

Blackford County Schools
Board Policy
Series 8000
Community Relations

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ARTICLE 8 COMMUNITY RELATIONS (Series 8000)

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8100 NON-DISCRIMINATION

It is the policy of Blackford County Schools to provide equal opportunity in its programs, practices, activities and employment regardless of race, color, creed, sex, religion, national or ethnic origin, disability, age, citizenship or other basis prohibited by law.

It is the policy of Blackford County Schools to maintain a learning and working environment that is free from unlawful discrimination, including sexual harassment, against any and all employees and students.

8120 PARTICIPATION AT BOARD MEETING

All meetings of the Board are open to the press and to the public. The Board reserves the right to hold executive sessions in compliance with existing laws. However, action on all school matters will be taken at an open meeting.

Because the board desires to hear the viewpoints of citizens throughout the district, it will schedule a period during each planning session and regular meeting for public participation. The board president may use his/her discretion in imposing time limits on those wishing to speak and may require that only new information be submitted when comment and/or questions from one or more persons are repetitious in nature.

Comments and questions at the planning sessions and regular meetings may deal with any topic related to the operation of the Blackford County School District. Items relating to school personnel, however, will not be included if the comment or question is deemed to be inappropriate for a public meeting.

The Board president will be responsible for recognizing all speakers, who will properly identify themselves, for maintaining proper order, and for adherence to any time limits set. Questions asked by the public will, when possible, be answered immediately by the president or referred to staff members for reply. Questions requiring investigation will be referred to the superintendent for consideration and later response.

Members of the public will not be recognized by the president as the Board conducts its official business except when the Board schedules in advance an interim public discussion period on a particular item.

8122 SAFE SCHOOLS POLICY

The Blackford County Schools believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the board of education, administrators, teachers, student's parents and the community. A variety of prevention and intervention strategies, programs and activities must be in place to ensure student and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, the Indiana Student Code and civil and criminal law.

We believe that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well-being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security, as necessary.
4. Administrators, teachers and support staff are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Parents' presence in schools, as visitors or volunteers, on a regular basis enhances school security.

The superintendent, with the school safety specialist, shall establish procedures to be followed regarding implementation of school safety and security measures.

8123 SEX OFFENDERS ON SCHOOL PROPERTY

Recognizing that the safety and welfare of students is of paramount importance, the Blackford County School Board of School Trustees hereby declares that, except in limited circumstances as defined below, the Blackford County Schools (BCS) will not permit registered sex offenders to be on BCS school property.

SCHOOLS OFF LIMITS

The Board of School Trustees declares that no registered sex offender may come on the property of the Blackford County School Corporation school except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as provided in this policy. A registered sex offender may not attend school functions that are held on school property. The Board of School Trustees authorizes a BCS administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the school property. Violations of this policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education, as deemed appropriate by school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is on the Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

Limited Circumstances:

Limited circumstances may occur when a registered sex offender has a legitimate educational need to come on school property. In such a case, prior to entering school property, the registered sex offender must contact the Superintendent to establish a written Individual Access and Child Protection Plan ("IACPP"). An IACPP will be established by discussion with the Superintendent or his/her designee and the administrator of the school property in question. The plan and approval will be in writing with signatures of the involved parties. Only after there is an approved written IACPP may the registered sex offender enter school property and may only do so within the restrictions of the IACPP. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for that event by the administrator of the school site and with contact with the Student Services Director or designee.

8130 SCHOOL CLOSINGS/RESCHEDULED DAYS

When school is delayed, closed, or rescheduled for the following reasons, extracurricular activities, grades 5-12, may be held if approved by the building principal and/or the superintendent or his designee.

- When school is closed or rescheduled because buses cannot maneuver routes.
- If there is a snow or fog delay that is followed by the closing or rescheduling.
- Prior to the regular school time on a day following a day that school was closed or rescheduled or there was an early release.
- Extracurricular activities during regularly scheduled vacations during the school year.

Saturday will be treated like any other day. Only those activities in season will be allowed to meet. Because of the peculiarities of the rise and fall of fog and other weather conditions, all administrators and staff should be alert to prevailing conditions. Each should be prepared to make decisions and communicate safety procedures.

When the schools are closed for regularly scheduled vacations and holidays, extracurricular activities should be kept to a minimum. Any anticipation of having activities during a vacation period shall be published prior to the beginning of the season.

There shall be no mandatory attendance or punitive action taken for non-attendance for below varsity level.

Except for the activities listed below, no school activities will be scheduled on Sundays:

- Sacred concert by BHS Choir
- Overnight field trips
- Adult recreational programs

No school activities will be scheduled on Thanksgiving Day or Christmas Day.

8130.1 EXTRACURRICULAR ACTIVITIES DURING THE REGULAR SUMMER VACATION

Extra-curricular camps occur in the summer. Because these activities are felt to be extensions or prerequisites to the season or performance schedule, it is felt that attendance must be required. Consideration for exceptions should be administered by directors, coaches, and instructors in concert with the building principal.

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8140 EMERGENCY

There shall be no school activities, either regular or extracurricular, when any emergency has been declared by any city or county governmental unit. School activities may not resume until the emergency has been lifted. After the emergency is lifted, school activities will only be held with permission from the principal and superintendent or his designee.

8200 DISTRIBUTION OF WRITTEN INFORMATION IN THE SCHOOLS

All individuals, groups, or organizations wishing to distribute written information to students or to parents by students must gain permission from the superintendent by submitting a copy of the information to be distributed.

All written information distributed to students or to parents by students must bear the signature(s) of the author(s).

8300 PUBLIC GIFTS TO THE SCHOOLS

The Board is receptive to outside financial support and/or the contribution of gifts which will aide existing or new programs as may be initiated in compliance with the following:

1. Offering of financial support and/or gifts shall be reviewed by the superintendent relative to their propriety and applicability. After review, the superintendent shall forward his/her recommendation regarding acceptance or rejection to the Board for final disposition. The review will include, but not be limited to, future maintenance and/or insurance implications.
2. Outside funds will not dictate the direction of programs nor in any way hamper the objective evaluations of these programs.
3. All funds received will be audited in accordance with appropriate state statutes and corporation auditing policies.
4. All gifts shall become the property of the corporation and when no longer considered to be useful to the corporation, disposed of in accordance with corporation policy.
5. Gifts of books and other materials to school libraries must meet the standards of selection as those applied to the purchase of library materials.

8325 ADVERTISING AND PROMOTION

Only when advertising and promotional materials will contribute significantly to the instructional program, the extracurricular program, or general community betterment may they be posted, distributed, displayed in programs, or used in the schools.

Each building principal must approve the content of all announcements and materials distributed to students or faculty by outside sources and those distributed by the faculty or students to individuals or groups outside the building except for notices that have been specifically approved by the superintendent's office.

8330 USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other. It is the Board's intent to grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental, or general political nature. Such school use will be governed by availability, and no person, group, or organization has any vested right to use the school property. Some activities are specifically prohibited. These include those that are discriminatory in the legal sense; that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment; that promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence; or that promote partisan politics.

Forms for making application for use of building and/or concession facilities are issued by the building principal or designee. The principal or designee will hold responsible the person signing the application for any violations of the rules and regulations in force. The fee for the use of facilities will be in accordance with an adopted schedule; however, variations may be made, determined by such criteria as room, building, heat, air conditioning, size of crowd, length of meeting, and age group. Groups charging admission to the activity will be charged accordingly. The Board may grant waivers of fee payment in exceptional cases. Normally, fees must cover a minimum cost of custodial services and any additional services such as food preparation and audio-visual assistance.

LEGAL REFERENCE 5 11 IAC 6-2-1 (B) (5)

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8330.1 RENTAL FEES FOR BUILDINGS

Facility	Group A	Group B	Group C
BHS Gymnasium	No Charge	No Charge	Facility Not Available
BHS Swimming Pool	No Charge	No Charge	\$200
BHS Football, Softball, Baseball Fields and Related Outdoor Areas	No Charge	No Charge	Facility Not Available
BHS Auxiliary Gymnasium	No Charge	No Charge	\$200
All Other School Gymnasiums	No Charge	No Charge	\$75
Any School Multipurpose Room	No Charge	No Charge	\$75
Any School Kitchen	No Charge	No Charge	\$100
Any School Cafeteria (without use of kitchen)	No Charge	No Charge	\$50
All School Classrooms	No Charge	No Charge	\$50
Montpelier Football Field	No Charge	No Charge	Facility Not Available
Custodial Fees	*	*	*
Cafeteria Staff Fees	**	**	**

All fees listed will cover the facility for up to three (3) hours. Fees for additional hours are one half the listed fees for each added hour.

*If the event is on a weekend or non-school day, custodial fees will apply. Custodial Staff - \$31.50 per hour

**One cafeteria staff person must be on duty and paid by the renting organization any time a kitchen is rented. Cafeteria Staff - \$31.50 per hour

BLACKFORD COUNTY SCHOOL CORPORATION GROUP DEFINITIONS FOR FACILITIES USE

GROUP A

- District Educational Use - School and school-related organizations

EXAMPLES to include but not limited to:

- School clubs
- Staff groups
- Parent-teacher organizations
- District educational use
- Booster clubs

GROUP B

- Organizations that function for the general welfare of the community and are not raising funds through the use of Corporation property

EXAMPLES to include but not be limited to:

- Non-profit community youth and adult groups
 - Boy Scouts
 - Girl Scouts
 - 4-H
 - YMCA

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- Local youth and adult recreational groups
- Local government bodies
 - County Clerk
 - Department of Child Services
 - Police
 - County Clerk
- Community service groups and organizations
 - American Cancer Society
 - Regional blood drives
 - Arts Council
 - Kiwanis
 - WOW
 - Local Sororities
 - Religious organizations

GROUP C

- Organizations that function for their own benefit and/or **raise funds** through the use of Corporation property

EXAMPLES to include but not limited to:

- Businesses and business organizations
- Business recreation leagues
- For-profit organizations
- Political parties
- Community service groups and organizations raising funds
- Religious organizations
- Arts Council
- Local youth and adult recreational groups raising funds

All fees and rentals must be paid in advance. A rental may be canceled up to 12 hours before the activity hour and the rental cost will be refunded. Rental fees and other accompanying fees must be paid to the building principal. Checks are to be made payable to Blackford County Schools. The principal shall furnish a receipt to the renter and then deliver the funds to the bookkeeper at the Central Office who will receipt the principal for the funds. Central Office will pay all personnel who are involved in an activity.

8340 USE OF SCHOOL PARKING AREAS, DRIVES, AND ACCESS ROADS

The parking areas, drives, or access roads, on any and all real property owned or leased by Blackford County Schools shall be used for the following purposes only:

- The parking and driving of motor vehicles and bicycles by regular students and adult students while attending classes or school functions sponsored by the schools.
- The parking and driving of motor vehicles and bicycles by persons attending functions and activities sponsored by the schools.
- The parking and driving of motor vehicles and bicycles by teachers and other employees of the school corporation while performing their duties as such.
- The parking and driving of motor vehicles and bicycles by persons visiting the school who have a legitimate interest in so doing and whose visits are in accordance with regulations of the respective principals.
- The parking and driving of motor vehicles and bicycles by legitimate business visitors of the school while calling upon such business.
- Organized marching, drill, play or other activities of students or others as sponsored by the schools and under the direction of an employee of the school corporation.
- Any other use of the said parking areas shall be unlawful unless written approval has been obtained from the building principal or superintendent.

8400 COMPLAINT PROCEDURES

Any employee who believes he or she has been unlawfully discriminated against, including sexual harassment by any employee or student in the School Corporation, may use the complaint procedure or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the School Corporation. Filing of a complaint or otherwise reporting unlawful discrimination, including sexual harassment, will not adversely affect an employee's terms and conditions of employment nor will an employee be discriminated against because of the complaint.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Only those who have an immediate need to know, including the investigator or his/her designee will find out the identity of the complainant.

All reports of unlawful discrimination, including sexual harassment, shall be handled in the following manner:

- Reports must be in writing on forms supplied by the Corporation
- Reports must name the person(s) charged with the unlawful discrimination and any witnesses, and state the facts;
- Reports must be presented to the building or immediate supervisor where the alleged conduct took place. The building principal/supervisor shall inform the superintendent, or his/her designee, of all filed reports;
- The building principal /supervisor who receives a report, or his/her designee, shall thoroughly investigate the alleged unlawful discrimination;
- The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent and to the complainant; and
- The Board of School will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

8500 SANCTIONS FOR MISCONDUCT

A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension or discharge.

A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code of Conduct.

8510 FALSE REPORTING

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

8600 USE OF TOBACCO ON SCHOOL PREMISES

The Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on any school property, in any corporation building or vehicle.

For purposes of this policy, “use of tobacco” means a cigar, cigarette, pipe, snuff, electronic nicotine delivery devices (ENDS) such as e-cigarettes and hookah pens, or any other matter or substance that contains tobacco.

**LEGAL REFERENCE: 20 USC 7181
IC 16-41-37-1**

8700 SCHOOL AGE CHILD CARE PROGRAM - REASONABLE CARE STANDARDS

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract in writing with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age child care program (latch key program) which utilizes school corporation building(s). The school corporation will request proposals for providing latch key programs as required by Indiana law; such proposals must include the organization's fee schedule. The School Corporation will provide a latch key program in corporation buildings. Such a program will adhere to the standards set out in this policy. Such use is limited to before or after the school day, or both. Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space. An organization eligible to contract with the school corporation for child care program must meet or exceed the following standards:

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

No fee will be assessed for the use of school buildings under this policy. However, a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the buildings for the program(s) will be assessed.

The Superintendent will develop regulations, fee schedules, and forms to implement this policy

LEGAL REFERENCE: **I.C. 20-5-2-1.5**
 I.C. 20-5-2-1.7
 I.C. 5-22-9

REGULATIONS FOR SCHOOL AGE CHILD CARE PROGRAM

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

1. The organization must complete a form, which is available at the Superintendent's office. The completed form must be returned to the Superintendent prior to the signing of the contract. This form requires the organization to indemnify and hold harmless the Blackford County School Corporation for and from any and all judgments or settlements of claims

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arising out of the organization's use of school property.

2. Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.
3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal.
4. No furniture or equipment may be moved without approval of the building principal or his or her designee.
5. No signs, displays, or other materials may be attached to walls, nailed or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc., without permission of the building principal.

8800 RECORDS - ACCESS TO PUBLIC DISCLOSURE

(Policy provided by ISBA 11/9/98)

The Superintendent, or his/her designee, shall be the records access officer and he/she shall assume responsibility for public records release decisions.

All requests for access to public records shall be made in person, in writing via letter, or email request sent to the superintendent and received between 8:00 a.m. and 4:00 p.m. on regular business days. Requests must identify, on forms provided by Blackford County Schools, the record for which disclosure is sought.

The cost to be charged for copies shall be as established by the Superintendent, but may not be greater than required by law.

Fees are payable before any record is duplicated, and may be paid by cash or money order payable to the Blackford County Schools.

With respect to records which are determined to be not available, the “record access officer” will certify upon the request form that the corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requestor.

The records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second by the state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and third, by this Board’s policy which excludes certain records from disclosure.

Whenever a request for disclosure is denied, the person making the request may appeal the decision to the Board.

Blackford County Schools will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

LEGAL REFERENCE: I.C. 5-14-3-1

8820 DISCLOSURE OF STUDENT LISTS

The Board of School Trustees of Blackford County Schools, in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all student currently or formally enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

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

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

LEGAL REFERENCE: **I.C. 5-14-3-4 (c)**
 I.C. 20-10.1-29-1 et seq.
 20 U.S.C 7908
 10 U.S.C. 503

8830 AUDIO TAPING AND VIDEO TAPING

Meetings, such as parent-teacher conferences, case conferences, meetings under Section 504 of the Rehabilitation Act, and discipline-related conferences, may be taped by the school administration. Parents may request that the administration tape a meeting. Any tape of a meeting made by the school will become part of the student's file and is governed by the requirements of the Family Educational Rights and Privacy Act. The school shall maintain a tape until the matter concerning the meeting is resolved and thirty days from the date after the resolution of the matter. Any request for a transcript of the tape must be requested from the office of the school Superintendent. Meetings will be videotaped only in circumstances in which the school administration determines that it is in the best interest of the school corporation to do so.

8840 SUPPLIES MADE IN THE U.S.

Every bid specification, proposal, or quote for purchases of supplies must contain the following language:

The Blackford County Schools requires that the supplies used and/or purchased with respect to this bid, proposal, or quote be manufactured in the United States. It is the bidder's responsibility to show such supplies are manufactured in the United States. If the supplies provided by the bidder are not manufactured in the United States, the bidder must show that one of the following is true:

1. The supplies required to comply with the bid, proposal, or quote, are not manufactured in the United States in a reasonable available quantity to make a competitive bid.
2. The price of the supplies required to comply with this bid, proposal, or quote exceeds the price of comparable supplies available outside the United States by an unreasonable amount.
3. The quality of the supplies required to comply with this bid, proposal, or quote is substantially less than comparably proceed supplies available outside the United States.

The corporation may require the successful bidder to provide documentation of the stated reasons why U.S. manufacture supplies were not used or purchased.

8900 OFFICIAL BLACKFORD COUNTY SCHOOL WEBSITE AND SOCIAL NETWORKING SITES

All official BCS web pages and social networking sites (those designed for student use and/or communication to stakeholders about BCS programs) must be approved by the Superintendent and should adhere to the following standards:

- Sites shall be the responsibility of the building principal/district superintendent or his/her designee
- Content must conform to all applicable state and federal laws, as well as all district and board policies
- Content must be kept current and accurate, refreshed at least weekly
- Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork, or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published
- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within BCS guidelines and is appropriate to the subject matter of the page
- Unauthorized pages which have not been approved by the Superintendent will be treated as personal pages, and are therefore limited to the standards provided in policy

8910 UNMANNED AERIAL VEHICLES (DRONES)

In consideration for the safety of students, staff and visitors to schools in the Blackford County School Corporation (“BCS”), the following policy addresses the use of unmanned aerial vehicles on BCS property or airspace. The policy applies during school hours or when a school activity is taking place involving BCS students or staff.

The Blackford County Schools Board of School Trustees prohibits the use of an unmanned aerial vehicle (“UAV”), commonly known as drones, on or above BCS property without the express, written consent of the Superintendent or the Superintendent’s designee. BCS shall refuse entry onto BCS property to anyone possessing, using or attempting to use a UAV without authorization, or shall remove from BCS property anyone possessing, using or attempting to use a UAV without authorization. BCS may also confiscate any UAV that violates this policy.

Operating or being involved in the operation of a UAV or Drone in conflict with this policy by a student of the Blackford County School Corporation shall be considered Interfering or Disrupting a School Activity or Function and shall be subject to appropriate disciplinary consequences up to and including suspension or expulsion from school.

This policy pertains to UAV’s operated on BCS property or in airspace above BCS that is not otherwise governed by state or federal law.