

**WEST WASHINGTON SCHOOL CORPORATION
I-9 COMPLIANCE PLAN**

- New hires are presented with the form prior to their first day of work. The new hire will complete Section 1 of the I-9 form. Central office staff will present the list of acceptable documents to the new hire. The form and documents must be presented to the Central Office within three (3) days of the new hires first day of work.
- Deputy treasurer/payroll officer will verify the school corporation is using the most current USCIS form and list of acceptable documents.
- The I-9 form will be completed at the central office of the West Washington School Corporation.
- All central office staff will be trained on how to collect information, review documents, and properly complete the form.
- The completed form will be stored in a locked filing cabinet in the central office building.
- Deputy treasurer/payroll officer will track I-9's with expiration dates, will up keep the terminated i-9 file when employees leave, and will purge I-9's annually.
- Central office secretary will perform I-9 internal audit annually.

Adopted: October 24, 2011 Board Meeting

West Washington School Corporation

Policy on District-Provided

Access to Electronic Information, Services, and Networks

The purpose of Corporation provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the West Washington School Corporation's Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

In making decisions regarding student access to the Internet, the West Washington School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students accessing the Corporation network must first have permission and must be supervised. Students accessing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The Corporation will institute technical methods and/or systems to regulate compliance with the Corporations acceptable use policy. However those methods and/or systems can not guarantee complete compliance with the Corporation's policies. The West Washington School Corporation will make every effort to encourage acceptable use by staff members and students.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, create or distribute pornographic, obscene, harassing, racist, sexually explicit , imagery or language;
2. to access chat pages, web based email, or social networking in cyberspace; unless this is part of the educational process as deemed by the administration or teacher, done for a classroom assignment, or to assist Seniors with college applications or financial aide; and
 - a. users shall not give out personal information (name, address, dob, ssn) unless this is part of the college application or financial aide process for Seniors; and,
 - b. users shall maintain proper internet etiquette; this to include no profanity, vulgarities, or other inappropriate, offensive, harassing, bullying, or stalking language or behaviors
3. to upload, download, or distribute games or other executable files
4. to transmit obscene, abusive, threatening material or sexually explicit language;
5. to violate any local, state, or federal statute;
6. to vandalize, damage, or disable the property of another individual or organization;
7. to access another individual's materials, information, or files without permission; and,
8. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
9. Students may not bring diskettes, flash drives, cd's or dvd's to school; without the permission of the system administrator or classroom teacher.
10. Students may not install or attempt to install any type of software on a local computer or the Network
11. Games may not be installed on a local computer or the Network unless that game is to be used in the curriculum
12. Students may not login using another students login name and password
13. Using Proxy sites to attempt to bypass Internet filtering software.

Any violation of Corporation Policy and rules may result in loss of access to the internet and/or other computer use. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays nor interruptions in service. The District will not be responsible for the accuracy, nature or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation provided

Parents of students in the West Washington School Corporation's shall be provided with the following information:

The West Washington School Corporation's is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, nor potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate e students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the West Washington School Corporation's makes the District's complete Internet policy and procedures available on request for review by all parents, guardians ,and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Internet access. The Corporation will not be responsible for personal property used to access Corporation networks or for Corporation provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from Corporation provided access to the Internet.

DISCLAIMER:

Pursuant to the Children's Internet Protection Act, the West Washington School Corporation uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Student authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material the West Washington School Corporation will not be liable. To minimize these risks, student use of the West Washington School Corporation Network is governed by this policy,

INDOOR – OUTDOOR AIR QUALITY POLICY

Vehicle Idling Policy

This purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1, When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart or there is a clear path to exit the pick-up area.

2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:

- A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
- B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
- C. There are safety or emergency situations,
- D.. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or

E. The bus is idling in traffic.

3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.

Exemptions

1. Safety of Children or Emergencies

- a) Use of lift equipment during loading or unloading of individuals with special needs.
- b) Use of heater or air conditioning during loading or unloading of individuals with special needs.
- c) Use of defrosters, heaters, air conditioners, or other equipment for health or safety concerns.
- d) Use of bus headlights or flasher warning lights for safety or visibility purposes.
- e) For other safety or emergency issues.

2. Hot or Cold Weather

- a) If bus drivers are at a location more than fifteen (15) minutes, a waiting area should be provided for their use after turning off the bus engine.
- b) During hot weather if necessary and the bus has air conditioning, the bus may idle for a minimal period to cool the bus prior to loading, or while students remain on the bus.
- c) If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.

3. Maintenance Operations

- a) When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms. Buses may idle as necessary as part of a pre-trip safety inspection.
- b) If necessary to make emergency repairs to vehicles. (for example jump starting another vehicle)

LEGAL REFERENCE: 410 I.A.C. 33-4-3

Animals In Classrooms

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in the classroom longer than a semester or during an extended school break or more than two (2) days. At no time will animals considered dangerous be brought into the classroom.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changes to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom are:

- 1) animals used in health class to demonstrate affects of different diets.
- 2) Animals used in biology to show developmental changes or diversity.
- 3) Eggs incubated to show development

Example of educational purposes where animals are in the classroom for one day or less:

- 1) Pets/animals brought into classrooms to allow students exposure to a variety of species
- 2) Pets/animals used to demonstrate obedience training.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

\Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.

LEGAL REFERENCE: 410 I.A.C. 33-4-7

Chemical Management Policy

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

Inventory

Each year, school corporation personnel assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemicals purchased shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a) Chemicals will be purchased by authorization from the building principal, facilities director or superintendent.
 - b) Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in-first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.

4. Only properly trained staff may use hazardous chemicals, Staff will receive annual training and when required, certification (i.e. pesticide applicators)
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage area will be properly ventilated.
3. Storage area will be compatible with the chemical being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Contact Building Office which will contact Administration and School Nurse
2. Call 911
3. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8