

Book	Policy Manual
Section	0000 Bylaws
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	May 14, 2019
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0100 - DEFINITIONS

As used in the School Board's bylaws and policies and the Superintendent's administrative guidelines, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Apps and Web-Services

Apps and ~~web~~-services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and ~~web~~-services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and ~~web~~-services also are used to facilitate communication to, from, and among and between staff, students, ~~and~~ parents, Board members, and/or other stakeholders and members of the community.

Board

The Board of School Trustees (or Education), which is the governing body of the Corporation as defined in I.C. 20-18-2-5.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Classified Employee

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

Corporation

The Adams Central Community Schools

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Full Board

All members of the Board.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

1. How a student will access the general education curriculum, if appropriate.
2. The special education and related services needed to participate in the educational environment.

The required components of an IEP are contained in 511 IAC 7-42-6.

A transition IEP is an IEP that is:

1. developed in accordance with 511 IAC 7-43-4; and
2. in effect when the student enters into grade 9 or becomes fourteen (14) years of age, whichever occurs first, or earlier if determined appropriate by the CCC.

Information Resources

The Board defines Information Resources to include any data or information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data or information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs, DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the Corporation. See Indiana Code 5-14-1.5-2(c), (d), and (e).

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5-14-1.5-2(d).

Parent

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court terminates or otherwise limits parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0170).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Corporation-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments, and WIDA) for which the participation of all Indiana students is required.

Student

A person who is officially enrolled in a school or program of the Corporation.

Superintendent

The chief executive officer of the Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Employee

A non-certificated employee as the term is used in Indiana Code 20-29-2- 11, and as defined in these definitions.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of School Trustees (or Education) (see Bylaw 0170).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in ~~Thompson West Northeast Reporter Series~~. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

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Book	Policy Manual
Section	2000 Program
Title	Copy of TITLE I SERVICES
Code	po2261
Status	
Legal	20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200, et seq.
Adopted	May 14, 2019

2261 - **TITLE I SERVICES**

The School Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965, as amended.

Title I Plan

The Superintendent shall prepare and present to the State Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The Corporation will periodically review and revise the plan as necessary.

1. Assessment

The Corporation shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Education as well as those determined by the Corporation's professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

2. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school in Title I schools that qualify as schoolwide schools and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

3. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, and school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders [in a corporation that has charter schools], administrators and other appropriate school personnel involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01

and shall meet the requirements of ~~Section 1118~~ Section 1116 of the Act.

4. **Supplement Not Supplant Comparability of Services**

~~Title I funds will be used only to augment, not to replace, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally disabled students. The Corporation will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding.~~

The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the Corporation.

The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the Corporation.

5. **Professional Development**

~~The Superintendent shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and: Members of the professional staff may participate in the design and implementation of staff development activities that:~~

6. **Simultaneous Services**

~~In accordance with law, a school offering Title I services may also serve other students with similar needs.~~

Complaints

If a parent/legal guardian or an eligible student has a complaint about Title I services, s/he may submit that complaint pursuant to the complaint procedure described in Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity. If the matter cannot be resolved or if the parent/legal guardian or eligible student prefers not to access that complaint procedure, the Corporation Compliance Officer shall advise the individual of the Complaint Procedure available through the Indiana Department of Education (IDOE) for Title I complaints.

A parent/legal guardian or an eligible student always has the option of pursuing the Complaint Procedure available through the IDOE for Title I complaints rather than the Corporation complaint procedure.

20 U.S.C. 6301 et seq. ~~Elementary and Secondary Education Act of 1965~~

34 C.F.R. Part 200, et seq.

Book	Policy Manual
Section	2000 Program
Title	Copy of PARENT PARTICIPATION IN TITLE I PROGRAMS
Code	po2261.01
Status	
Legal	20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965 Section 1010 of the Every Student Succeeds Act (ESSA) 34 C.F.R. Part 200 et seq.
Adopted	May 14, 2019

2261.01 - **PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirement of Section 1118 of Title I, as amended by Section 1010 of the Every Student Succeeds Act (ESSA), programs supported by Title I funds must be designed and implemented in consultation with parents and family members of the students being served.

The Superintendent shall require that the Title I ~~contains~~ plan contain a written statement of guidelines which has been developed with, approved by, and distributed to parents and family members of participating students. The guidelines shall describe:

1. the School Corporation's expectations and objectives for meaningful parent and family involvement in the program, including their participation in jointly developing the Corporation Title I plan and ~~the development of support and improvement plans~~ any State-mandated comprehensive support and improvement plans;
2. how the Corporation will provide coordination, technical assistance and ~~how~~ other support necessary to assist and build the capacity of all participating schools within the Corporation in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education;
3. an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all Title I schools to be conducted with meaningful involvement of parents and family members that ~~include: includes identifying any barriers to greater parental involvement (such as limited English proficiency, limited literacy, economic disadvantage, disability, racial or ethnic minority background, etc.), determining the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers, and devising strategies to support successful school and family interactions.~~
 1. identifying any barriers to greater parental involvement (such as limited English proficiency, limited literacy, economic disadvantage, disability, racial or ethnic minority background, etc.);
 2. determining the needs of parents and family members to assist with the learning of their children.

including engaging with school personnel and teachers; and

3. devising strategies to support successful school and family interactions.
4. how the Corporation will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies, to the extent feasible and appropriate, under other Federal, State, and local laws and programs;
5. use of the findings of the annual evaluation referenced above to: ~~design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement guidelines;~~
 1. design evidence-based strategies for more effective parental/family member involvement; and
 2. revise the parent and family engagement guidelines, if necessary;
6. involvement of parents and family members in the activities of Title I schools, which () may () shall **[END OF OPTION]** ~~include establishing a parent and family member advisory-board-council~~ comprised of a sufficient number and representative group of parents or family members served by the Corporation to adequately represent the needs of the population served by the Corporation for purposes of developing, revising and reviewing the parent and family engagement guidelines; ~~and~~
7. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children), including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
8. conduct meetings with parents and family members, including provisions for flexible scheduling and assistance to parents and family members to better assure their attendance at meetings;
9. develop agendas for parent/family member meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
10. provide opportunities for parents and family members to formulate suggestions, interact and share experiences with other parents/family members, and participate appropriately in the decision-making about the program and revisions in the plan;
11. involve parents and family members in the planning, review, and improvement of the Title I program;
12. communicate information concerning school performance profiles and their child's individual performance to parents and family members;
13. assist parents and family members in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;
14. provide timely responses to parental/family member questions, concerns, and recommendations;
15. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent and family member participation activities to improve academic achievement;
16. conduct other activities as appropriate to the Title I plan and State and Federal requirements;
17. other activities to be conducted as appropriate to the plan and State or Federal requirements.

The School Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-

described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family engagement policy (Policy 2281), including at least one (1) of the following:

1. Supporting schools and nonprofit organizations in providing professional development for the Corporation and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
2. Supporting programs that reach parents and family members at home, in the community, and at school.
3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
4. Collaborating, or providing sub-grants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
5. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family engagement policy.

The Superintendent ~~shall also~~ also shall require that each Title I participating school develops a specific plan, with parent and family engagement, to:

1. convene an annual meeting at a convenient time to which parents and family of low-income students are invited and encouraged to attend, to inform the parents/family members that the school receives Title I funds, receipt of these funds subjects the school to certain requirements, and the parents/family members have a right to be involved;
2. offer a flexible number of engagement meetings at convenient times for families and describe assistance to encourage parental/family member involvement, such as child care, transportation, home visits, or similar aid;
3. ~~involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;~~ involve parents and family members in an organized, on-going and timely way in the development, review and improvement of parent/family member involvement activities, including the planning, review and improvement of the school parent and family engagement policy, and the joint development of the schoolwide program plan, if appropriate;
4. provide parents and families with:
 1. timely information about Title I ~~programs~~ program and the school's parent and family engagement policy;
 2. an explanation of the curriculum and achievement levels the school uses;
 3. opportunities for regular meetings, upon request, to participate in decisions relating to their student's education and receive responses regarding the parents' and family members' suggestions about their student's education as soon as practicably possible;
5. submit any parents' and family members' comments to the Superintendent when a written plan is not satisfactory to the parents/family members of participating children;

6. develop jointly with parents and family members of low-income students a school-parent agreement which outlines the responsibilities of families, the school, staff, and students for improved student academic achievement and develop a partnership to help students achieve ~~State~~ the State's high standards, including:
 1. a description of the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment that enables students to meet the academic achievement standards and the ways in which each parent and family member will be responsible for supporting learning, including volunteering in their child's classroom and participating in decisions related to the education of their children;
 2. the importance of communication between families and staff through, at a minimum, parent-teacher or family member-teacher conferences in elementary schools, at least annually, during which the agreement/compact will be discussed as it related to the individual child's achievement; frequent progress reports to the parents/family members; and opportunities to volunteer in or observe their student's class;
 3. ensuring regular two-way meaningful communication between family members and school staff in a language they understand;
7. ensure the effective involvement of parents and family members and support a partnership among the school, parents/family members and the community to improve student academic achievement by the following activities:
 1. providing assistance to parents and family members in understanding the State's academic standards, State and local academic assessments, the requirements of Title I, and how to monitor a student's progress and work with educators;
 2. providing materials and training to help parents and family members to work with their students to improve their achievement;
 3. educating school personnel, with the assistance of parents and family members, in the value and utility of the contributions of parents/family members, and in how to reach out to, communicate with, and work with parents/family members as equal partners;
 4. integrating engagement strategies with other Federal and State programs, including preschool programs;
 5. ensuring that information related to programs, meetings, and other activities is sent to parents and family members in a format and a language ~~the parents they~~ can understand;
 6. providing other reasonable support for engagement activities;
 7. providing opportunities for the informed participation of families with limited English proficiency or disabilities and families of migratory children in a format and language they understand;
 8. providing reasonable support for parental/family member involvement activities as parents and family members request them;
8. Parents and family members of children receiving Title I services must be notified about their school's parent and family engagement policy in an understandable and uniform format, and, to the extent practicable, in a language the parents/family members can understand. These policies also must be made available to the community.
9. School-level parent and family engagement policies must be updated periodically to meet the changing needs of parents/family members and the schools.

In order to involve parents and family members in the education of their children and to support a partnership among the school, parents/family members and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the Corporation and school-level parent and family engagement policies regarding:

1. assisting parents and family members of children served under Title I in understanding such topics as the State academic standards, State and local academic assessments, Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
2. providing materials and training to help parents and family members work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
3. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents and family members, about the value and utility of contributions of parents/family members, how to reach out to, communicate with, and work with parents/family members as equal partners, how to implement and coordinate parent/family member programs, and how to build ties between parents/family members and the school;
4. to the extent feasible and appropriate, coordination and integration of parent/family member involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents and family members to more fully participate in the education of their children (e.g., parent resource centers);
5. providing information related to school and parent/family member programs, meetings, and other activities to parents and family members of participating children in a format, and, to the extent practicable, in a language they can understand;
6. providing such reasonable support for parent involvement activities as parents may request.

In order to build the Corporation's capacity for parent involvement, the Superintendent and building principals also may:

1. involve parents and family members in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
2. provide necessary literacy training from Title I funds if the Corporation has exhausted all other reasonably available sources of funding for such training;
3. pay reasonable and necessary expenses associated with parental/family member involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
4. train parents/family members to enhance the involvement of other parents and family members;
5. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental/family member involvement and participation;
6. adopt and implement model approaches to improving parental/family member involvement;
7. establish a Corporation-wide parent and family member advisory council to provide advice on all matters

related to parental/family member involvement in Title I programs;

8. develop appropriate roles for community-based organizations and businesses in parental/family member involvement activities.

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Legal References

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965

Section 1010 of the Every Student Succeeds Act (ESSA)

34 C.F.R. Part 200 et seq.

Book	Policy Manual
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Code	po2623.01
Status	
Legal	I.C. 20-28-5-7 511 I.A.C. 5-5-3 511 I.A.C. 5-5-4 2017-2018 Indiana Assessment Program Manual (Indiana Department of Education, Office of Student Assessment) Code of Ethical Practices and Procedures (Indiana Department of Education) Protocol for Reporting and Investigating Alleged Assessment Breaches (Indiana Department of Education)
Adopted	May 14, 2019

2623.01 - **TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the intent of the School Board that all School Corporation and school staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments (tests).

The Middle School Counselor is designated as the Corporation Test Coordinator (CTC) and the individual to whom the test materials are to be delivered. Test materials include examiner's manuals, assessment books, answer documents, practice tests, test tickets and online test access codes.

The CTC shall:

1. require the Building Test Coordinator (BTC) to establish a testing schedule within the testing window
2. inventory and track all test materials that are received from IDOE;
3. securely store the test materials upon receipt at a locked central location and ensure that the test materials are not available to any unauthorized parties at any time while under the Corporation's control
4. arrange for the distribution of the test materials to the appropriate schools and require the storage administration, collection, and return of the test materials as set forth below;
5. notify, in writing, all staff involved in the administration of the tests that copying a test, or any part thereof, is a violation of the Indiana Code of Ethical Practices and Procedures;
6. require that principals and all staff involved in the administration of the tests strictly follow all procedures described in the testing manuals and those outlined by the IDOE;
7. require that principals review with all staff involved in the administration of the tests the Indiana Code of Ethical Practices and Procedures, and require the principals and all staff involved with the administration of

the tests acknowledge that they understand their responsibility to adhere to the procedures to secure, administer, and handle the test materials while in their possession.

8. provide staff development periodically so that all staff in the Corporation that are involved in the administration of the tests have the knowledge and skills necessary to make ethical decisions related to preparing students for the tests, administering the tests, and interpreting the results from the tests and planning academic interventions as a result of the tests.
9. require the review of the practices and materials used in the Corporation to prepare students for the tests by all staff in the Corporation that are involved in the administration of the tests and communicate this requirement annually to all principals and appropriate staff.
10. arrange for the preparation of a written notice that Corporation and school staff shall communicate to students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.
11. ensure that any concerns about testing practices considered to be inappropriate or allegations of test security violations or test integrity violations are reported to IDOE pursuant to the Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities ("Protocol") for reporting and investigating alleged breaches or irregularities, as required by 511 IAC 5-5-4. The Protocol is provided below.

As set forth above, the CTC is responsible for the secure distribution of the test materials to each school building. The test materials will be delivered to school buildings no more than

7 days in advance of the designated test window.

The Superintendent, CTC, and each principal, STC, examiner, proctor and any other applicable staff at the Corporation or school level shall sign the Indiana Testing Security and Integrity Agreement. The CTC shall provide for a system by which all signed agreements are retained on file.

Each building principal is designated as the Building-School Test Coordinator (~~BTC~~STC).

The ~~BTC~~STC is responsible annually for the following:

1. establishing a testing schedule within the testing window;
2. prohibiting the review of any secure test questions before, during, or after an administration session;
3. establishing a process to ensure that all test materials are secure, stored at a central location under lock and key when not being administered;
4. involve all appropriate staff in the annual review of the school materials and practices related to preparing students for the tests, administering the tests, securing the tests before and after administration, and interpreting the results from the tests. This review will ensure that the test preparation materials are appropriate and do not violate test security protocols;
5. informing all staff who will administer the tests of the Indiana Code of Ethical Practices and Procedures;
6. ensuring that all staff who will administer the tests have received training regarding test administration and test security prior to administering the test;
7. requiring all staff who will administer the tests to students with testing accommodations to review each student's Individual Education Program (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
8. ensuring that focused training on providing the necessary accommodations during testing is provided prior

to testing to all staff who will administer the tests to students with testing accommodations;

9. permitting only staff who will administer the tests to have access to examiner's manuals prior to the administration of the tests and prohibiting the review of any secure test questions before, during, and after the tests are administered;
10. monitoring testing in his/her school to ensure that all staff administer the tests with fidelity in terms of testing protocols/procedures and staff appropriately provide students with accommodations included in their IEPs, ILPs, or Section 504 Plans; and
11. arranging for the secure transport of the test materials to the CTC at the end of the testing window following procedures outlined in the Examiner's Manual.

Whether in the possession of the CTC, ~~BTC-STC~~ or other Corporation or school staff member, all test materials must be secured in a central location in a locked drawer or cabinet before during and after testing, except those test materials needed for the administration of the test. Each person designated as an examiner is responsible for ensuring that all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets (by serial number), answer documents, and other test materials until they are returned to the ~~BTC-STC~~ at the conclusion of the administration session.

Each examiner, monitor, and other school personnel ~~or adult volunteer~~ authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

1. No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, photocopied, written, paraphrased, or oral.
2. Except for accommodations made in accordance with the rules adopted by the IDOE, only materials specifically designated by the IDOE shall be provided to students or permitted in the assessment room during an administration session.
3. Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests, student access to test materials shall be restricted to the state-scheduled dates of test administration.
4. The Corporation prohibits all Corporation and school staff from engaging in any violations of test security. Violations of test security include but are not limited to the following:
 1. giving examinees access to test questions prior to testing
 2. copying, reproducing or using in any manner any portion of any secure assessment book for any reason
 3. altering answer documents prior to, during or after a testing session
 4. sharing or posting actual or paraphrased test items or student responses in a public forum, social media, text, or email
 5. commenting on test content in a public forum, social media, text, or email
 6. posting actual test content or paraphrasing test content on social media

7. taking pictures of test materials
8. emailing, texting, or instant messaging actual or paraphrased test content
9. deviating from the prescribed administration procedures specified in the Examiner's Manual
10. making answer keys available to examinees
11. reviewing test questions prior to, during or after test administration
12. scoring student responses on the test locally before submitting the assessment for scoring to the test contractor, as designated by the IDOE
13. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any of the above acts prohibited in this section or any other acts violating this policy or the Indiana Code of Ethical Practices and Procedures

All Corporation and school staff are responsible for test security. Maintaining test security includes:

1. adhering to the Code of Ethical Practices and Procedures;
2. adhering to the Indiana Assessment Program Manual;
3. participating in required training; and
4. following the Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities for reporting and investigating alleged breaches or irregularities, as required by 511 IAC 5-5-4. The Protocol is provided below.

Any individual who administers, handles, or has access to secure test materials at the Corporation or school shall complete assessment training and shall annually sign no later than the last day of September a Testing Security and Integrity Agreement, which shall remain on file in the appropriate Corporation-level office for a period of no fewer than three years. Training shall be provided at the building level by the CTC (or designee), who has completed the required IDOE-provided training.

Under no circumstances may Corporation or school staff view student test materials prior to administering the assessment. Teachers and other school staff members shall not be provided access to secure test materials (except for the Examiner's Manual) more than ~~twenty-four (24)~~ four (4) hours in advance of test administration.

Corporation and school staff and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer.

If an interruption of testing occurs, the test examiner shall immediately notify the test coordinator, who will determine appropriate action. Following the interruption, a written report (using the Testing Irregularity Report form) detailing the interruption must be submitted to the IDOE according to the Protocol. The Testing Irregularity Report form must be submitted for all incidents and events that might invalidate any scores, including disruptions and illness.

All Corporation and school staff and students are prohibited from compromising test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.

Student test scores or test performance are confidential and shall not be disclosed to unauthorized persons.

Corporation and school staff are responsible for advising students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.

Teachers, administrators, students, parents, and other community members may voice their concerns about practices they consider inappropriate by filing a complaint with the CTC. The CTC shall establish procedures for the filing and investigation of such complaints. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include but not be limited to the following:

1. a formal process by which all complaints are documented and can be tracked to resolution
2. an initial inquiry to determine whether there is credible evidence that such an event occurred that is conducted within one (1) school day of the receipt of the complaint
3. a report sent within the next seven (7) calendar days to the IDOE Office of Student Assessment if any evidence of an inappropriate testing practice or testing irregularity exists
4. protection of the integrity of any ongoing assessments
5. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
6. any recommendations or findings that would impact the reliability or validity of student scores and that detail actions the School Corporation recommends the State take must be clearly stated in the final report

The IDOE requires that training of all persons associated with testing occurs before the opening of the test window for any standardized test. This includes but is not limited to the CTC, the BTC, test examiners, proctors, and any other person associated with the testing process.

Protocol for Reporting and Investigating Alleged Assessment Breaches

Any complaint alleging cheating or a security breach, testing administration breach, an intellectual property right infringement, a loss of materials, or any breach that undermines the integrity and/or inhibits the effectiveness of Indiana's assessments, including but not limited to ISTEP+, IREAD-3, ISTAR, and End of Course Assessments, shall be reported immediately to the IDOE.

Definitions:

"Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the ISTEP from achieving the purposes set forth in IC 20-32-5-1. An integrity breach includes but is not limited to any security breach, testing irregularity, testing administration breach, and violation of the code of ethical practices and procedures.

"Intellectual property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.

"Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the Code of Ethical Practices and Procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.

"Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one (1) or more students, including but not limited to timing an untimed test and not implementing required accommodations.

Complaint Procedure:

1. The complaint shall be submitted after completing the "Testing Concerns and Security Violations Report" form located in Appendix D of the Indiana Assessment Program Manual. This form is located on the Office of Student Assessment's website (<http://www.doe.in.gov/assessment>).
2. All complaints must be submitted to the IDOE's Office of Student Assessment by fax, email or mail:

1. Fax Number (317) 233-2196;
2. Email Address: INassessments@doe.in.gov; or
3. Mailing Address:
Indiana Department of Education
Office of Student Assessment
115 W. Washington Street
South Tower, Suite 600

Indianapolis, IN 46204

3. If the IDOE directs the Corporation to conduct an internal investigation, the investigation must:
 1. be completed within ten (10) business days of the IDOE's request that an internal investigation be conducted (unless the IDOE has provided an alternate deadline);
 2. be kept confidential in order to maintain the authenticity and integrity of the investigative process; and
 3. include the completion and/or collection of any and all documents requested by the IDOE.
4. The IDOE may request that the investigation include interview(s) with the following:
 1. The individual who filed the complaint ("complainant");
 2. The individual(s) against whom the allegation(s) is/are filed;
 3. Any other individual(s) who may have been involved or that the Corporation believes may have knowledge that will assist with the investigation.

All interviews shall be documented, and the Corporation shall provide the IDOE with copies of said documentation, including any and all notes, recordings, and/or transcripts.
5. The Corporation must submit an Investigation Report to the IDOE within ten (10) business days of the IDOE's request for an investigation. The investigation report should include all of the documents requested by the IDOE as well as the Corporation's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated.
6. The Corporation shall comply with any request by IDOE for additional documents or interviews.

Any "Testing Irregularity" that is not a testing security concern should be reported by using the Testing Irregularity Report form found in Appendix D of the Indiana Assessment Program Manual. "Testing irregularity" is defined under the administrative regulation to mean "any unexpected event that significantly disrupts the testing environment of two (2) or more students, including, but not limited to, the sounding of the fire alarm or a power outage."

In accordance with the IDOE established procedures set forth in the "Protocol for Reporting and Investigating Alleged Assessment Breaches":

Any complaint alleging cheating or a security breach, testing administration breach, an intellectual property right infringement (see item I for full definitions of each of these terms), or any breach that undermines the integrity and/or inhibits the effectiveness of Indiana's State-Mandated Assessments (see definition in Bylaw 0100) shall be immediately reported to the Indiana Department of Education ("Department").

1. The complaint shall be submitted via the completion of the "Testing Concerns and Security Violations Report" form located in Appendix C of the Indiana Assessment Policies, Administration, & Security Manual. This form is located on the Office of Student Assessment's website (<http://www.doe.in.gov/assessment>).

2. All complaints must be submitted to the Department's Office of Student Assessment by fax or mail:

1. Fax Number 317-233-2196

2. Mailing Address:

Indiana Department of Education
Office of Student Assessment
ATTN: Test Security Concern
115 W. Washington Street, South Tower, Suite 600
Indianapolis, IN 46204

3. Upon receipt of a complaint, the Department will log the complaint.
4. After logging the complaint, the Department will review the complaint to determine next steps. Depending on the results of this review, the Department may:

1. contact the complainant to request clarification or additional information;
2. contact the complainant to explain that based on the information provided, it does not appear a cheating, integrity breach, security breach, testing administration breach, or intellectual property right infringement occurred;
3. determine that the complaint does not provide sufficient information to investigate the complaint; or
4. determine a formal investigation is warranted.
5. If the Department determines that a formal investigation is warranted, the Department will provide notice of the allegations to the affected Superintendent as well as a written request that the School Corporation conduct an internal investigation.

However, in the event that the allegations involve the Superintendent, central office staff, an entire school, or multiple schools in a school corporation, the Department has the discretion to identify a third party agency/entity to conduct the investigation.

1. The investigation must:

1. be completed within ten (10) business days of the Department's request that an internal investigation be conducted (unless the Department has provided an alternate deadline);
2. be kept confidential in order to maintain the authenticity and integrity of the investigative process; and
3. include the completion and/or collection of any and all documents requested by the Department.

2. The Department also may request that the investigation include interview(s) with the following:

1. the individual who filed the complaint ("complainant");
2. the individual(s) against whom the allegation(s) is/are filed;
3. any other individual(s) who may have been involved or that the School entity believes may have knowledge that will assist with the investigation.

All interviews shall be documented, and the School entity shall provide the Department with copies of said documentation, including any and all notes, recordings, and/or transcripts.

6. The School entity must submit an Investigation Report to the Department within ten (10) business days of the Department's request for an investigation. The investigation report should include all of the documents requested by the Department as well as the School entity's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated. The School entity's determination, however, shall not be binding on the Department or any action that the Department may take.
7. The Department will review the Investigation Report and contact the school entity if additional clarification is needed. The Department may also request additional documents or interviews.
8. If the Department determines that a violation occurred, the Department may take the following actions:

1. Invalidate the test scores of student(s), school(s), corporation(s), and/or State;
 2. Retrain administrator(s) and/or other school personnel at the school's cost;
 3. Prohibit administrator(s) and/or other personnel from handling Indiana Assessment System secure materials;
 4. Suspend or revoke any license issued or granted by the Department to any school personnel who has committed a breach;
 5. Report any suspected criminal offense to the proper authorities;
 6. Take other corrective action.
9. Any of the following issues are considered "Test Security concerns" as defined in 511 IAC 5-5-2:
1. "Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the State-mandated test from achieving the purposes set forth in I.C. 20-32-5-1. An integrity breach includes but is not limited to, any security breach, testing irregularity, testing administration breach, and violation of the code of ethical practices and procedures.
 2. "Intellectual property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.
 3. "Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the code of ethical practices and procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.
 4. "Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one or more students, including but not limited to, timing an untimed test and not implementing required accommodations.

Any "Testing Irregularity" that is not a testing security concern should be reported by using the Testing Irregularity Report form found in Appendix C of the Indiana Assessment Policies, Administration, & Security Manual. "Testing irregularity" is defined under the administrative regulation to mean "any unexpected event that significantly disrupts the testing environment of two or more students, including but not limited to, the sounding of the fire alarm or a power outage."

I.C. 20-28-5-7

511 I.A.C. 5-5-3

511 I.A.C. 5-5-4

~~2017-2018 Indiana Assessment Program Manual (Indiana Department of Education, Office of Student Assessment)~~

2018-19 Indiana Assessment Policies, Administration and Security Manual

Code of Ethical Practices and Procedures (Indiana Department of Education)

Protocol for Reporting and Investigating Alleged Assessment Breaches (Indiana Department of Education)

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Legal References

I.C. 20-28-5-7

511 I.A.C. 5-5-3

511 I.A.C. 5-5-4

2018-2019 Indiana Assessment Policies, Administration and Security Manual

Code of Ethical Practices and Procedures (Indiana Department of Education)
Protocol for Reporting and Investigating Alleged Assessment Breaches (Indiana Department of Education)

Book	Policy Manual
Section	5000 Students
Title	Copy of CARE OF STUDENTS WITH DIABETES
Code	po5330.02
Status	
Legal	I.C. 20-34-5
Adopted	May 14, 2019

5330.02 - **CARE OF STUDENTS WITH DIABETES**

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school-related event or activity. The plan shall be developed by:

1. the licensed health care practitioner responsible for the student's diabetes treatment; and
2. the student's parent/legal guardian.

A diabetes management and treatment plan shall:

1. identify the health care services or procedures the student should receive at school;
2. evaluate the student's ability to manage ~~his/her level of understanding of the student's diabetes and level of understanding of his/her diabetes;~~
3. be signed by the student's parent/legal guardian and the licensed health care practitioner responsible for the student's diabetes treatment.

The parent/legal guardian of a student with diabetes shall submit a copy of the student's diabetes management and treatment plan to the school nurse for review:

1. before or at the beginning of a school year;
2. at the time the student enrolls, if the student is enrolled in school after the beginning of a school year; or
3. as soon as practicable following a diagnosis of diabetes for the student.

An individualized health plan ("IHP") shall be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a student's ~~individualized health plan~~ IHP in collaboration with:

1. the licensed health care practitioner responsible for the student's diabetes treatment to the extent

practicable;

2. the school principal;
3. the student's parent/legal guardian;
4. one (1) or more of the student's teachers.

A student's ~~individualized health plan~~ IHP shall incorporate the components of the student's diabetes management and treatment plan.

As provided in a student's IHP, a school shall, except in an emergency, allow the student to attend to the management and care of the student's diabetes if the student has been evaluated and determined to be capable of doing so as reflected in the student's IHP and the student's diabetes management and treatment plan, including the following activities:

1. performing blood glucose level checks
2. administering insulin through the insulin delivery system the student uses
3. treating hypoglycemia and hyperglycemia
4. possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes
5. otherwise attending to the management and care of the student's diabetes in the classroom, in any area of the school or school grounds, or at any school-related activity

The school nurse shall establish a procedure through which the student is cared for in an emergency.

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

"Volunteer health aides" are school employees who are not licensed or authorized to provide health care services under State law, volunteer to act in the capacity of a volunteer health aide, and have successfully completed the training of volunteer health aides by a health care professional with expertise in the care of individuals with diabetes or by the school nurse.

The school nurse shall coordinate the training of school employees serving as volunteer health aides using a training program approved by the State Department of Education and the record keeping and monitoring of volunteer health aides. Training of volunteer health aides must be provided by a health care professional with expertise in the care of individuals with diabetes or by the school nurse. The training must include the following:

1. implementing the orders of a licensed health care practitioner;
2. recognizing and treating the symptoms of hypoglycemia and hyperglycemia consistent with the orders of the licensed health care practitioner;
3. performing tests to check glucose and ketone levels, and recording the results;
4. properly administering glucagon, insulin, or other emergency treatments as prescribed, and recording the results;

5. recognizing complications that require emergency medical assistance;
6. understanding:
 1. recommended schedules and food intake for meals and snacks;
 2. the effect of physical activity on blood glucose levels; and
 3. the proper action to be taken if a student's schedule is disrupted.

The training must be provided before the beginning of the school year or as soon as practicable following 1) the enrollment, or 2) the diagnosis of a student with diabetes at a school that previously had no students with diabetes. The school nurse or principal shall maintain a copy of the training program and the records of training completed by school employees.

The school nurse shall perform the tasks necessary to assist a student in carrying out the student's IHP. When necessary, a volunteer health aide may perform the tasks necessary to assist a student in carrying out the student's IHP, in compliance with the training guidelines. The volunteer health aide may do so only if the parent or legal guardian of the student signs an agreement that:

1. authorizes a volunteer health aide to assist the student; and
2. states that the parent or legal guardian understands that, as provided under I.C. 34-30-14, a volunteer health aide is not liable for civil damages for assisting in the student's care.

A volunteer health aide who assists a student under this policy:

1. is not considered to be engaging in the practice of nursing; and
2. is exempt from applicable statutes and rules that restrict activities that may be performed by an individual who is not an individual licensed or authorized under State law to provide health care services.

The Corporation shall not restrict the assignment of a student to a particular school on the sole basis of whether the school has volunteer health aides.

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Legal References
I.C. 20-34-5

Book	Policy Manual
Section	5000 Students
Title	Copy of CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	
Adopted	May 14, 2019

5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education if determined eligible under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504"). If their impairment does not require specially designed instruction for them to benefit educationally, they may be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e., the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan (Form 2260.01 F13). All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The coordinated school health practices for management of a chronic health condition shall provide for:

1. coordination of health care management activities by school staff;
2. identification of individuals with chronic health conditions;
3. development of ~~individual~~ individualized health care action plans ("IHP");
4. communication among school staff who interact with children with chronic health conditions;
5. awareness and training of school staff regarding School Corporation policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

1. full participation in physical activities when students are well;
2. modified activities as indicated by the student's ~~health care action plan, 504 plan, or Individualized Education Plan (IEP)~~ IHP, 504 plan, or Individualized Education Program ("IEP");
3. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
4. communication regarding student health status between parents, physicians, teachers (particularly physical

education teachers), and coaches.

Healthcare management activities may include:

1. procedures to obtain, maintain, and utilize ~~written health care action plans~~ a written IHP, signed by the child's parents and physician, for each student with a chronic health condition;
2. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a ~~written health care action plan~~ IHP on site;
3. established communication strategies for students to use to tell an adult they may be having a health-related problem;
4. procedures for students to have immediate access to medications in accordance with Policy 5330 and AG 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;
5. prevention strategies to avoid causal elements;
6. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
7. otherwise attending to the management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event.

Staff will be trained about chronic health conditions and their control at a minimum annually in each school in which there is a student with a chronic health condition. This training shall include:

1. education about chronic health conditions;
2. the management procedures that the student and/or school personnel will be responsible for during the school day;
3. the early warning signs of chronic health conditions;
4. what to do in case of a distress reaction;
5. special planning needed for school functions such as parties, field trips, before and after-school activities, particularly those involving physical activity or exercise;
6. reporting procedures for changes in the student's physical or emotional behavior and condition;
7. access to appropriate consulting health professionals to address questions about chronic health conditions.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health care professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

Communication by school personnel with the student's parents/guardians and ~~healthcare~~ health care providers is to begin as soon as the student with a chronic health condition is identified. In the absence of school nursing

services, the principal will contact the parents/guardians to discuss the need for written physician's instructions and ~~a health care action plan~~ an IHP for the student with a chronic health condition to be completed and provided to the school as soon as possible. The plan shall clearly state all accommodations and emergency care procedures for the student with a chronic health condition during school hours or at a school-related event or activity. ~~Healthcare action plans IHPs~~ shall be accessible to designated staff in case of a distress reaction, or suspected onset of medical distress.

Except in an emergency, the school shall allow the student to attend to the management and care of his/her chronic health condition, as provided in the ~~individualized healthcare action plan~~ IHP.

The school shall provide an information sheet to the individual who is responsible for providing transportation for or supervising a student with a chronic health condition during an off-campus school-related activity that:

1. identifies the student with a chronic health condition;
2. identifies potential emergencies that may occur as a result of the chronic health conditions and appropriate responses to an emergency; and
3. provides the telephone number of a contact in case an emergency occurs.

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Book	Policy Manual
Section	5000 Students
Title	Copy of EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	
Adopted	May 14, 2019

5341 - **EMERGENCY MEDICAL AUTHORIZATION**

The School Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student unless the student is at least eighteen (18) years old and, if the DNR is executed by a representative, has been determined incompetent. Staff members shall comply with the terms of a properly executed Physician Order for Scope of Treatment (POST) form for a student that has been provided to the staff member as described in the Superintendent's administrative guidelines.

I.C. 16-36-5

I.C. 16-36-6

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Legal References

I.C. 16-36-5

I.C. 16-36-6

Book	Policy Manual
Section	5000 Students
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	
Legal	I.C. 20-32-8.5 511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited 511 IAC 6.2-3.1-3
Adopted	May 14, 2019

5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The School Board 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 his/her own development.

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

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
4. 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 I.E.P.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, ~~in the following school year, will continue to receive~~

instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

1. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas.
2. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

1. a student who has been previously retained two times prior to the fourth grade;
2. a student with disabilities whose case conference committee has determined that promotion is appropriate;
3. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

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

1. require the recommendation of the professional staff for any promotion, placement, or retention;
2. require that parents are informed in advance of the possibility of retention of a student at a grade level;
3. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
4. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

IDOE Memorandum April 7, 2017: IREAD-3 Guidance for 2017-18 School Year

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Legal References

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

IDOE Memorandum April 7, 2017: IREAD-3 Guidance for 2017-18 School Year

Book	Policy Manual
Section	6000 Finances
Title	Copy of INVESTMENT INCOME
Code	po6144
Status	
Legal	I.C. 5-13-9, 20-26-5-4 I.C. 5-13-9 –Deposit and investment of public funds I.C. 5-13-9-5(a) – Authorization to invest in certificates of deposit I.C. 20-26-5-4 – Specific powers I.C. 36-1-2-10 – "Municipal corporation" defined to include "school corporation" I.C. 36-1-2-13 – "Political subdivision" defined to include "municipal corporation" State Board of Accounts Public Schools Manual Part 14
Adopted	May 14, 2019

6144 - **INVESTMENT INCOME**

The School Board authorizes the Superintendent or Treasurer to make investments of available monies from the several funds of the SchoolCorporation in:

1. bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
2. certificates of deposit issued by financial institutions organized and authorized to operate in this State;

The purpose of the investments is to maximize the returns on the Corporation's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments.

Investments in U.S. Treasury securities and those other securities completely guaranteed by the Treasury as to payment of principal and interest may be purchased in any dollar amount up to 100% of the available reserves.

All investments must mature or be redeemable within two (2) years of the date of purchase, not to exceed two (2) years.

The Superintendent is authorized to contract with a depository for the operation of a cash management system under the following conditions:

1. the contract is in writing
2. the contract provides for the investment of funds by the depository with the written approval of the Superintendent.

3. the depository keeps all records concerning investment cash management
4. the investments are made in accordance with State law with maturities not to exceed two (2) years
5. the contract, which cannot exceed two (2) years, is awarded using the Corporation's bidding procedure

An obligation when received by the Treasurer, shall be deposited with the bank or trust company having the deposit of the money of the particular fund from which the obligation was purchased.

Money in the several funds of the Corporation may be commingled for the purpose of making an investment. The Treasurer ~~may also~~ may join with other school treasurers, ~~the regional service region, (-) and the community college~~ **[END OF OPTION]** and other political subdivisions and other governmental entities for the purpose of investing Corporation funds pursuant to an interlocal cooperation agreement under I.C. 36-1-7. S/He shall account for such investments separately.

The Board may authorize the Board's investing officer to invest in certificates of deposit from depositories that have been designated by the State Board of Finance as a depository for State funds under I.C. 5-13-9-5 but have not been designated by the Corporation's Board of Finance established by Board Bylaw 0151.1. This authorization shall be in the form of a resolution approved by the Board. Such resolution must provide that the authority to invest in these certificates of deposit granted by the resolution expires on a date that is not later than two (2) years after the date of the Board's vote adopting the resolution.

I.C. 5-13-9, 20-26-5-4

I.C. 5-13-9 –Deposit and investment of public funds

I.C. 5-13-9-5(a) – Authorization to invest in certificates of deposit

I.C. 20-26-5-4 – Specific powers

I.C. 20-26-10-9 – Joint Investment fund; administration; designated depositories

I.C. 36-1-2-10 – "Municipal corporation" defined to include "school corporation"

I.C. 36-1-2-13 – "Political subdivision" defined to include "municipal corporation"

I.C. 36-1-7 - Interlocal Cooperation

State Board of Accounts Public Schools Manual Part 14

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Legal References

I.C. 5-13-9, 20-26-5-4

I.C. 5-13-9 –Deposit and investment of public funds

I.C. 5-13-9-5(a) – Authorization to invest in certificates of deposit

I.C. 20-26-5-4 – Specific powers

I.C. 36-1-2-10 – "Municipal corporation" defined to include "school corporation"

I.C. 36-1-2-13 – "Political subdivision" defined to include "municipal corporation" State Board of Accounts Public Schools Manual Part 14

Book	Policy Manual
Section	6000 Finances
Title	Copy of SHORT-TERM INDEBTEDNESS
Code	po6145
Status	
Legal	I.C. 21-2-6 thru 8 I.C. 36-9-41
Adopted	May 14, 2019

6145 - **SHORT-TERM INDEBTEDNESS**

When the School Board determines that an emergency condition exists within a particular fund(s) and that the revenue being generated will not meet the current projected needs, the **Superintendent** may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax anticipation warrants.

The appropriate bid procedure is to be followed for all short-term loans authorized by the Board. Funds are to be borrowed from the institutions or organizations offering the terms most favorable to the School Corporation following approval by the Board.

The ~~School~~ Corporation may borrow the money necessary to finance a "public work" project that will cost not more than two million dollars (\$2,000,000.00) or an "eligible efficiency project" that will cost not more than \$3,000,000. A "public work" means a project for the construction of a public building, highway, street, bridge, sewer, drain, or any other public facility that is paid for out of public funds. An "eligible efficiency project" means a project necessary or useful to carrying out an interlocal cooperation agreement entered into by two or more political subdivisions or governmental entities under I.C. 36-1-7 or a project necessary or useful to the consideration of local government services.

The ~~School~~ Corporation may borrow the money for this purpose from a financial institution in Indiana by executing and delivering to the financial institution a negotiable note of the School Corporation for the sum borrowed. The note must bear interest, with both principal and interest payable in equal installments on January 1st and July 1st each year over a period not exceeding ~~six (6)~~ ten (10) years.

Any emergency loans, advance draws, or tax anticipation warrants authorized by the Board must be issued in compliance with I.C. 20-48-1 and Federal law.

~~I.C. 21-2-7 thru 8~~
I.C. 20-48-1
 I.C. 36-9-41

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Legal References
 I.C. 20-48-1
 I.C. 36-9-41

Book Policy Manual

Section 6000 Finances

Title Copy of BUDGET PREPARATION

Code po6220

Status

Legal I.C. 21-2-11-2 et seq., 21-2-11.5-2 et seq., 21-2-15
I.C. 36-1-8-5

Adopted May 14, 2019

6220 - BUDGET PREPARATION

~~The Corporation's operation and educational plan is reflected in its budget. Each year, the School Board will cause to have prepared and then review and approve the General Fund, Transportation Fund, School Bus Replacement Fund, Capital Projects Fund, Special Education Preschool Fund, Debt Service Fund, () Teacher's Retirement Bond Fund, and () the Rainy Day Fund, which constitute the budget of the Corporation. The School Corporation's~~
operational and educational plan is reflected in its budget. Each year, the School Board shall cause to have prepared, reviewed, and approved the Education Fund, Operations Fund, School Lunch Fund, Extra-Curricular Activity Fund, Debt Service Fund, Teacher's Retirement Bond Fund, the Rainy Day Fund, which constitute the budget of the Corporation.

The Board, by resolution, may establish a "rainy day fund" as a part of its budget preparation process. Transfers to the rainy day fund may be made at any time before the last day of the Corporation's fiscal year. The adoption resolution must specify the purposes of the fund as well as the sources of funding for the fund. The rainy day fund is subject to the same appropriation process as other funds for which taxes are raised. The Board may not transfer more than ten percent (10%) of its annual budget for that year to its rainy day fund.

The budget shall be designed to carry out Corporation operations and student instruction in a thorough and efficient manner, maintain Corporation facilities properly, and honor continuing obligations of the Board.

The proposed budget requires the critical analysis by every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Treasurer to present the budget to the Board, along with all available information associated with each Fund, in sufficient time for proper review and discussion and in compliance with ~~Indiana Code~~ State law.

When presented to the Board for review and/or adoption, the proposed ~~Budget~~ budget shall include, as appropriate:

1. The proposed expenditure in each of the following categories for the ensuing school year:
 1. student academic achievement expenditures;
 2. student instructional support expenditures;

3. overhead and operational expenditures;
4. non-operational expenditures;
2. The percentage of resources spent by the Corporation during the previous school year on each of the following categories of expenditures:
 1. student academic achievement expenditures;
 2. student instructional support expenditures;
 3. overhead and operational expenditures;
 4. non-operational expenditures;
3. The trend line for the percentage of resources spent by the Corporation during the previous school year on each of the following categories of expenditures:
 1. student academic achievement expenditures;
 2. student instructional support expenditures;
 3. overhead and operational expenditures;
 4. non-operational expenditures;
4. Whether the Corporation did or did not make progress in improving the ratio of student instructional expenditures to all other expenditures during the previous school year.

~~I.C. 21-2-112 et seq., 21-2-11.5-2 et seq., 21-2-15~~

~~I.C. 20-40-2~~

~~I.C. 20-42.5-3-5(a)(4)~~

~~I.C. 20-42.5-3-7(b)~~

~~I.C. 36-1-8-5~~

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Legal References

I.C. 20-40-2

I.C. 20-42.5-3-5(a)(4)

I.C. 20-42.5-3-7(b)

I.C. 36-1-8-5

Book	Policy Manual
Section	6000 Finances
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Legal	<p>I.C. 5-22-2-21, 5-22-2-30, 5-22-2-38</p> <p>I.C. 5-22-3-3</p> <p>I.C. 5-22-6-1 and 5-22-6-2</p> <p>I.C. 5-22-7-1 et seq.</p> <p>I.C. 5-22-8-2, 5-22-8-3</p> <p>I.C. 5-22-10-1 et seq.</p> <p>I.C. 5-22-16-1, 5-22-16-2</p> <p>I.C. 20-26-4-6, 20-26-4-8</p> <p>I.C. 20-26-5-4</p> <p>2 C.F.R. 200.317 - .326</p>
Adopted	May 14, 2019

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid from Federal funds or School Corporation matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, and School Board policies and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the Corporation's documented general purchasing Policy 6320 and AG 6320A.

All Corporation employees, officers (that is, Board members), and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 – Conflict of Interest.

The Corporation shall avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives and any other appropriate analysis to

determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the Corporation may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions paid for from Federal funds or Corporation matching funds shall be conducted in a manner that encourages full and open competition and is in accordance with good administrative practice and sound business ~~judgement~~ judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the Corporation shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
6. any arbitrary action in the procurement process.

Further, the Corporation shall not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or the Corporation is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the Corporation uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The Corporation allows vendors to apply for consideration to be placed on the list at any time.

Solicitation Language

The Corporation shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and the solicitation shall identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The Corporation shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 **[not to exceed ~~\$3,500~~ \$10,000]**. To the extent practicable, the Corporation shall distribute micro-purchases equitably among qualified suppliers.

Micro-purchases may be made without soliciting competitive quotations if the Purchasing Agent identified in Policy 6320 considers the price to be reasonable. The Corporation maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property the cost of which exceeds \$3,500 but is less than the competitive bid threshold of \$150,000 **~~\$150,000 maximum~~ not to exceed \$250,000**. Small purchase procedures require ~~that at least three (3) price or rate quotations shall be obtained from qualified sources~~ price or rate quotations shall be obtained from qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment amounts to more than \$150,000 **~~\$150,000 maximum~~ the lesser of the established Small Purchase threshold or \$250,000** and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Indiana statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids shall include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids shall be opened at the time and place prescribed in the invitation for bids; bids shall be opened publicly.
4. A firm fixed price contract award shall be made in writing to the lowest ~~responsive and~~ responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may be used to determine the low bid only when prior experience indicates that such discounts are usually taken.

5. The Board reserves the right to reject any or all bids for sound documented reason.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Indiana law stipulates a threshold for which sealed bids are required. (See Policy 6320.) **Sealed bids are required when the Board seeks to build, repair, enlarge, improve, or demolish a school building/facility if the cost will exceed \$50,000 (See Policy 6320).]**

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The Corporation shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The Corporation may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can be used only in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Corporation
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The Corporation shall perform a cost or price analysis in connection with every procurement action in excess of ~~\$150,000~~ \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation;

however, the Corporation shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the Corporation shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The Corporation uses a time and materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Corporation is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the Corporation sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the Corporation shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Corporation shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the Corporation and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the Corporation shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The Corporation is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the Corporation that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The Corporation shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the Corporation shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The Corporation maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The Corporation maintains records sufficient to detail the history of all procurements. These records shall include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Legal References

I.C. 5-22-2-21, 5-22-2-30, 5-22-2-38

I.C. 5-22-3-3

I.C. 5-22-6-1 and 5-22-6-2

I.C. 5-22-7-1 et seq.

I.C. 5-22-8-2, 5-22-8-3

I.C. 5-22-10-1 et seq.

I.C. 5-22-16-1, 5-22-16-2

I.C. 20-26-4-6, 20-26-4-8

I.C. 20-26-5-4

2 C.F.R. 200.317 - .326

Book	Policy Manual
Section	7000 Property
Title	Copy of CELL PHONE ALLOWANCE
Code	po7530.01
Status	
Legal	I.R.S. Notice 2011-72 (effective December 31, 2009)
Adopted	May 14, 2019

7530.01 - CELL PHONE ALLOWANCE

Eligibility for Cell Phone Allowance

Mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), (collectively, "cell phones") enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cell phone and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

1. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;
2. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;
3. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the School Board to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

Amount of the Allowance

The allowance shall consist of the following:

a monthly allowance of up to a specific dollar amount for cellular telephone service;

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance

needs to be changed because of documented business purposes, the employee should notify the Superintendent by submitting a new Cell Phone Allowance Request Form (Form 7530.01 F1).

No allowance will be paid when the employee is on an unpaid leave status, or is on an extended paid leave during which timely, essential business communications are not likely to be necessary.

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage and wireless Internet/data plan that is reasonably related to his/her job responsibilities. Beginning no later than annually, each covered administrator and staff member making application for the allowance, must submit to the Superintendent a Cell Phone Allowance Request Form (Form 7530.01 F1), including a copy of his/her most recent monthly invoices for his/her cellular telephone service plan to substantiate the amount of the allowance and a document identifying his/her cell phone number (including any pin number associated with a BlackBerry device) so that the employee may be contacted as the need arises.

The Superintendent should use knowledge of each employee's duties (e.g., the projected number of minutes of monthly business-related calls, and whether the employee requires wireless Internet/data service) and budget considerations to determine the amount of monthly allowance to recommend to the Board for each employee. In determining the amount of the allowance to recommend to the Board, the Superintendent may take into consideration the cost of the basic equipment, whether wireless Internet/data service is needed, and the cost of the employee's monthly cellular telephone service plan.

In order to continue to receive the allowance, administrators are required to answer all business-related calls on his/her cell phone and promptly respond to any messages.

Allowance Is Not Considered Taxable Income

~~Provided the employee maintains and uses his/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense—similar to mileage reimbursements—and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor the employee will receive the monthly allowance as established in this policy.~~

Justifying the Allowance

Upon being notified of his/her eligibility to receive the allowance, the employee shall submit a copy of the monthly bill for his/her cellular telephone service and wireless internet/data plan [END OF OPTION]. If the amount paid by the employee exceeds the amount of the allowance, the amount of the allowance will be treated as a non-payroll reimbursement of a business expense (that is, similar to mileage reimbursements), no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance, and under the current U.S. Tax Code, the allowance will not be considered taxable income.

Further, if the employee's monthly bill changes during the calendar year, s/he shall submit a copy of that new bill to the Superintendent, who shall determine if the amount paid of the allowance will continue to be treated as a non-payroll reimbursement of a business expense. However, if the employee's revised monthly bill is less than the allowance received, the Corporation shall report the annual amount of the employee's allowance as "Other Income" on the employee's W-2 for the current calendar year and each year thereafter in which the employee receives this allowance. Employees who receive an allowance that exceeds the amount they pay should consult with their tax advisor as to the treatment of this item on their personal income tax return.

Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing his/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member.

Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by his/her cell phone for a period of time.

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.

Employees may contact the Corporation's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the Corporation's servers (e.g., through Microsoft Exchange, Novell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the Corporation's servers. The Corporation's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or his/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of his/her cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of his/her Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information – Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

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Legal References

I.R.S. Notice 2011-72 (effective December 31, 2009)

Book	Policy Manual
Section	8000 Operations
Title	Copy of PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES
Code	po8121
Status	
Legal	I.C. 5-2-22 I.C. 10-13-3 I.C. 20-26-2-1.3 I.C. 20-26-2-1.5 I.C. 20-26-5-10, -11, and -11.5
Adopted	May 14, 2019

8121 - **PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES**

To protect students and staff members, the School Board requires an inquiry into the personal background of each employee of a contractor or subcontractor who is likely to have direct, on-going contact with children within the scope of their employment.

The Superintendent shall establish the necessary procedures to provide that contractors and subcontractors conduct an inquiry into the background information of these employees that shall include the following:

1. an expanded criminal history check as defined by I.C. 20-26-2-1.5
2. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
3. a search of the national sex offender registry maintained by the United States Department of Justice
4. beginning July 1, 2017, a search of the State child abuse registry
5. verification of enrollment in and use of the Federal E-Verify program to check eligibility to be employed (all employees)

Personally identifiable information reported to the School Corporation in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

Each contractor and subcontractor providing services to the Corporation shall notify the Superintendent within two (2) business days of the:

1. arrest and/or filing of criminal charges against an employee of the contractor or subcontractor and the disposition of such arrest or filing of charges;
2. conviction of an employee of the contractor or subcontractor for a crime; and

3. substantiated report of child abuse or neglect of which the employee of the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the Corporation shall screen all employees who are likely to have direct, on-going contact with children in the course of providing services to the Corporation. Screening shall only be required one (1) time during the period of the current contract with the Corporation as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the () arrest and the filing of criminal charges against the employee, conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject. Compliance with this requirement shall be verified by either:

1. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
2. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Corporation.

The Superintendent shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported () arrest and/or criminal charge, criminal conviction of an employee of a contractor or subcontractor, and substantiated report of child abuse or neglect of which the employee of a contractor or subcontractor is the subject and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or subcontractor to remove an employee from direct contact with students, upon request from the Superintendent, shall be considered to be a material breach of the contractor's or subcontractor's contract with the Corporation.

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Legal References

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10, -11, and -11.5

Book	Policy Manual
Section	8000 Operations
Title	Copy of SCHOOL CALENDAR
Code	po8210
Status	
Legal	I.C. 20-30-2-1,6, 20-18-2-17 511 IAC 6-2-1.1(j)
Adopted	May 14, 2019

8210 - **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 School Corporation.

The total number of days when the schools will be in session for instructional purposes shall be ~~in accordance with the collective bargaining agreement 180~~, and 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.~~

Unless a waiver is obtained from the State Department of Education, all days lost due to snow, fire, epidemics, health conditions, et cetera cannot be counted as a part of the minimum days of instruction for State aid and must be made up or an eLearning day that meets the standards set by the State Department of Education provided.

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. 20-30-2-1,6, 20-18-2-17~~

~~511 IAC 6-2-1.1(j)~~

~~I.C. 20-18-2-17~~

~~I.C. 20-30-2-1~~

~~I.C. 20-30-2-3~~

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Legal References

I.C. 20-18-2-17

I.C. 20-30-2-1

I.C. 20-30-2-3

Book	Policy Manual
Section	8000 Operations
Title	Copy of FOOD SERVICE PROGRAM
Code	po8500
Status	
Legal	<p>Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.</p> <p>Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.</p> <p>7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015</p> <p>2 C.F.R. Part 200</p> <p>USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)</p> <p>SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs</p> <p>Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794</p> <p>34 CFR Part 104</p>
Adopted	May 14, 2019

8500 - **FOOD SERVICE PROGRAMS**

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

The Board also will provide a breakfast program in accordance with procedures established by the State Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities, including the Food Service program. Students and all other members of the School Corporation community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other Corporation official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Food Service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Further, the Food Service program shall comply with the School Lunch Fund provisions of Chapter 4 of the State Board of Accounts Uniform Compliance Guidelines for Indiana Public School Corporations.

Dietary Modifications

A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student with a disability or the parent of a student with a disability, without delay and at no additional charge. The adult student with a disability or the parent of a student with disability making such a request of the Food Service Director shall be informed that medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b must be submitted within seven (7) school days from a health care provider who has prescriptive authority in the State of Indiana or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

1. the child's physical or mental impairment and why the student's disability or medical condition necessitates such a restriction of the child's diet;
2. an explanation of what the Food Service Program must do to accommodate the child's disability; and
3. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

After a request for a dietary modification is submitted to the Director of Food Service (Director), the Director shall, in turn, notify the Principal, school nurse, and the members of the student's IEP or 504 Team that the dietary modification shall be made for the student, pending the receipt of the required medical certification.

If deemed necessary by the student's IEP or 504 Team, the dietary modification shall be included in the student's IEP or 504 plan.

An adult student with a disability or the parent of a student with a disability who believes the accommodation requested is not being appropriately addressed may access the processes and assistance described in Policy 2260 and/or Policy 2260.01 by contacting the Corporation's Compliance Coordinator named in those policies.

A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability, without delay and at no additional charge. An adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability making such a request of the Food Service Director shall be informed that a signed medical statement from a health care provider who has prescriptive authority in the State of Indiana that the student cannot consume certain food items due to a medical condition or some other special dietary need must be submitted within seven (7) school days or the dietary modification may be discontinued until such statement is received.

To qualify for continuing consideration and substitutions the medical statement must identify:

1. the medical or dietary need that restricts the student's diet;
2. an explanation of what the Food Service Program must do to address the student's medical or dietary restriction; and
3. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The request for such dietary modifications shall be submitted to the Director, who shall, in turn, notify the Principal

and school nurse that the dietary modification shall be made for the student. Upon request of the parent or adult student, a meeting of a team including the parent, the Director of Food Service, school nurse, and principal shall be convened to determine the specific substitution(s) that will be made to the standard meal pattern for the student.

The Food Service Program shall not accommodate a student's request for specific substitutions to the standard meal pattern requirements that is based solely on religious or lifestyle choices.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

Operation and Supervision of the Food Service Program

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

Meal Charges

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

The Superintendent shall develop procedures regarding meal charges (Administrative Guideline 8500b), which shall be implemented by the Food Service Director. The procedures will provide direction so that deposits into a student's account are not considered income to the child nutrition program until the student charges a meal to his/her account. ~~This procedure~~ Further, the procedures will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$5.00. Once a student enters a negative lunch balance, s/he will be limited to two (2) charged regular meals. If the balance remains in a negative balance after the allotted two (2) charged meals, the student(s) in question will be provided with an alternative meal selection until the balance is no longer in the negative. Alternative meals will not be applied to the negative accrual balance.

Furthermore, if a student has a significant negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.

Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy at the beginning of the school year and upon hire during the school year. If the Corporation contracts with any third party to provide food services, the Board policy and Superintendent's procedure also must be distributed to the contractor and its employees working in the Corporation schools.

A lunch account becomes inactive after 9 weeks with no deposits or withdrawals. An inactive lunch account that has a positive balance of \$10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent

requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Bad Debt/Uncollectable Debt

Significant negative lunch account balances that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation operations fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b). Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectable also are unallowable.

Bad debt may be removed from accounts receivable in accordance with Policy 6151.

Additional Compliance

In accordance with Federal law, the Food Service Director will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the Food Service accounts will be made by the Treasurer.

Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods may accrue to the Food Service program.

With regard to the operation of the Corporation Food Service program, the Superintendent shall require:

1. maintenance of sanitary, neat premises free from fire and health hazards;
2. preparation of food that complies with Federal food safety regulations;
3. planning and execution of menus in compliance with USDA requirements;
4. purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460);
5. compliance with food holds and recalls in accordance with USDA regulations;
6. accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
7. safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
8. regular maintenance and replacement of equipment;
9. compliance with the Corporation's time and effort record-keeping policy by all Corporation employees whose salaries are paid from USDA funds or with non-Federal funds used to meet a match or cost share requirement. (See Policy 6116)

The Corporation's Food Service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period also shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in Schools regulations. Foods and beverages unassociated with the food-service program may be vendeds subject to the rules and regulations set forth in Policy 8540.

The Superintendent shall require that the Food Service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

2 C.F.R. Part 200

USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

34 CFR Part 104

Uniform Compliance Guidelines for Indiana Public School Corporations (Indiana State Board of Accounts)

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Legal References

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

2 C.F.R. Part 200

USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

34 CFR Part 104

Uniform Compliance Guidelines for Indiana Public School Corporation (Indiana State Board of Accounts)

Book	Policy Manual
Section	8000 Operations
Title	Copy of TRANSPORTATION
Code	po8600
Status	
Legal	<p>I.C. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)</p> <p>I.C. 9-13-2-161 ("school bus" defined)</p> <p>I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)</p> <p>I.C. 20-27-3 (State School Bus Committee)</p> <p>I.C. 20-27-9 (use of school buses)</p> <p>I.C. 20-27-11-1</p> <p>I.C. 20-27-12-0.1</p> <p>I.C. 20-27-12-0.3</p> <p>I.C. 20-27-12-5</p> <p>Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)</p> <p>Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011);</p> <p>Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)</p>
Adopted	May 14, 2019

8600 - **TRANSPORTATION**

It is the policy of the Board to provide transportation for students when the distance between their home and school makes the service advisable. This policy and any administrative guideline implementing it shall be implemented in compliance with Federal and State law, regulations of the Indiana State Board of Education and the State School Bus Committee.

School buses shall be purchased, housed, and maintained by the Board for the transportation of students between their home areas and the schools of the Corporation to which they are assigned. All use of tobacco including smoking is prohibited on a school bus. A school bus is a motor vehicle that is designed and constructed for the accommodation of at least ten (10) passengers and used for the transportation of school children to and from school, school athletic games or contests, and other school functions. The term "school bus" does not include a privately owned automobile with a capacity of not more than five (5) passengers that is used for the purpose of transporting school children to and from school.

A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards, except the requirement for stop arms and flashing lights, and that is used by the Board for transportation purposes not appropriate for school buses.

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program, i.e., for the habilitation or rehabilitation of students with developmental disabilities, orthopedic impairments, or multiple disabilities between their residence and the school).

A special purpose bus ~~be may~~ may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

A special purpose bus may be used to transport homeless or foster students. If more than seven (7) students are being transported to schools in the same school corporation, a special purpose bus must be used. If seven (7) or fewer students are being transported to schools in the same school corporation, a special purpose bus or an "appropriate vehicle" may be used to transport the students. The driver must meet the qualifications for the driver of a special purpose bus as set forth in I.C. 20-27-9-5(c).

An "appropriate vehicle" is defined as 1) owned by the School Corporation or contracted for by the Corporation and 2) has a seating capacity of not more than eight (8) passengers including the driver. The term "appropriate vehicle" includes a car, truck, sport utility vehicle, or minivan.

If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeur's, commercial drivers, or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers, the operator must meet the requirements of a regular school bus driver.

A special purpose bus is not required to be constructed, equipped, or painted as specified for a regular school bus.

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.

The Board shall provide transportation to non-public school students with legal settlement in the Corporation when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense, and shall be to and from the students' non-public school or the point on an established bus route that is nearest or most easily accessible to the non-public school.

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

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

If the vehicle is equipped with safety belts that meet the standards stated in Federal Motor Vehicle Safety Standard Number 208 (49 CFR 571.208) and are standard equipment installed by the manufacturer, then each occupant shall have a safety belt properly fastened around his/her body at all times when the vehicle is in forward motion, as required by I.C. 9-19-10-2.

If a student who attends a charter school located in a rural school corporation resides on or along the highway constituting the regular route of a Corporation bus, the Board shall provide transportation for the charter school student when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense and shall be to and from the student's charter school or the point on an established bus route that is nearest or most easily accessible to the charter school.

I.C. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)

I.C. 9-13-2-161 ("school bus" defined)

I.C. 9-19-10-2 (use of safety belt by motor vehicle occupants)

I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)

I.C. 20-27-3 (State School Bus Committee)

I.C. 20-27-9 (use of school buses)

I.C. 20-27-11-1
I.C. 20-27-12-0.1
I.C. 20-27-12-0.3
I.C. 20-27-12-5

Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)
Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011); Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)

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Legal References

I.C. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)
I.C. 9-13-2-161 ("school bus" defined)
I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)
I.C. 20-27-3 (State School Bus Committee)
I.C. 20-27-9 (use of school buses) I.C. 20-27-11-1
I.C. 20-27-12-0.1
I.C. 20-27-12-0.3
I.C. 20-27-12-5

Hoagland v. Franklin Township Community School Corporation, No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)
Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011); Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)