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SCHOOL CALENDAR

The School Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the Corporation.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State school aid, such days will number no fewer than 180.

All days lost due to snow, fire, epidemics, health conditions, etc. cannot be counted as a part of the minimum days of instruction for State aid and must be made up unless a waiver is obtained from the State Department of Education.

The Superintendent shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

I.C. 20-30-2
511 IAC 6-2-1.1 (j)

SCHOOL DAY

The School Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

511 IAC 6-2-1.1

PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this Corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under I.C. 5-14-3-4., including the disclosure or use of any list of Corporation employees for commercial purposes.

Any resident of the State may inspect and copy by hand the public records of this Corporation during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

A resident may purchase copies of the Corporation's public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation except student records.

I.C. 5-14-3-4

Revised 8/11/92

PERSONNEL FILES

It is necessary for the orderly operation of the School Corporation to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the Corporation and the Corporation's responsibilities to the employee.

The School Board requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

The Board delegates the maintenance of an employee information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. The employee shall be informed whether requested information is legally required or s/he may decline to supply the information.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

The employee shall have access to his/her file upon written request.

Personnel records shall be available to administrators in the performance of their responsibilities vis-a-vis an employee.

Only the public records portions of an employee's personnel file will be made available to a Board member except as specified in Bylaw 0143 – Board Member Authority.

Personnel wishing to review their own records shall:

- A. request access in writing
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom.

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Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date
- B. material to be appealed
- C. reason for appeal

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

I.C. 5-14-3

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- C. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- D. verified reports of serious or recurrent behavior patterns
- E. rank in class and academic honors earned
- F. psychological tests
- G. attendance records
- H. family backgrounds and other pertinent information

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

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Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless specifically stated otherwise by court order as received by the Corporation. In the case of adult students eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Cod and has not graduated from the Corporation.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward educational records on request to a school in which a student of this Corporation seeks or intends to enroll;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those in the law.

DIRECTORY INFORMATION

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to commercial entities for commercial purposes or to political entities for political purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) days after receipt of the Corporation's public notice.

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

The Corporation may disclose "directory information" on former students without student or parental consent.

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

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. file a complaint of Corporation non-compliance with the Department of Education;
- E. obtain a copy of the Corporation's policy and administrative guidelines on student records.

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The Superintendent shall also develop procedural guidelines for the proper storage and retention of records.

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

20 U.S.C. Section 1232g. 34 C.F.R. 99

The Family Educational Rights and Privacy Act of 1974 (FERPA)

Education of the Handicapped Act – Part B of 1975

I.C. 20-33-7-1, 2, 3

Revised 10/8/96

CONFIDENTIALITY

It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Corporation will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

This policy applies only to identified confidential information received from a public agency.

Although the policy is based upon equal dignity and held "in trust" legal theories, the Corporation may be required to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

20 U.S.C., Section 1232g. 34 C.F.R. 99

EMERGENCY EVACUATION OF SCHOOLS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. minimum disruption to the educational program occurs;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by the principal/assistant principal or next in charge of the building should be designated and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

511 IAC 6-2-1(b)(7)(8), 2-4-3

BOMB THREAT

While the likelihood of a bomb actually being placed in a school is very remote, the School Board believes the following steps should be taken to ensure the safety of students and staff:

- A. Students and staff will be evacuated from the building upon the decision of the building principal.
- B. The police will be contacted and requested to investigate and may enlist the assistance of outside help.

Administrators and maintenance personnel will assist and cooperate with police authorities.

Police and school authorities will make every effort to determine who made the bomb threat call. If an individual is apprehended, s/he shall be prosecuted to the fullest extent permitted by law. If a student is involved, the Student Code of Conduct will be enforced to its fullest and the matter referred to the appropriate court.

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with material safety data sheets (MSDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of MSDS's for every hazardous material present on Corporation property.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

- A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;

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- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

42 U.S.C. 7412 et seq.
29 C.F.R. 1910.1200; 40 C.F.R. Part 763

REPORTING ACCIDENTS

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury requiring medical attention to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office of the building principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

The Superintendent shall prepare administrative guidelines which should include procedures for notification of the insurer.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the Corporation nurse, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the corporation nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff in the detection of these common diseases and measure for their prevention and control;
- B. removal of students from Corporation property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non casual-contact communicable disease" shall include:

- A. AIDS – Acquired Immune Deficiency Syndrome;
- B. ARC – AIDS Related Complex;
- C. Persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. Other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a non casual-contact communicable disease, the Superintendent shall immediately convene a review panel as specified by law.

The Superintendent shall also consult with either the infected person's physician or the Randolph County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment unless there exists exposure to casual-contact communicable diseases that pose a threat to the person's health or safety.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded following due-process procedures.

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When the Superintendent learns that a disable student may be infected with a non casual-contact communicable disease, the Case Conference will serve as the communicable disease review panel and will be convened within forty-eight (48) hours. The Case Conference will be expanded to include the physician treating the child and the Randolph County Health Officer.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality, and due-process. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continues presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students on the principal means by which non casual-contact communicable diseases are transmitted, and the more effective methods for restricting and/or preventing these diseases.

The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

20 U.S.C. 1232 (g)

I.C. 20-34-3-17, 16-1-9.5-6, 20-34-3-9

CONTROL OF BLOOD-BORNE PATHOGENS

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines, which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of expose to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

29 USC 1910.1030
Adopted 5/13/1997

CHILD ABUSE AND NEGLECT

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator in the presence of the staff member shall immediately call the local office of the Department of Welfare.

I.C. 31-6-11

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FOOD SERVICES

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

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

The operation and supervision of the food service program shall be the responsibility of the Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils.

A periodic review of the food service accounts shall be made by the Superintendent. Any surplus funds shall be used to reduce the cost of the service to students or to purchase food service equipment.

The Superintendent shall prepare administrative guidelines for the conduct of the school food services program that shall include provisions for:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food;
- C. the purchase of foods and supplies in accordance with law;
- D. the accounting and deposition of food service funds;
- E. the safekeeping and storage of food and food equipment;
- F. the maintenance and replacement of equipment.

No foods or beverages, other than those associated with the Corporation's food service program, are to be sold during food service hours, unless the revenues from such sales are deposited in the Food Services Fund or in the fund of an approved student activity providing the foods or beverages.

The Superintendent shall ensure a wholesome, nutritious food services program in the schools of the Corporation and one which reinforces the concepts taught in the classrooms.

I.C. 20-26-5-4, 20-26-9
511 IAC 4-3-2, 6-2-1(b)(9)

Revised 10/27/93

FREE AND REDUCED-PRICE MEALS

The School Board recognizes the importance of good nutrition to each student's education performance.

The Board shall provide needy children with lunch at a reduced rate or no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program.

The Board designates the Food Service Director to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedures for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

VENDING MACHINES

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

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The Corporation's share of the revenues are managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.

The Superintendent shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.

TRANSPORTATION

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary. The regulation of the State Department of Education shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Corporation for the transportation of resident students between their home areas and the schools of the Corporation to which they are assigned. The Superintendent may substitute smaller vehicles for reasons of economy or efficiency of operation.

Children living beyond one (1) mile from school shall be entitled to vehicle transportation.

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently disabled child who has been so certified by a Case Conference and in the case of adverse safety conditions.

Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other Corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the Corporation on the same basis as public school children.

Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of every resident student entitled to transportation services.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

I.C. 20-26-5-4, 20-27-2, 20-27-11-1

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TRANSPORTATION FOR FIELD AND OTHER CORPORATION
SPONSORED TRIPS

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Corporation shall assume transportation costs for approved field trips as specified in the Superintendent's administrative guidelines and budgetary limitations.

Approval of transportation requests will be given on a first come basis.

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

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

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

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

I.C. 20-27-9-6

NONSCHOOL USE OF CORPORATION VEHICLES

The School Board will permit school vehicles to be used to transport individuals or groups in accordance with law.

Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students. The Board reserves the right to refuse or cancel any nonschool transportation in the interest of the educational program or the efficient operation of the Corporation.

Vehicles must be operated by the holder of a valid bus driver's license who is an employee of this Corporation or someone approved by the Board. The cost of nonschool transportation shall be based on administrative guidelines established by the Superintendent.

TRANSPORTATION BY PRIVATE VEHICLE

The School Board authorizes the transportation by private vehicle of students of the Corporation.

Any such transportation must be approved in advance and in writing by the building principal. The writing must set forth:

- A. the date, time, and reason for the transportation;
- B. the places from and to which students will be transported;
- C. the name and address of the driver;
- D. the number of the driver's license to operate a motor vehicle in the State of Indiana;
- E. the names of the students to be transported;
- F. a brief description of the transportation vehicle;
- G. the signature of the driver;
- H. proof on file of valid insurance;

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall be an employee of this Board or a parent of a student enrolled in this Corporation and the holder of a currently valid license to operate a motor vehicle in the State of Indiana.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by law. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the building principal.

INSURANCE

The School Board shall purchase with Corporation funds the type and amount of insurance necessary to protect the Corporation from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. fire and extended coverage on buildings and contents
- B. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- C. boiler and machinery
- D. special coverage for equipment not ordinarily covered under a standard policy
- E. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- F. worker's compensation coverage
- G. open stock burglary
- H. legal liability for Board members and employees
- I. earthquake

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Superintendent shall administer the insurance program.

I.C. 20-26-5-4 , 20-27-5-9, 21-2-5.6-1 et seq.

BONDING

The School Board recognizes that prudent trusteeship of the resources of this Corporation dictate that employees responsible for the safekeeping of Corporation monies be bonded.

The Corporation shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

INDEMNIFICATION

It is the policy of the School Board to carry liability insurance protection for employees, volunteers, and student teachers.

As authorized by I.C. 20-5-2-2 it shall be the policy of the Board to defend any employee of the Corporation in any suit arising out of the performance of duties for, or employment with, the Corporation, except in the case of a civil rights suit as discussed below, provided the Board by resolution determines that such action was taken in good faith. The intent is to save any such employee harmless from any liability, cost, or damage in connection therewith, including but not limited to the payment of any legal fees, except where such liability, cost, or damage is predicated on, or arises out of, the bad faith of such employee, or is a claim or judgment based on his/her malfeasance in employment.

As authorized by I.C. 34-4-16.7-1, if a present or former employee of the Corporation, as defined by said statute, is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of his/her employment or duties which violates the civil rights laws of the United States, the Board shall, subject to the provisions of statute, pay any judgment, compromise, or settlement of the claim or suit when the Board determines that paying the judgment, compromise or settlement is in the best interest of the Corporation. The Corporation shall also pay all costs and fees incurred by or on behalf of any such employee in defense of any such claim or suit.

I.C. 20-26-5-4, 34-4-16.7-1

STUDENT ACCIDENT INSURANCE

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

I.C. 20-26-5-4

RELIGIOUS / PATRIOTIC CEREMONIES AND OBSERVANCES

Observance of religious holidays through devotional exercises or acts of worship is prohibited. Acknowledgment 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, but 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.

The flags of the United States and of Indiana shall be raised above each school and/or displayed at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at the close every day and properly stored.

Professional staff members may lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled to participate in the reciting of the Pledge. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and privacy of a nonparticipating student.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from the State, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School Corporation, 907 F.2d 1366.

(3rd Circuit, 1990)

I.C. 1-2-3-5

Revised, 10/13/2015

Operations