consultation Personal Physician
Others		

- f. Date/Time of 504 Conference Committee Meeting: _____

(Refer to Notice of 504 Conference Committee Meeting).

PERMISSION:

The evaluation will be conducted within () instructional days of parent permission (which begins the date the form (signed) is received by the principal). A 504 conference will be held to discuss the evaluation and any educational program recommendations. I understand the reasons for the referral and the description of the evaluation process and have checked the appropriate box below:

_____ Permission is given voluntarily to conduct the evaluation process as described.

_____ Permission is denied.

_____ Interpreter needed.

(Specify)_____

_____ I have received a written copy of the Notice of Parent/Student Rights in identification, evaluation and placement of handicapped individuals explained to me by:

Parent/Guardian Signature

Date

Principal Signature

Date

Other

Date

cc: Parents

Section 504 Coordinator

Principal

Educational Record

NOTICE OF CONFERENCE

_____ Initial Conference _____ Annual Review _____ Causal Relationship

This is to confirm our previous contact with you to establish the 504 Conference Committee meeting. The meeting was mutually agreed by the school and parents to be held:

Name: _____ Date: _____

Time: _____

Location: _____

B. The purpose of this meeting:

_____ Discuss results of evaluation/and Section 504 eligibility

_____ Review instructional progress

_____ Review of placement

_____ Discuss misconduct/infraction of school rules as it relates to handicap

_____ Other: (specify) _____

The following records/data will be discussed: _____

C. The following people will be included in the meeting:

1. School Principal _____

2. Guidance Counselor _____

3. Evaluation Specialist (s.) _____

4. Other Specialist(s) _____

5. General Education Teacher(s) _____

6. School Nurse _____

7. Parent(s) _____

8. Student _____

9. Interpreter _____

Please complete this page and return in the enclosed envelope by:

Date: _____ to _____

1. _____ I will attend the 504 Conference Committee Meeting.
_____ I will not attend the 504 Conference Committee Meeting.
2. _____ I would like my child to attend the 504 Conference Committee Meeting.
_____ I do not want my child to attend the 504 Conference Committee Meeting.
3. _____ Please indicate if there are additional school personnel you would like to attend the Conference Committee Meeting.

4. _____ You may also bring any additional persons to the 504 Conference Committee Meeting.

Parent/Guardian Signature:

Date:

cc: Parents

504 Coordinator

Principal

NOTICE OF CONFERENCE INVITATION LETTER

Dear _____

In compliance with Section 504 of the Rehabilitation Act of 1973, a referral has been initiated for:

Name: _____

Date of Birth: _____

Address: _____

Reason: _____

Since the questions presented are related to medical concerns and it appears that these concerns are affecting a "major life activity" (i.e., education), we would appreciate your input by completing the attached for your convenience.

If you have any questions in this regard, please do not hesitate to contact me at (812) 5464922.

Thank you for your assistance.

Sincerely,

cc: Parent

Educational Record

LEAST RESTRICTIVE ENVIRONMENT (POLICY 6-9)

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

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

Legal References: 20 U.S.C. 1412(a) (5)
 I.C. 20-35-2-1
 34 C.F.R. Section 300.305
 511 I.A.C. 7-27-9
 34 C.F.R. Sections 300.550-300.556

Adopted: 3/4/08

EDUCATIONAL SURROGATE PARENT POLICY (POLICY 6-10)

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

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

Legal Reference: I.C. 20-35-2-1
 20 U.S.C. 1415(b) (2)
 34 CFR §300.515
 511 IAC 7-24-1

Adopted: 3/4/08

CHAPTER 7: PROPERTY

PROPERTY INVENTORY (POLICY 7-1-1)

The Board shall maintain a continuous inventory of all Corporation-owned equipment and conduct a formal update on a bi-annual basis.

For purpose of this policy “equipment” shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$4,000.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

- F. Each principal/supervisor shall conduct an annual spot-check inventory of major items of equipment to determine loss, misallocation, or depreciation; any major loss shall be reported to the Board.

- G. The Business Office shall maintain a system of property records which shall show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and/or evaluation in conformity with insurance requirements.

Adopted: May 18, 2004

ACCOUNTING SYSTEM FOR FIXED ASSETS (POLICY 7-1-2)

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

- A. adequate insurance coverage
- B. control and accountability.

Fixed assets are defined as those tangible assets of the Corporation with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines. Some items may be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles

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

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value

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

Adopted: May 18, 2004.

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

(Policy 7-1-3)

The Board of School Trustees of the Flat Rock-Hawcreek School 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 losses, shortages, or theft for the Flat Rock-Hawcreek School Corporation which shall be reported to the Indiana State Board of Accounts by the Superintendent of Schools or his/her designee, is as follows:

Cash Losses, Shortage or Theft:

A loss, shortage, or theft of cash from any school corporation fund is an amount over \$5,000.

Other Assets Loss, Shortage or Theft:

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

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

Adopted: March 8, 2016

SOLICITING PRICES, BIDS AND QUOTATIONS (POLICY 7-2)

All purchases of and contracts for supplies, materials and equipment, contracts for lease/rental, and contracts for construction, renovation and similar contractual services shall be done in accordance with the appropriate Indiana Code, including the provisions involving bid and performance bonds.

Purchases of and contracts for supplies, materials, equipment and services exceeding the statutory limit shall be obtained by one of the following methods:

- (a) Under the terms of an existing State or Federal supplies contract.
- (b) Under the terms of a cooperative purchasing agreement where bids have already been taken.
- (c) Locally obtained bids. Bids must be sealed and opened in the presence of at least two administrators, one of which must be the corporation treasurer or business manager. No bid shall be construed as accepted until approved by the Board in a public meeting.

Purchases of and contracts for supplies, materials, equipment and services exceeding \$1000 but less than the statutory limit shall be based on quotations received from local vendors known to provide the needed services or goods. Selection of the vendor shall be based on the criteria established by board policy.

Purchases of and contracts for supplies, materials, equipment and services less than \$1000 may be awarded to vendors with whom the corporation is currently doing other business or with whom the corporation has had satisfactory past experience.

Nothing in this policy shall prevent the corporation from soliciting bids or quotations or from awarding contracts to vendors outside the local area who are known to best meet the criteria established by board policy.

It shall be the responsibility of the Business Manager, as purchasing agent, to carry out the provisions of this policy.

Legal Reference: IC 5-22-8-2

IC 5-22-8-3

Adopted: 3/4/08

ANIMALS IN CLASSROOMS (POLICY 7-3)

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than a semester or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms. Animals are not allowed as a class pet.

When an animal is to be brought into a classroom a note will be sent home a minimum of one week in advance with the students of that class notifying the parents that an animal will be present. If known in advance, this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changing to a different species with not allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to the students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom are:

1. Animals used in health class to demonstrate affects of different diets.
2. Animals used in biology to show developmental changes or diversity.
3. Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

1. Animals brought into the classroom to allow students exposure to a variety of species.
2. Animals used to demonstrate obedience training.

All requests to have animals in the classroom or on school property must be submitted to the principal in writing. Include in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity, and a plan for the care of the animal. The principal has the authority to determine if it is appropriate to bring an animal into the classroom or on school grounds.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed. No students are to clean cages, beds, or areas used by animals.

When appropriate, teachers may allow students to handle and/or feed the animals in a limited, supervised situation.

No domesticated mammals, including dogs, cats, primates, or livestock, shall be allowed in schools unless proof of appropriate and/or current rabies vaccination is provided. Any domesticated mammal that is too young to be immunized for rabies will not be handled by students.

No wild animals such as skunks, raccoons, badgers, lynx, bobcats, bats, ground hogs, monkeys, coyotes, fox or other shall be allowed unless under the control of an individual trained in the care and management of animals such as a zookeeper or veterinarian.

All animals brought for exhibit must be restrained by the owner/handler.

No poisonous animals are allowed to unless brought in cages/containers that prevent contact with students and faculty. No students are allowed to handle poisonous animals.

No animals will be allowed free range in the facility. Animals that are on the playground or on school property must be leashed and under the control of an adult. When any animal that is not under such control is found on school property, the proper authorities will be contacted to have the animal removed.

Supervised hand washing for a minimum of 20 seconds with soap and water will be conducted by students and staff after handling animals. Hand washing will be conducted immediately after the activity has ended and prior to any further school or classroom activity. Eating/drinking will not be allowed during the animal exhibition or during activities involving animals.

Certified Assistance Animals are permitted on school buses and in classrooms to facilitate the independence of a student with disabilities in the educational setting. An Assistance Animal should be considered a “working animal” and not a pet. The purpose of an Assistance Animal is to facilitate independence by greatly reducing, or in some cases, entirely eliminating the need for human assistance. Prior to the Assistance Animal attending school with the student, a case conference committee or 504 committee meeting should be held to determine the purpose of the animal in the school setting. The committee must determine that the student needs the Assistance Animal to improve independence. The owner of the animal must provide documentation of current immunization, training certificate, credentials, and proof of liability insurance. This information must be updated and provided annually before the animal is permitted to attend school and/or ride the bus.

Legal Reference: 410 I.A.C. 33-4-7

Adopted: June 5, 2012

CHEMICAL MANAGEMENT (POLICY 7-4)

This policy applies to all chemicals including pesticides purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for implementation and enforcement of this policy.

INVENTORY:

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

PURCHASING:

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. Purchase of chemicals are approved by the following school personnel:
 - b. Chemicals necessary for curricular use in classrooms are approved by the school principal.
 - c. Chemical necessary for use by school maintenance personnel are approved by the Director of Facilities.

- d. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.

Material Safety Data Sheets (MSDS) will be available in the office of the Director of Transportation/Maintenance Director. The MSDS books are to be updated annually and as new chemicals are purchased.

USE:

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications).
6. Staff will use approved safety devices such as protective gloves for personal protection during handling of chemicals and pesticides.

STORAGE:

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.

2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

DISPOSAL:

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

SPILLS, EXPLOSIONS, AND ACCIDENTS (including inhalation, ingestion, or direct contact)

1. In the event of an emergency involving chemicals, the following steps are to be followed
 - a. Call 911
 - b. Call Indiana Poison Center at 1-800-222-1222
 - c. Notify the superintendent
 - d. Take immediate steps to assist effected individuals in the safest manner possible including evacuation of area.
 - e. Follow all directions of Fire-Police personnel.

Legal Reference: 410 I.A.C. 33-4-8

410 I.A.C. 6-5.1-11

Adopted: June 5, 2012

VEHICLE IDLING (POLICY 7-5)

This purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

PUBLIC AND PRIVATE VEHICLES IDLING TIME

1. Drivers of all public and private vehicles are to turn off their engine if the vehicle is to be stopped more than three (3) minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

CORPORATION VEHIVLE IDLING TIIME

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - a. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - b. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - c. There are safety or emergency situations,

- d. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - e. The bus is idling in traffic.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
 4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
 5. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest busses assigned to the longest routes.

Legal Reference: 410 IAC 33-4-3

Authority: IC 16-19-3-5; IC 16-41-37.5

Affected: IC 16-41-37.5

Adopted: June 5, 2012

TOBACCO-FREE SCHOOLS AND GROUNDS (POLICY 7-6)

The Board of School Trustees for Flat Rock-Hawcreek School Corporation is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that it is the right of nonsmokers to breathe clean air. The Board believes that the use of tobacco or nicotine-based products in a school building denies students, staff and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. It is the intent of the Board to create a “tobacco-free” school environment.

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

All persons, including students, employees, and visitors, shall not be permitted to possess or use nicotine-based products of any kind or in any form while:

1. Inside school corporation-owned buildings
2. Being transported to or from school events in school corporation-owned, contracted, or other authorized vehicles.
3. On school corporation-owned property outside school corporation owned buildings.

Any individual who observes a violation of this policy is encouraged to report it in accordance with Section B of this policy.

STUDENTS

Any violation of this policy by students shall be referred to the building principal or assistant principal. Students who violate provisions of this policy shall be subject to the provisions of school board policies and student handbooks regarding student discipline.

VISITORS

A visitor who is observed using a tobacco or nicotine-based products inside school corporation-owned buildings shall be asked to refrain from such use.

If a visitor fails to comply with a request to refrain from using tobacco or nicotine-based products, he/she shall be referred to a building principal or other school corporation supervisory staff member who is responsible for the building in which the violation occurred. The principal or supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the violator from entering school corporation property for a specified period of time. If deemed necessary by a school official, an appropriate local law enforcement agency may be contacted to assist with enforcement of this policy.

EMPLOYEES

Any violation of this policy by an employee will be referred to his/her immediate supervisor. The superintendent and school principals shall notify students, families, school employees, and visitors of this policy in handbooks and newsletters, on posted notices, or signs at every school entrance and other appropriate locations. Such notices should be conspicuous signs that read, "TOBACCO USE IS PROHIBITED."

Legal Reference: 20 U.S.C. 7181 et seq.

IC 16-41-37-1 et seq.

Adopted: December 6, 2005

Originally: Policy 4-1-3-8

Revised: June 5, 2012

INFORMATION TECHNOLOGY AND NETWORKS (POLICY 7-7)

The Flat Rock-Hawcreek Board of School Trustees is committed to the utilization of technology to promote educational excellence in our schools by providing the opportunity to develop the resource sharing, innovation, and communication skills and tools which are essential to life and work.

Access to such an incredible quantity of information and resources bring with it certain unique challenges and responsibilities. The Flat Rock-Hawcreek Board of School Trustees recognizes that safeguards have to be established. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Flat Rock-Hawcreek School Corporation has not authorized for educational purposes. It is impossible to guarantee students will not gain access through technology to information and communications that they and/or their parents/guardians may find inappropriate, offensive or controversial. Parents/guardians assume risks by consenting to allow their child to use 21st century technologies. It is important that parents/guardians of minors set, convey and reinforce appropriate and ethical standards when using these technologies to their children.

The Superintendent is directed to establish administrative guidelines to ensure that students and staff are making appropriate and ethical use of computers, other equipment and networks. Administrative guidelines shall also ensure that staff and students are adequately informed about disciplinary actions that will be taken if Flat Rock-Hawcreek School Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner. Minors will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, interacting in chat rooms, cyberbullying awareness, and response to cyberbullying as required by the Children's Internet Protection Act (CIPA).

Flat Rock-Hawcreek School Corporation will document and monitor online activity of students and protect against (e.g., filter or block) access to visual displays/depictions or other materials that are obscene, objectionable, pornographic, and/or harmful to minors as defined by CIPA.

Flat Rock-Hawcreek School Corporation will utilize electronic monitoring or blocking systems to protect the safety and security of minors when using electronic mail, chat room, and other forms of direct electronic communications. Unauthorized disclosure, use, or dissemination of personal identification information regarding minors is prohibited. Unauthorized online access, including "hacking" or other unlawful activities, is prohibited. All requirements of CIPA will be followed by Flat Rock-Hawcreek School Corporation.

Flat Rock-Hawcreek School Corporation may at any time and without notice or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls, electronic mail messages, and password protected or encrypted information. Users have not explicit or implicit expectation of privacy for any

activities on district owned networks or systems including activities using privately owned electronic devices. Flat Rock-Hawcreek School Corporation may use the information obtained for any legal purpose, including disclosure to third parties as applicable by law. Flat Rock-Hawcreek School Corporation may exercise an investigation triggered by any indication of impropriety having taken place using school-owned or personal technologies or as necessary to locate substantive information that is not readily available by other means. Flat Rock-Hawcreek School Corporation retains the right to monitor the content of all activities on Flat Rock-Hawcreek School Corporation systems and networks and access any computer files without prior knowledge or consent of users, senders, or recipients. Flat Rock-Hawcreek School Corporation may retain copies of any network traffic, computer files or messages indefinitely without prior knowledge or consent of any user of district owned systems or networks.

Personal information sent to school or accessed using corporation-owned equipment, networks, or district or personal accounts should not be considered private. Personal equipment brought to school is subject to the Flat Rock-Hawcreek School Corporation Technology Acceptable Use Policy Agreement and may be detained and searched by administration.

Adopted: May 21, 2013

CHAPTER 8: OPERATIONS

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES (POLICY 8-1-1)

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under The First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations or the family.

Corporation staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in act of worship or celebration. The Corporation shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Corporation property by any party shall be in accordance with (Policy 1-3-2-4 & 1-3-3-2).

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual and voluntary exercise or expression of the individual's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, and it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

Adopted: August 23, 2005

PLEDGE OF ALLEGIANCE (POLICY 8-1-2)

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day. The United States flag shall be displayed in each classroom of every school in the School Corporation.

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

1. the student chooses not to participate; or
2. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The superintendent may establish guidelines to implement this policy.

Legal Authority: IC 20-30-5-0.5

Adopted: August 23, 2005

Amended: September 2008

MOMENT OF SILENCE (POLICY 8-1-3)

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a corporation moment of silence.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The Superintendent may establish guidelines to implement this policy.

Legal Authority: IC 20-30-5-4.5

Adopted: August 23, 2005