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**BOARD OF SCHOOL TRUSTEES  
RANDOLPH CENTRAL SCHOOL CORPORATION**

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PUBLIC INFORMATION PROGRAM

The School Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other Corporation residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

I.C. 20-26-5-4

PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

**Matters Regarding a Professional Staff Member**

**A. First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.

**B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

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C. Third Level

If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the Superintendent. This request should include the specific nature of the complaint and a brief statement of the facts giving rise to it.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

**Matters Regarding the Superintendent**

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

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The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

The complainant is not to discuss the matter with an individual Board member as a Board member has no authority except when the Board is in session.

**Matters Regarding a Non-Certified Staff Member**

In the case of a non-certified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

**Matters Regarding Corporation Services or Operations**

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding the Educational Program**

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding Instructional Materials**

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the building principal, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. sections objected to, by page and item;
  5. reasons for objection.

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- B. Upon receipt of the information, the building principal may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:
  - 1. one (1) or more professional staff members;
  - 2. one (1) or more Board members;
  - 3. one (1) or more lay persons knowledgeable in the area.
- C. The Superintendent may be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- E. the material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The Board may review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

I.C. 20-26-5-4

Revised 10/8/96

SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the building principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

I.C. 20-26-5-4

RESTRICTION OF REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY

The Board of School Trustees considers the safety and welfare of students to be of extreme importance; therefore, except in extreme circumstances as defined herein, Randolph Central School Corporation will not permit registered sex offenders to be on the property of the Randolph Central School Corporation.

Definitions, as used in this policy, are:

**Registered Sex Offender**, one whose name appears on the state or national database of sex offenders.

**School Property**, all property owned, rented, or used by the Randolph Central School Corporation where instruction takes place or student performance or activities are held. Meetings held under the "Open Door Law" are exempt from this policy; however, the registered sex offender must inform the Superintendent of his attendance upon entry. Property upon which extracurricular events are held is considered school property based upon rental or other legal agreement for the school's use of the property.

**School Functions**, all performances and events where students are present, held on school-owned, school-rented, or school-used property, and under the auspices and/or supervision of the Randolph Central School Corporation, one of its schools, or one of its duly recognized extracurricular teams or organizations.

**Principal**, the chief educational officer of an individual school. For purposes of this policy, an assistant principal, dean, or athletic director may operate as the designee of the principal.

It is the policy of the Board of School Trustees that no registered sex offender shall be on the property of the Randolph Central School Corporation except under the limited circumstances established in this policy or as required under state or federal law. Limited circumstances for entry onto school property may occur when a registered sex offender has either a right or a legitimate educational need to come onto school property. Such educational need might include participation in a parent-teacher conference, participation in a conference with the principal, or participation in a special education or Section 504 conference. In such a case, prior to entering school property, the registered sex offender must contact the Office of the Superintendent of Schools and make a written application for visiting school property. Such application shall be confined to one specific visit and shall be subject to the approval of the Superintendent or his/her designee. In the case of an emergency situation involving the welfare of a child, a person who is a registered sex offender may be invited onto school property for that particular purpose under direct monitoring of the building principal or designee. The principal shall notify the Superintendent of such visit under emergency circumstances.

If the Superintendent, principal, or his/her designee becomes aware of a registered sex offender on school property, he/she shall direct the registered sex offender to immediately leave school property. The Board authorizes its administrators to request the assistance of law enforcement to secure removal of any registered sex offender from school property. Violations of this policy may subject a registered sex offender to prosecution on a charge of criminal trespassing.

A student who is a registered sex offender may be assigned to alternative education, as deemed appropriate by school officials and consistent with state and federal law.

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The Board assumes no liability for restricting access to its property. The Board, the Superintendent, the principals, and their designees cannot be held responsible for a lack of awareness of the registered sex offender status of any individual. This policy does not apply to any person whose name has been legally expunged from the sex offender registry.

Adopted, 2/14/2012

CRIMINAL HISTORY RECORD CHECK

Any volunteer who may have direct, ongoing contact with children when performing services for the school must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation. The volunteer shall be responsible for all costs associated with obtaining the limited criminal history check; however, the Corporation will pay the costs by way of reimbursement for volunteers who are selected for service.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation 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. An individual who is working for such an entity may also be required to provide the individual's limited criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history of the individual.

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

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

I.C. 20-26-5-10, 20-26-5-11

Adopted 8/11/2009

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation or at any function occurring on Corporation premises.

Raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with policies 9211 – Corporation Support Organizations and 9700 – Relations with Special Interest Groups.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Guide dogs used by persons requiring this type of assistance shall be permitted in all Corporation facilities and at all school events. The person may be asked to provide evidence of the dog's certification for that purpose.

The Board is aware of the increasing desire of many parents and other members of an audience to use “cam-corders” and other audio/visual devices at school events. The Board authorizes the use of such devices providing their use does not interfere with the conduct of the particular activity, impinge on the enjoyment of the event by other members of the audience, or violate copyright or contract provisions related to a performance. The Superintendent shall establish rules and procedures governing the use of non-Corporation audio/visual devices and equipment at any Corporation-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that do not delay or disrupt the activity.

Any person or organization that wishes to film students or school activities which are not public events must receive prior permission from the Superintendent.

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The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: “The activity site is fully-accessible. Any person requiring further accommodation should contact the principal in a timely manner, at the school where the activity will be held.”

I.C. 20-26-8-1, 20-26-5-5

Revised 10/27/93

Revised 10/8/96

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INDUSTRIAL ARTS PROJECT CHARGE

It is the policy of the School Board to approve school sponsorship of functional, occupational projects as part of the instruction related to the industrial arts being taught by the Corporation school(s).

Functional projects may be accepted by the teacher with the approval of the building principal.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects. No tipping shall be allowed to any student or teacher.

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PARENT ORGANIZATIONS

The School Board supports all organizations of parents whose objectives are to promote the educational experiences of Corporation students. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of the Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the Corporation must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school related organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the School Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

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RELATIONS WITH PARENTS

The School Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

- A. Elementary Parent-teacher conferences to permit two-way communication between home and school.
- B. Open houses in Corporation schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Each school in the Corporation shall hold an open house at least annually.
- C. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships. Parents are encouraged to offer comments on how this procedure can be improved.
- D. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school administrative guidelines, and by accepting their own responsibility for children's willful in-school behavior:
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;

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- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

**EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS  
(HOME SCHOOLING)**

The school board encourages the enrollment of all resident school age children, so they may enjoy the benefits of a well-planned, standards-based educational program with socialization and extracurricular experiences at all levels.

Parents or guardians of Randolph Central students who choose to educate their child at home or in an approved private or parochial school are given that right by Indiana statute. Randolph Central's procedure for withdrawing a student for home schooling begins with a verbal or written request to the building principal or Director of Curriculum. The building principal shall document the request and inform the parent or guardian that future placement from an equivalent nonpublic school to Randolph Central School Corporation will be determined by the student's present level of performance. Upon re-entry, parents or guardians shall submit to the Director of Curriculum, or designee, an attendance report reflecting 180 days of school attendance. For determination of grade placement or credits earned, parents or guardians should submit the nonpublic curriculum indicating the subject areas and provide adequate student work or assessments to reflect the present level of performance. Upon examination of the curriculum and student performance information by the administration, grade placement and/or awards of credits earned shall be determined by the information provided by the parent or guardian. In the event that inadequate documentation is provided, the district reserves the right to assess the student and make a determination about grade placement and/or credits earned. Placements for special education students shall be the determination of the Case Conference Committee.

In accordance with the ruling of the Indiana Supreme Court in *Indiana State Board of Education v. Brownsburg Community School Corporation*, 842 N.E.2d 885 (Ind. Ct. App. 2006) and IC 20-33-2-12 (b), Randolph Central School Corporation policy is that the Superintendent or the Board shall not grant approval for students from non-public, non-accredited, or non-approved schools including home educated students to enroll in less than full daily schedules unless an individualized education program is in effect.

Parents who choose to home educate are required to report their home school's enrollment to the Indiana Department of Education upon request of the State Superintendent of Public Instruction (IC 20-33-2-21). Parents are encouraged to select a curriculum and educational activities that align with the Indiana State Standards if the student expects to return to public school and pass the graduation requirements.

Persons with specific reasons to believe a parent is unable or unwilling to educate his or her school-aged child are obligated to report this to the county child protective services office.

*Indiana State Board of Education v. Brownsburg Community School Corporation*, 842 N.E.2d 885 (Ind. Ct. App. 2006)

I.C. 20-33-2-12 (b), 20-33-2-20, 31-33-5-2

Revised 3/9/2010

**VERIFICATION OF IMMIGRATION STATUS FOR EMPLOYEES AND SERVICE  
PROVIDERS**

The Randolph Central School Corporation shall comply with legal requirements to verify the immigration status of new employees and employees of service providers with a contract for services for more than \$1000, as required by state law. The Superintendent shall develop a form for use by employees and service providers to affirm their compliance with legal requirements and this policy.

IC 22-5-1.7  
Adopted, 2/14/2012

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**RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the School Board that strong lines of communication be maintained by the Corporation with other school corporations and with institutions and organizations which provide Corporation students with programs, training, or services not available in the Corporation.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the Corporation's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of Corporation resources or require any additional resources of the Corporation.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School Corporation in order to be aware of any program changes that may be planned that could affect this Corporation; and to cooperate fully in the implementation of all State and Federal programs administered by this Corporation that benefit, in whole or in part, eligible students attending private or parochial school.

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STAFF / STUDENT PARTICIPATION IN COMMUNITY EVENTS

The School Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of Corporation resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure community activities and events which are related to Corporation Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments.

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. Political / Commercial Interests

All material or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the building principal on the basis of their educational contribution to part or all of the school program, benefit to students, and good taste, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the Corporation's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

**B. Contests / Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Corporation;
2. involve any direct cost to the Corporation;
3. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
4. cause the participants to leave the School Corporation, unless:
  - a. the Board has granted special permission;
  - b. the parents of a minor student have granted their permission.

**C. Distribution / Posting of Literature**

No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the principal.

The Superintendent shall establish administrative guidelines which ensure that:

1. the school mail system is not used by students or staff for distribution of nonschool-related materials;
2. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

**D. Solicitation of Funds**

Because the Corporation cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the Corporation to solicit funds on Corporation property.

**E. Prizes / Scholarships**

The School Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, and any restrictions upon it, shall be approved by the principal.
3. The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

All scholarships and prizes shall be awarded without regard to race, sex, color, religion, age, physical disability, ancestry or national origin, or other unlawful discriminatory classifications.

**F. Sale of School Supplies**

In determining the appropriateness of the sale of such school supplies by organizations other than the School Corporation, the Board requires that:

1. the organization have a purpose which will benefit the School Corporation and its students;
2. the organization's planned activities are clearly in the best interest of the School Corporation and its students.

All funds generated by the sale of school supplies shall be kept separate from other activity funds or other transactions of the Board.