

**REVISED GUIDELINE - VOL. 24, NO. 2**

TESTING PROGRAM

**Purpose of Testing**

Testing, like any other element of the Corporation's program, should have a definite purpose related to Corporation goals. No test should be given without first defining its purpose and determining how the results will be used.

**SUGGESTED PURPOSES FOR VARIOUS TESTS**

A. Achievement Tests (State-mandated testing and assessments and others)

- (X) to measure a student's progress in achieving Corporation learning outcomes
- (X) to help determine student learning strengths and weaknesses and/or diagnose their causes
- (X) to help assess the effectiveness of a school's or the Corporation's program and/or identify/diagnose educational strengths and weaknesses
- (X) to aid in evaluating curriculum and/or instructional strategies and resources

B. Intelligence Tests

- (-) to measure a student's mental ability as defined by the tests

C. Basic Skills Tests (State-mandated testing and assessments and others)

- (-) to help determine the extent to which a student can perform tasks associated with functional literacy
- (-) to aid in diagnosing problems with literacy task skills and in providing for appropriate remediation

D. Readiness Tests

- (-) ~~to help determine the appropriate time for a student to begin a learning program~~

EB. Vocations Interest/Aptitude Tests

- (X) to help determine a student's interests or aptitudes for comparison with those related to particular vocational fields

- (X) to assist in the vocational counseling of a student

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**Uses of Test Results**

The purpose for giving a test is to use the results to improve learning and to communicate with those concerned about how well a student or group of students are learning.

**Item Analysis**

If test results are to be used effectively, an analysis of the test items should be the first step. Such an analysis makes it easier to determine where students are strong and where the weaknesses are so that instruction can be geared accordingly. A proper analysis should provide the kind of knowledge that will not only aid in designing appropriate learning activities but in producing a more reliable assessment and more useful communication to both students and their parents.

**Curriculum and Instruction**

Administrators will be responsible for ensuring that test results are used by the staff to both refine the curriculum and improve instructional strategies and resources. To aid in this process, in-service programs may be necessary to strengthen understanding of how different kinds of tests are designed, how to judge reliability and validity, and how to use test information to diagnose and remediate.

### **Counseling**

Administrators should ensure that teachers and counselors are working cooperatively by sharing information derived from the testing program. The counselors should be using test results and analyses to help students (and their parents) develop a realistic and valid view of their current achievement levels and design and follow through on plans related to both their school and vocational careers. Teachers should also be aware of these plans to help support such plans in the classroom.

### **Communication with Parents**

As one of the important partners in the educative process, it is essential that parents be kept properly informed of test results, particularly those that relate directly to academic achievement. In communicating with parents, particularly with regard to standardized tests, the following guidelines should be observed:

- |     ☒ Test results should be provided in context, that is, with the purpose of the test(s) clearly stated and the student's measurement compared to standards.
- |     ☒ Make sure parents are aware of the relationship between the test's purpose and the goals of the particular program of which the test is a part.
- |     ☒ Communicate what the test is designed to measure as well as what it does not attempt to measure.
- |     ☒ Share the norms, if applicable, and how such norms or standards have been created.
- |     ☒ Seek questions, provide or obtain reliable answers, and, if the parent is not satisfied with the answer(s), refer the question to the next level of authority.

**Use in Remediation and Promotion/Retention**

- ~~A. Interventions shall be provided for students who do not pass the IREAD e assessment. A re assessment on IREAD 3 will be provided during a summer assessment window determined by the Indiana Department of Education. Students who do not pass the re assessment of IREAD 3 will continue to receive instruction in grade 3 reading the following school year. Those students will be officially reported as third grade students and will fully participate in Grade 3 ISTEP+ assessments.~~
- ~~(-) Intervention shall be provided to all students who do not meet the minimum standards of proficiency as measured by each of State mandated testing and assessments as well as achievement tests.~~
  - ~~(-) Test results will be used by all classroom teachers to identify and implement instruction appropriate to the needs of students who do not meet the identified competency standards.~~
  - ~~(-) Test results may be used by administrators and/or guidance personnel in making instructional placement decisions regarding particular students.~~
  - ~~(-) Intervention shall continue until students attain minimum proficiency as measured by the competency test.~~
  - ~~(-) Special area teachers shall assist regular classroom teachers in identification of individual student competency needs and in accommodating instruction to the intervention needs of identified students.~~
  - ~~(-) Textbooks and other instructional materials appropriate to the intervention needs of students should be identified and correlated to the adopted courses of study.~~

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**ISTEP STANDARDIZED TESTING FOR SPECIAL EDUCATION STUDENTS**

~~When the School Corporation administers standardized tests including state mandated tests such as ISTEP, IREAD 3, or end of course assessments, A a student who is a child with a disability shall be tested according to the requirements of I.C. 20-32-5-16 with appropriate accommodations in testing materials and procedures unless the individuals who develop the child's individual education program (IEP) determine that testing, or a part of the testing, is not appropriate for the student and that an alternate assessment will be used to test the student's achievement.~~

~~Any decision with regard to the student to participate in testing, to receive accommodations in testing materials and procedure, to participate in remediation, or to be retained at the same grade level for the next school year shall be made in accordance to the child's IEP, subject to the ISTEP program manual, and Federal law.~~

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**REVISED GUIDELINE – VOL. 24, NO. 1**

ASSIGNMENT TO SCHOOL, CLASS, AND GRADE  
ASSIGNMENT OF STUDENTS TO SCHOOLS, CLASSES, GRADES,  
AND PROGRAMS WITHIN THE SCHOOL DISTRICT

The following guidelines shall be followed in assigning students to schools, classes, and grades. All inquiries regarding elementary and secondary school boundaries are to be directed to the Superintendent. Article 8, Section 1 of the Indiana Constitution establishes an Indiana student's right to a tuition free education in an Indiana public school district. The Indiana Legal Settlement statute, I.C. 20-26-11, establishes which Indiana public school district(s) a student has a right to attend. Attendance at a particular school or program is established by Board Policy 5120 and this administrative guideline that implements that Board policy. All inquiries regarding student assignment shall initially be directed to the Principal of the school the student is assigned to attend.

School, Grade Level, and Program Assignment/Transfer

1. Student assignment to a school shall be determined by the attendance areas established by the Board. Changes in attendance areas may be made by the Board as needed.
2. When feasible, students from the same household will be assigned to the same school, but these students may be assigned to different schools or programs when necessary.
3. Whenever possible, written commitments to a parent/guardian in earlier years will be given priority in the process of assigning students. Placement policies and procedures will be reviewed each school year by principals and recommendations for adjustments to these policies shall be submitted in writing to the Superintendent when necessary.

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[ ] When a parent/guardian requests that their student attend a school other than the one their student is assigned to attend, they will be required to agree to the Student Transfer Agreement, Form 5120 F1, in which they agree that their student may have to be transferred back to his/her original attendance area school if class size, teacher-student ratio, or practical considerations make it impractical to continue the assignment of the student outside their designated attendance area. If the transfer is approved, the principal shall complete Form 5120 F2 - Transfer Notification, and sent it to the parents with a copy to the Superintendent.

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[ ] When a household relocates within the School District during the school year, the students from that household may continue their education at their original school for the balance of the school year in which they relocate if:

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[ ] transportation can be provided through existing bus routes, or

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[ ] the parent/guardian provides transportation to/from school.

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Such determinations will be made individually by the building principals of the schools.

#### Class and Grade Assignment/Transfer

[ ] Assignment of students to classes and grade level within a school or program shall be initiated by the principal after consultation with relevant staff.

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[ ] Placement of a student will be based on factors including the academic, physical, social, and emotional development of the student as identified by the use of data and observations of the student by staff.

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[ ] The Superintendent shall establish the criteria, including the academic, social, and emotional standards by which students are assigned to classes and/or teachers or are transferred after initial assignment. A copy of each principal's proposed criteria shall be submitted to the Superintendent if a change is made.

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The following procedures shall be followed in a transfer of a student between classes or programs within a school:

- ( ) A written request shall be initiated by the Principal, or submitted to the principal by the parent/guardian of the student, staff member, or by a student.
- ( ) After consultation with the appropriate School District personnel and other sources of information about a student, a recommendation on the request shall be made by the .
- ( ) If a transfer between buildings or programs is initiated by a Principal, the student's parent/guardian or a student 18 years of age or older shall be advised of the proposed transfer and the reason for the proposed change.

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A parent/guardian or a student 18 years of age or older may appeal a change to the Superintendent whose decision shall be final unless the Superintendent elects to submit the proposed change for consideration by the Board.

A. School Assignment/Transfer

- (-) Fundamentally, student assignment to a school shall be determined by attendance areas. Such areas will be adjusted to balance class size, to maintain racial and socioeconomic balance, and to maintain teacher-student ratios.
- (-) When feasible, children in the same family will be assigned to the same school, but children may be assigned to different schools when they live in a divided area, an overloaded area, or when requested by a parent and transportation can be provided through existing bus routes.
- (-) Whenever possible, commitments made, in writing, to parents in earlier years—either implicitly by tradition or verbally—will be given priority in the process of assigning students for the year ahead. Placement policies and individual placements will be reviewed annually and adjusted when necessary.



- (-) ~~When parents request that their child attend a school other than the one in their attendance area, they will be asked to sign the Student Transfer Agreement 5120 F1 which contains a statement of agreement that the child may have to be transferred back to his/her attendance area school if class size, teacher-student ratio, or other specified criteria are no longer feasible to maintain. If the transfer is approved, the principal shall complete Form 5120 F2, Transfer Notification, and send it to the parents.~~
- (-) ~~When families relocate from one neighborhood to another within the Corporation during the school year, the children affected may continue their education at their original school if:~~
  - (-) ~~the transportation can be provided through existing bus routes, or~~
  - (-) ~~parents provide transportation to/from school.~~

~~Such determinations will be made individually by the building principals of the schools involved and the~~

B. Class and Grade Assignment/Transfer

- (-) ~~Assignments to class and grade shall be made by the principal after consultation with relevant staff.~~
- (-) ~~Placement will be based on several factors including the intellectual, physical, social, and emotional development of the student as revealed by the use of available data and observations of the staff.~~
- (-) ~~Each principal shall establish the criteria, including the intellectual, social, and emotional characteristics, by which students are assigned to classes and/or teachers or are transferred after initial assignment. A copy of current criteria shall be submitted to the \_\_\_\_\_ prior to the beginning of each school year or when otherwise revised and updated.~~

The following procedures shall be followed in a transfer of a student within a school:

- (-) A written request shall be made to the principal by the parent of the student, a professional staff member, or by a student. Transfer requests may also be initiated by the principal.
- (-) After consultation with the appropriate personnel, a determination regarding the validity of the request shall be made by the \_\_\_\_\_.
- (-) If the transfer request is initiated by the Corporation or a minor student, parents shall be advised of the request and the reasons it will be beneficial to the student or is necessary to maintain program effectiveness. They shall be advised of their rights of appeal if they do not agree with the transfer.

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NEW GUIDELINE – VOL. 24, NO. 2

STUDENT CONCUSSIONS

~~{ } — A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.~~

~~Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.~~

~~If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity, or game. The student will not be permitted to return to full participation until he or she is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.~~

~~{ } — Teachers or coaches who suspect a student has been concussed shall record on the Student Accident Form 5340 F1, as soon as possible, all pertinent facts concerning the incident and submit it to the \_\_\_\_\_ office.~~

~~Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention.~~

~~Prior to the beginning of each season and pre-season training, coaches shall notify parents, guardians, and student athletes of the fact that written clearance for full participation will be required from a healthcare professional when a concussion is suspected or diagnosed. Information about this guideline will be included in the student handbook.~~

~~[ ] Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return to play standards.~~

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GRADUATION EXAMINATION

The graduation examination is the end-of-course assessments for algebra one and English 10. Passing each of these assessments is a requirement for graduation.

A student who does not receive a passing score on the graduation examination may be eligible to graduate if all of the following have occurred:

- (-) the principal of the school the student attends certifies that the student will within one (1) month of the student's scheduled graduation date complete all components of the Core 40 curriculum established under I.C. 20-30-10-1 and I.C. 20-30-11-1 et seq. with a grade of "C" or higher in all required and directed elective courses.
- (-) all of the following have occurred:
  - 1.A: The student must take the graduation examination in the subject area or subject areas in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the examination. The student may take the examination once every semester beginning with the school year after in which the student first takes the examination.
  - 2.B: The student must complete remediation opportunities provided by the school.
  - 3.C: The student must maintain a minimum attendance rate of ninety-five percent (95%).
  - 4.D: The student must maintain a "C" average in the courses comprising the twenty-two (22) credits specifically required for graduation the credits specifically required for graduation by rule of the State Board of Education in 511 I.A.C. 6-7-6.



5.E. ~~The student must either:~~

- ~~a1. obtain a written recommendation supporting a request for a waiver from a teacher of the student in the subject area or subject areas in which the student has not achieved a passing score. The principal must concur with the recommendation. The recommendation must be supported by written evidence that the student has attained the educational proficiency standard in the subject area or subject areas based upon tests other than the graduation examination; or classroom work.~~

~~For a student who receives special education services, the student's teacher of record, shall, in consultation with a teacher of the student in the subject area or subject areas in which the student has not achieved a passing score, make the recommendation.~~

~~The student's case conference committee shall:~~

- ~~a. decide how frequently the student will take the graduation examination;~~  
~~b. determine if the student has met the criteria above.~~

2. ~~complete:~~

- ~~a. the course and credit requirements for a general diploma, including the career academic sequence;~~  
~~b. a workforce readiness assessment; and~~  
~~c. at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.~~

6.F. ~~The student must otherwise satisfy all state and local graduation requirements.~~

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~~No student shall be denied the opportunity to take the graduation examination once every semester beginning with the school year after the school year in which the student first takes the examination unless the student's case conference committee has decided differently.~~

~~A student is considered to be in Grade 10 for purposes of initially taking the graduation examination if the student meets any one (1) of the following criteria prior to an administration of the graduation examination:~~

- ~~A. The student has been enrolled in high school during a majority of each of two (2) semesters; or, each of three (3) trimesters;~~
- ~~B. The student has earned at least ten (10) credits toward high school graduation;~~
- ~~C. The student meets the definition of Grade 10 that has been adopted for determining class standing.~~

~~The definitions in A and B determine when a student will initially take the graduation examination. The definitions are not synonymous with class standing.~~

~~If a student is considered to be in Grade 10 under A but is not considered to be in Grade 10 under B or C, the student's school may delay the initial administration of the graduation examination for no more than one (1) year if all of the following criteria are met:~~

- ~~A. The student's parent agrees to the delay.~~
- ~~B. The school, in consultation with the student's parent, has developed an educational program specifically for the student.~~
- ~~C. The educational program will take more than four (4) years for the student to complete.~~

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D. The educational program includes:

1. a written plan for the school to make available to the student the courses necessary for the student to:
  - a. demonstrate the academic standard measured by the graduation examination; and
  - b. earn a high school diploma; and
2. other provisions as determined by the School.

~~I.C. 20-30-10-1, 20-32-4-420-30-11-1 et seq.~~  
~~511 IAC 5-3-4, 6-7-6~~511 IAC 6-7-6

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**ACCESS TO PUBLIC RECORDS**

~~The public records of this Office of the Superintendent as defined under the Freedom of Information Law are available for public inspection and/or copying in accordance with the following administrative guidelines. Exemptions are specified in I.C. 5-14-3-4. The public records of the Corporation as defined in the Indiana Access to Public Records Act "APRA") shall be made available for inspection, making handwritten notes, and the purchase of copies unless covered by a mandatory exemption or a discretionary exemption is asserted by the Superintendent as permitted by Board Policy 8310.~~

**Designation of Officers**

The Business Manager shall be the Corporation's ~~Records Officer (CRO).~~ Public Access Officer ("PAO").

**Procedures**

~~The following procedures shall be followed in connection with requests to inspect and secure copies of School Corporation records: responding to a request to inspect, copy from and/or purchase copies of Corporation public records:~~

- A. ~~Requests to inspect or secure copies of records shall be submitted to the \_\_\_\_\_ on a form prescribed by the Board, copies of which are available in the Office of the \_\_\_\_\_.~~ Requests to inspect or purchase copies of public records in the custody of the Corporation shall be submitted to the PAO by the employee receiving the request. An employee other than the PAO or Superintendent is not authorized to deny access to a record or record information. The PAO may require that the request be placed on a form prescribed by the Superintendent. Copies of the request form shall be available on the Corporation web site and shall also be available in the office of the Superintendent and PAO.



- B. ~~The \_\_\_\_\_ will determine and advise the requestor whether the records specified in the request are available for inspection and copying. A requesting party shall be required to describe the public record(s) sought with reasonable particularity. A request may be stated as a question, but a request phrased as a question shall be treated as a request for information containing an answer, and the Corporation shall not undertake to answer questions or create a record that does not exist at the time of the request, unless the PAO determines that creating a new record is the most cost effective response to a request. A requesting party may be asked to refine or restate their request to provide the "reasonable particularity" necessary to identify the records sought by the request, but with the exception of a request for a list of employees or students, a requesting party shall be required to state why they want the records requested. A request shall not lack reasonable particularity because it would result in the production of a large number or volume of records. The PAO or a Corporation employee acting at the direction of the Superintendent or PAO will determine and advise the requesting party whether the records specified in the request are available for inspection and copying.~~

When the requesting party is present in the Corporation office, makes the request by telephone, or requests enhanced access to a public record, a denial of disclosure by a public agency occurs at the earlier of the time any employee of the Corporation refuses to permit inspection and copying of the requested record, or twenty-four (24) hours elapse after the PAO refuses to permit the inspection and copying.

When a request is made by USPS mail, e-mail, or by facsimile, a request is denied if there is no response from the Corporation for seven (7) days from the date the Corporation received the request.

The initial response to a request required by these time limitations may be a preliminary or the final response of the Corporation to the requestor's request, but an initial response shall acknowledge receipt of the request and describe the process that will be followed in responding to the request from that point forward.



- C. ~~With respect to records which are determined to be available, the \_\_\_\_\_ will direct the requestor to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee. The \_\_\_\_\_ will establish a time and date for inspection and copying the requested records.~~ With respect to records which are determined by the PAO to be available, the PAO or a Corporation employee acting under the PAO's direction will direct the requesting party to the place where the requested records may be inspected and will arrange for the preparation and certification of copies of requested records upon tender of fee computed pursuant to this administrative guideline and Board policy. The PAO will establish a time and date for inspection and copying the requested records.
- D. ~~With respect to records which are determined not to be available, the \_\_\_\_\_ will note the reason for unavailability on the request form and return one copy of the form to the requestor.~~ With respect to records the Corporation will assert are covered by a mandatory exemption covered by I.C. 5-14-3-4(a) or a discretionary exemption covered by I.C. 5-14-3-4(b), the PAO will prepare a written response which invokes the specific statutory exemptions to disclose for any records withheld pursuant to a specific statutory exemption.
- E. ~~Records may be inspected only at the Office of the \_\_\_\_\_ or at such other place as may be designated by him/her. No record may be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.~~ Where a search of records will be required and the search must be incorporated into the other duties of Corporation staff, the PAO's response shall describe a schedule of the time Corporation employees will work on the search each work day until the response is completed in a written response to the requestor.

- F. ~~Requests by mail for copies of available records may be addressed to the \_\_\_\_\_, and will be honored upon payment of any required fee, provided the requestor and the record of which a copy is requested are sufficiently identified to make compliance practicable.~~

Records may be inspected only at the Corporation office where they are regularly located or stored unless the PAO designates another place. No record may be removed from such a location without the approval of the PAO.

If a portion of the information in a record must be redacted to assert an exemption, the redaction shall be made on a copy of the record and the PAO shall review the redacted record before it is released to determine if any redaction necessary to protect exempt information has been completed. A Corporation employee designated by the PAO must be present throughout the inspection of any Corporation record. Preparation of copies for redaction and purchase by a requesting party shall be performed by a Corporation employee.

- G. Requests by mail for copies of Corporation records may be addressed to the PAO c/o the Corporation administration building.

- ☒ Payment shall be accepted in cash or by money order. Personal checks ( ) will ( ) will not [end of options] be accepted. The PAO is authorized to waive payment of any fee where the cost of processing and collecting the fee exceeds the fee.

### Location and Time

Records shall be made available at the \_\_\_\_\_'s Office, during the hours of \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Monday through Friday, with the exception of the holidays when Corporation schools are closed. Records shall be made available for inspection at a location in the Corporation designated by the PAO, during the regular Corporation business hours for that location.

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RECEIPT OF LEGAL DOCUMENTS

~~All legal documents, such as Notices of Claim, Information Subpoenas, Wage Attachments, or other documents served against the Corporation, should be received and processed with extreme care and immediate attention. The manner in which legal documents are to be handled and processed is described below.~~

- ~~[ ] Legal documents shall be delivered to the Superintendent or \_\_\_\_\_ and recorded.~~
- ~~[ ] Corporation personnel receiving legal documents should note, in writing, the following information regarding delivery of the documents:
  - ~~(+) manner of delivery in person, by certified mail, other~~
  - ~~(+) time and date of delivery~~
  - ~~(+) name of receiving party~~
  - ~~(+) other pertinent information regarding the delivery, such as condition~~~~
- ~~[ ] The \_\_\_\_\_ shall transmit all legal documents to the Superintendent.~~
- ~~[ ] The \_\_\_\_\_ shall forward copies of legal documents to the appropriate insurance or legal advisor.~~
- ~~[ ] Duplicates shall be filed in the \_\_\_\_\_ office.~~



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**TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

~~With the increasing use of fax machines and electronic mail to transmit records and other information, it is imperative that all staff members keep in mind that protection of confidentiality is very unlikely. Therefore, any information that is considered to be confidential should not be transmitted by such means.~~

~~Whenever other parties indicate that they will send information of a confidential nature by fax or electronic mail, they should be reminded that the Corporation will be unable to protect the confidentiality of any such information.~~

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**STUDENT RECORDS**

Student records shall be maintained in accordance with School Board Policy 8330 and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the Corporation. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated Corporation functions.

Educational Records, as defined in Section 99.3 of the Family Educational Rights and Privacy Act, means those records, files, documents and other materials which: (1) contain information directly related to a student, and (2) are maintained by the Board or by a party acting for the Board. "Record" means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, films, microfilm, and microfiche, and electronic/digital formats.

The term, Educational Records, does not include:

- A. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
  - 1. are in the sole possession of the maker thereof; and
  - 2. are not accessible or revealed to any other individual except a substitute;

For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.

- B. records maintained by a law enforcement unit of the Corporation that were created by that law enforcement unit for the purpose of law enforcement.



- C. records relating to a student who is eighteen (18) years of age or older, or is attending an institution of postsecondary education, which are:
1. created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity, or assisting in that capacity; and
  2. created, maintained, or used only in connection with the provision of treatment to the student; and
  3. not disclosed to anyone other than individuals providing the treatment; except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice:

For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction at the educational agency or institution.

- D. records which contain only information relating to a person after that person was no longer a student in the Corporation. An example would be information collected by the Board pertaining to the accomplishments of its alumni.

The Corporation maintains or may establish video surveillance for security reasons at various areas around its facilities and on its buses. Video recordings, which show students, may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct, unless it is maintained for law enforcement purposes as described above. Generally video taken of athletic events or other student performances which are open to the public will not be considered student records. The Superintendent will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

The student's school record shall contain the following information that shall be retained permanently or for one hundred years:

- A. name, address and telephone listing of parent (see Form 8330 F1)
- B. enrollment data to include validated birth record, proof of residency, immunization records and social security number or computer number
- C. attendance records
- D. grades and/or transcripts
- E. standardized and/or mandated achievement test data, including proficiency test records which include the date each student meets the proficiency level for the test administered
- F. date of graduation and/or transfer or withdrawal

The student's school record shall contain, if applicable to the individual, the following information, to be retained for a period not less than two (2) years beyond the date of high school graduation:

- A. health and medical information; emergency medical authorization forms may be destroyed upon the annual receipt of the forms as required by law
- B. court order on parental rights and responsibilities and/or custodial or guardianship arrangements, including any court orders regulating access of a parent to school records
- C. awards and recognitions
- D. information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act, or other applicable State laws and regulations
- E. reports and such other confidential information generated by professionals or agencies outside the Corporation relevant to the student's educational program

- F. such other verifiable, factual and relevant information to be used in making decisions regarding the student's educational program, including disciplinary records

Disciplinary records including records of suspension and expulsion are a part of the student's record and must be transferred to a receiving school if a student transfers.

### **TRANSFER OF RECORDS**

In evaluating requests to transfer data from School Corporation records, the Superintendent shall consider:

- A. the availability of a backup file if the data is lost or corrupted;
- B. the ownership of the new site or medium;
- C. the level of security for the data on the new site;
- D. the danger of theft, tampering, or corruption of the data in the course of transfer or at the new site;
- E. the potential for damage to students from misuse of the data if not adequately protected during transfer or at the new site; and
- F. the need to transfer the data and any adverse impact on the School Corporation operations of not permitting the transfer of data.

### **RESPONSIBILITY**

The Custodian of Records (COR) shall be the principal who may delegate certain responsibilities to the school secretary. The COR is responsible for maintaining the confidentiality of directory information, if the parents have so requested, and other information in the educational record. The COR is responsible for the implementation of this Corporation's policies and procedures regarding confidentiality, including informing all personnel in this Corporation who collect, maintain, use or otherwise have access to student records of this Corporation's policies and procedures on confidentiality. S/He shall also maintain a current list of the locations of all records held for each student in his/her school.

The Corporation's Records Officer (CRO) shall prepare an annual notice to parents/eligible students which shall inform them of their rights to (see Form 8330 F9):

- A. inspect and review the student's educational records;
- B. request an amendment to the records if the parent or eligible student believe the information to be inaccurate or misleading;
- C. limit the disclosure of personally identifiable information defined as directory information within Policy 8330 or to such other disclosures not required by law;
- D. request a hearing if the Corporation refuses to amend records believed by the parent to be misleading or inaccurate and to file a complaint with the Department of Education if the parent is dissatisfied with the results of the hearing;
- E. obtain a copy of the Corporation's policy on student records.

The notice may be in the form of a section of the local newspaper, Corporation's newsletter, and/or the student handbooks (see Form 8330 F9).

**Ongoing Maintenance of Records**

- A. Public Listing of Authorized Employees (see Form 8330 F2)
  - 1. Each COR shall maintain a current listing of those employees and other persons authorized to access personally-identifiable information housed at the location specified.
  - 2. Each COR shall post and maintain the listing for public inspection at his/her respective location.
- B. Types and Location of Records
  - 1. The CRO shall prepare a listing of the types and locations of records collected, maintained, or used by the Corporation, and the name of the COR at each location

The list shall be provided to parents/eligible students upon request.

2. The student record shall be stored in secured facilities or equipment. The records shall be available only to those specified in policy or these guidelines.

C. Consent to Disclose Information (see Form 8330 F4 and Form 8330 F8)

1. Whenever there is a request for a copy of information from a student's record, the COR shall obtain written and dated consent, prior to disclosure of records, from parents/eligible students which includes:
  - a. the records that may be disclosed;
  - b. the purpose for which the disclosure may be made;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. whether or not the parents/eligible students wish to have a copy of the records disclosed and/or, if the student is not an eligible student, whether the Corporation should provide that student with a copy of the disclosed record.

Signed permission should be obtained from eligible students prior to allowing their parents access to the records, provided the student is not considered a dependent under Section 152 of the Internal Revenue Code.



2. Prior consent will not be needed if:

- a. the disclosure is to other Corporation personnel, including teachers, who have a legitimate educational interest (as defined by Board policy) in the information;

The term "Corporation personnel" means a person employed by the Corporation as an administrator, supervisor, teacher, instructional aide, secretary, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Board; a person or company with whom the Board has outsourced services or functions it would otherwise use its own employees to perform such an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks.

- b. the disclosure is to another school, School Corporation, or postsecondary institution, as stated in Board policy;
- c. the disclosure is, subject to the conditions set forth in applicable Federal and/or State statutes and/or regulations, to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the United States Secretary of Education, or State and local educational authorities;
- d. the disclosure is in connections with a student's application for or receipt of financial aid; (See section below entitled: "Disclosure for Student Financial Aid");

- e. the disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Disclosures pursuant to this paragraph are limited to circumstances when the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; the information is destroyed when no longer needed for the purposes for which the study was conducted; and the Board enters into a written agreement with the organization that contains all the content required by applicable Federal regulations;

This written agreement will include: (a) specification of the purpose, scope, duration of the study and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

- f. the disclosure is to authorize representatives of the Comptroller General, the Attorney General, the Secretary of Education, or state and local authorities, and is made for the purpose of conducting an audit or evaluation of a federal or state supported education program, or to enforce or comply with federal requirements relating to those programs. A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: (a) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Pursuant to the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government –supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- f.g. the disclosure is to accrediting organizations to carry out their accrediting functions;
- g.h. the disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;

- ~~h.i.~~ the disclosure is to comply with a judicial order or lawfully issued subpoena;

Disclosures permitted by this paragraph may only occur after the Board makes a reasonable effort to notify the parent or eligible student of the order or subpoena, so the parent or eligible student may seek protective action, unless the disclosure is authorized by applicable Federal regulations. Additionally, if the Board initiates legal action against a parent or student, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to proceed with the legal action as plaintiff. Likewise, if a parent or student initiates legal action against the Board, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to defend itself.

- ~~i.j.~~ the disclosure is in connection with an emergency; (See section below entitled: "Emergency Release");

- ~~j.k.~~ the disclosure is information the Board has designated as "directory information";

- ~~k.l.~~ the disclosure is to the parent of a student who is not an eligible student, or to the student;

- ~~l.m.~~ the disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the Board pursuant to that law and its implementing regulations;



~~m.n.~~ the disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing, the officials to whom the records are released certify, in writing, to the Corporation that the information will not be released to a third party, except as provided by State law, and there is a standing order issued by the juvenile court having jurisdiction over the student or the parents have signed a release as a condition for entering into the jurisdiction of the juvenile court;

~~n.o.~~ the disclosure is authorized by other sections of the Family Education Rights and Privacy Act (FERPA).

3. No person shall release to a parent of a student who is not the custodial parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the custodial parent to locate the student if the school to which the student has transferred informs this Corporation that the student is under the care of a shelter for victims of domestic violence.

#### **Parents: Disclosure, Inspection, Review of Records**

The COR shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records relating to the student's education and maintained by the Corporation. The following conditions shall apply:

- A. At times, agencies or individuals outside the Corporation provide the Corporation with information necessary and relevant to the student's education. Psychological or medical information should be provided to a parent in the presence of an appropriately-licensed professional who can properly explain the information. Such information may be provided to the Corporation only with the written consent of the parent. Upon parental request the Corporation will notify the parent with the date and source of any record generated outside the Corporation so that parents may access these records through the originator.

- B. If any educational record includes information on more than one (1) student, the parents/eligible students shall have the right to review and inspect only the records relating to the student, or to be informed of that specific information.
- C. The request for a review must be honored without unnecessary delay and before any meeting regarding an individualized educational program or hearing relating to the identification, evaluation, or placement of the student and in no case later than forty-five (45) days from receipt of request.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent which:
  - 1. specifies the records which may be disclosed;
  - 2. states the purpose of disclosure;
  - 3. identifies the party or class of parties to whom the disclosure may be made.
- E. The Corporation shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.

If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible students are to complete the Corporation's Request for Information Form 8330 F5 prior to receiving copies of any record.

The COR shall arrange a mutually-agreeable time for the review with the parents/eligible students.

- G. Subject to the limitations within the law, policy and/or guidelines, the COR shall provide parents/eligible students with copies of any information in the student's educational records and shall respond to reasonable requests for explanation and interpretation of the records. Signed permission should be obtained from eligible students prior to allowing their parents access to the records. Copies of the records, except for test protocols, shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records. Copies of test protocols will be provided only under the following circumstances:
1. the parent is physically unable to come to the school to view the protocols;
  2. if the principal believes the protocols should be sent to an appropriately-licensed outside professional;
  3. if the parent is preparing for a hearing under Article 7 or section 504.
- H. If the parents/eligible students request disclosure of specific information by telephone, the COR shall not disclose requested information.

**Third Party: Disclosure, Inspection/Review, and/or Copies of Records**

When authorized, the COR shall permit inspection and review of a student's educational records, disclose specified information, or provide copies of educational records only after the requesting party has agreed not to share the information with a third party unless the parents/eligible students have so consented or the particular circumstances meet the requirements of the Family Education Rights and Privacy Act (FERPA) on third-party disclosure.

**Amendments of Records** (see Form 8330 F6a, Form 8330 F6b, and Form 8330 F6c)

The COR shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

- A. Upon receipt of a written request to amend records, the COR shall ascertain the specific information that is requested to be amended and the reason for the change.

The COR shall decide whether or not to amend the record.

- B. If the COR decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing. The parents/eligible students also have the right to place a statement in the records commenting on the contested information in the records and/or stating s/he disagrees with the decision of the COR. Such a statement shall be maintained with the contested part of the records as long as the records exist and shall be disclosed as part of any record disclosure.
- C. Unless specified otherwise in law, third parties seeking to access confidential information in a student's record that has been generated by a professional or agency outside the Corporation may access these records only through the originator and in compliance with the laws governing disclosure.
- D. If the Corporation and parents/eligible students agree to the requested amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.
- E. If the parents/eligible students request a Records Hearing, the Superintendent shall:
  - 1. select the Records Hearing Officer (RHO) (who may be an official of the Corporation who does not have a direct interest in the outcome of the hearing);

2. direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed.

**F. The Records Hearing Officer shall conduct the hearing by:**

1. introducing the participants;
2. reviewing the agenda for the hearing;
3. identifying the records in question;
4. reviewing the items for which amendment is being requested;
5. allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. allowing the Corporation's representative(s) to present evidence related to the issues;
7. recording the evidence presented by both parties;
8. allowing each party a reasonable period of time to question the evidence of the other party;
9. adjourning the hearing.

**G. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the Superintendent (see Form 8330 F7).**



- H. The Superintendent, within ten (10) business days after receiving the findings of the Records Hearing Officer, shall make a decision, based solely upon the evidence presented at the hearing, and send to the parents/eligible students:
1. a letter stating the decision and the justification for the decision;
  2. a copy of the RHO's Report;
  3. copies of the amended records, if any;
  4. a notification of the right to place a statement in the record commenting on the contested information or stating why s/he disagrees with the decision.

#### **EMERGENCY RELEASE**

The COR may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of a request for emergency information, the COR, shall ascertain whether the request constitutes a health/safety emergency and, if so, provide the requested information immediately.

#### **TRANSFER OF RECORDS TO OTHER CORPORATIONS**

Transfer of student records, including disciplinary records regarding any current suspensions and expulsions, must be within twenty (20) days of request and shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this Corporation.

The COR shall transfer a student's records to another school when requested by the Corporation in which the student intends to enroll, provided the Board notifies the parents of the transfer, informs the parents of their right to get a copy of the document, and affords the parents an opportunity for a hearing to challenge the content of the record. (See Form 8330 F4).

A copy of the cover letter sent to the School Corporation shall be retained in the student's file.

If parents/eligible students request a copy of the records being transferred, they shall be provided

|        ☒ (X)    free of charge.

|        ☐ ( )    ~~at the Corporation's standard fee.~~

If a student is under the care of a shelter for victims of domestic violence, release of information is limited by law.

#### **DISCLOSURE FOR STUDENT FINANCIAL AID**

The COR may release, without consent of the parent(s) or eligible student, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the education records of the student may be used only:

- A.     to determine the eligibility of the student for financial aid;
- B.     to determine the amount of financial aid;
- C.     to determine the conditions which will be imposed regarding the financial aid;
- D.     to enforce the terms or conditions of the financial aid.

#### **DESTRUCTION AND REVIEW OF RECORDS**

If a student is identified as a student with a disability under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973, the COR shall:

- A.     maintain the student's educational records for five (5) years after termination of special education programs, services, and/or graduation; and

- B. only destroy such educational records after notifying the parents/eligible students that the information is no longer needed to provide educational services and will be destroyed.

The personally-identifiable information on a disabled student shall be retained permanently unless the parents/eligible students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes (see Form 8330 F9).

**RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION**

Parents and eligible students will be informed of the address where a complaint can be filed if they believe their rights have been violated on Form 8330 F9. It is important that the address used on this form be checked annually to verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

**REVISED GUIDELINE - VOL. 24, NO. 2**

**USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES**

~~The School Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. Live~~ animals shall be allowed in the classroom for educational purposes. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the State Veterinary Association, the National or State Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

- A. Students are to be instructed not to bring personal pets to school at any time without the approval of the principal.
- B. It is permissible for the class to have one (1) or more animals as classroom pets under the following conditions:

☒ the animal is not venomous or vicious

☒ the parents are notified in advance that an animal will be brought into the classroom

☒ none of the children is allergic to the particular animal

☒ proper immunization has been done by a qualified veterinarian

☒ arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment

☒ the teacher is responsible for cleaning the cage or aquarium and responsible for the proper disposal of waste

☒ ~~arrangements have been made~~ the teacher is responsible for the proper care of the animal when school is not in session

☒ rules have been established and understood regarding when and how the animal is to be treated by the students

☒ the principal has approved the plan

- C. When animals are to be brought into the school or classroom on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.

Introducing an animal to the classroom should be well planned and thoroughly investigated depending on the type of animal. Some considerations in addition to the considerations listed above would include the following:

☒ Reptiles and amphibians can carry disease and special precautions are necessary when handling them. Because the disease can be very serious in young children, handling of reptiles and amphibians by young children is not recommended. Thorough hygiene practices must be followed by anyone handling reptiles and amphibians.

☒ Wild mammals such as bats, raccoons, groundhogs, coyotes, foxes, etc. carry a high risk of rabies. Such animals should not be brought to school unless under the control of a trained professional responsible for preventing exposure to students and staff.

☒ Chicks and ducklings carry a high risk of transmitting enteric (diarrhea) which can be especially harmful to young children. These animals are inappropriate in school without education on safe and proper handling and hygiene procedures.

- ( ) Except as set forth above and/or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.



- |        **(X )**    The Corporation may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The Corporation is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.

**REVISED GUIDELINE – VOL. 24, NO. 2**

**CHEMICAL MANAGEMENT/TOXIC HAZARDS PLAN AND  
WRITTEN HAZARD COMMUNICATION PROGRAM**

~~Use of these guidelines will produce a toxic hazard communication program that will be in compliance with Policy 8431. Some methods go beyond the minimum requirements of the standard to more effectively communicate hazards to staff members, for example, having them sign training statements. Use of these guidelines will assist in preparing a chemical management/toxic hazards plan and a communication program that will be in compliance with Policy 8431.~~

**CHEMICAL MANAGEMENT/TOXIC HAZARDS PLAN**

**Inventory**

**The inventory of chemicals shall contain:**

- ☒ a list of chemicals stored Corporation-wide;
- ☒ date of purchase;
- ☒ expiration date;
- ☒ storage location in the Corporation;
- ☒ at the time of an annual review of inventory, the identification of expired or unwanted chemicals to be properly disposed;
- ☐ \_\_\_\_\_

Purchasing

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Chemical purchasing shall adhere to the following:

- (X) the Toxic Hazards Preparedness Officer (THP) will be informed of all planned chemical purchases
- (X) donated items or products employees want to bring into the school must be approved by the THP
- (X) the least toxic chemical that is effective for the intended purpose will be purchased
- (X) chemicals that are on the banned chemical listing shall not be purchased
- (X) over stocking is not permitted
- ( ) \_\_\_\_\_

Use

All toxic chemicals shall be properly used including:

- (X) mixing according to manufacturer's directions;
- (X) adherence to warning regarding proper ventilation;
- (X) only properly trained staff may use toxic chemicals;
- (X) use to toxic chemicals should be when students are not present;
- (X) all applications are done in accordance with the manufacturer's directions;
- (X) proper notification are given before the application, if such notifications are required;
- (X) purchased chemicals will be used on a first in first used basis;
- ( ) \_\_\_\_\_

Storage

Storage of toxic chemicals shall adhere to the following:

- ☒ all containers, if not the original container, shall be properly ventilated
- ☒ storage areas must be properly ventilated
- ☒ hazardous chemicals shall be stored only in locked areas
- ☒ chemicals shall be stored in accordance with the manufacturer's recommendations
- ☒ chemicals that are reactive with each other will not be stored in proximity to one another
- ☐ \_\_\_\_\_

Disposal

Disposal of all chemicals shall adhere to the following:

- ☒ disposal shall follow State guidelines under the directions provided by the THP
- ☒ stored chemicals identified for disposal shall be marked as such on the container
- ☒ banned chemicals shall be disposed of as soon as possible after learning of the ban
- ☐ \_\_\_\_\_

| Spills and Other Accidents

| Planning for the potential of a spill or other accident shall include the following:

- | (X) follow the directions of the manufacturer for cleaning a spill;
- | (X) should an accident occur which exceeds simply cleaning the area according to the manufacturer's directions, procedures outlined in the Corporation Emergency Preparedness Plan should be followed:
  - | (X) for situations of extreme emergency, call 911
  - | (X) staff handling toxic or hazardous chemicals shall be trained annually on response to emergency situations
  - | ( ) \_\_\_\_\_

| **WRITTEN HAZARD COMMUNICATION PROGRAM**

| Some methods in this written hazard communication plan go beyond the minimum requirements of the standard to more effectively communicate hazards to staff members, for example, having them sign training statements.



General

The following written hazard communication program has been established for the Corporation by its THP Officer, the Director of Maintenance.

The program will be available in his/her office for review by all employees.

A. Hazard Determination

The Director of Maintenance will be relying on Material Safety Data Sheets from material suppliers to meet hazard determination requirements.

B. Labeling

The Director of Maintenance will be responsible for ensuring that:

1. all incoming containers are properly labeled;
2. all incoming products are checked for identity, hazard warning, and name and address of the responsible party;
3. all portable containers are labeled with identity and hazard warning;
4. piping systems are painted at access points and every ten (10) feet where the piping is eight (8) feet or closer to employee contact.

C. Material Safety Data Sheets (MSDS)

1. The Director of Maintenance will be responsible for compiling the master MSDS file. It will be kept in the Director of Maintenance office.
2. MSDSs will be available for review to all employees. Copies will be available upon request to the principals and other supervisors.

3. The Director of Maintenance shall make requests for MSDSs on all purchase orders. A file of follow-up letters shall be maintained for all shipments received without MSDSs.
4. The Director of Maintenance shall provide supervisors with the required OSHA Right to Know poster and postings notifying employees of new or revised MSDSs within five (5) days of receipt of a new or revised MSDS.

D. Employee Information and Training

1. The THP Officer shall coordinate and maintain records of training.
2. Before starting work, each new employee will attend a safety class and be given a Hazardous Materials handbook which will have information on:
  - a. chemicals and their hazards in their work areas;
  - b. how to lessen or prevent exposure to these hazardous chemicals;
  - c. what has been done to lessen or prevent workers' exposure to these chemicals;
  - d. procedures to follow if they are exposed to these chemicals;
  - e. how to read and interpret labels and MSDSs.
3. After attending the class each employee will sign a form stating that they received the written materials outlined above and received the safety training.
4. Before any new hazardous material is allowed in the Corporation, appropriate employees will be given information in the same manner as during the safety class. Each supervisor will be responsible for seeing that MSDSs on the new chemicals are available.

- (X) Safety meetings will be held monthly during the school year and Hazardous Materials used in the Corporation will be discussed. Attendance is mandatory for all employees.
- ( ) ~~Notices will be posted on the employee bulletin boards that provide the location of the written hazard communication program.~~

E. Informing Contractors

- ( ) It is the responsibility of the THP Officer to provide any contractors and their employees with the following information:
  - ( ) hazardous chemicals to which they may be exposed while on the job site
  - ( ) measures the employees may take to lessen the risks
  - ( ) steps the Corporation has taken to lessen the risks
  - ( ) MSDSs for all hazardous chemicals are on file in the plant office
  - ( ) procedures to follow if they are exposed
- ( ) The THP Officer will ensure that contractors' employees are given this information prior to working in the Corporation.

F. List of Hazardous Chemicals

A list of the hazardous chemicals used in the Corporation is to be available in the office of the THP Officer.

**REVISED GUIDELINE - VOL. 24, NO. 2**

**ANTI-IDLING AND SMART DRIVING PROCEDURES**

~~In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses,~~ In order to reduce air pollution from diesel buses and reduce the potential for school bus emissions to be introduced into the air at schools, all bus drivers shall adhere to the following procedures:

- A. Limit idling time during early morning and/or afternoon warm-up to the maximum time recommended by the manufacturer.
- B. Turn off buses upon arrival at the unloading/loading area at any school and do not start them until it is time to depart from the unloading/loading area.
- C. Adhere to the preceding procedures not only at the school when transporting students on field trips, but also at the site of the field trip.
- D. Limit the idling time while on school grounds to five minutes.

During times of severe cold or hot weather, the following provisions may be made:

- (X) ~~Wait in the designated, heated area inside the school until it is time to load instead of on the bus if you arrive early for a scheduled run.~~ Bus drivers may wait in a ~~designed~~ designated, heated or air conditioned area inside the school after the bus engine has been turned off or ~~unit~~ until it is time to load.

- ~~(+) Bus drivers may request permission from their supervisor to idle their bus for a longer period to warm the bus.~~

In emergency situations and for safety purposes, buses may idle for longer than five (5) minutes. Examples of such situations may be to:

- (X) use lift equipment while loading or unloading students with special needs
- ~~(X) inform your supervisor if it is necessary to have you bus' engine idling in order to operate the flashing lights. have the engine idling in order to operate the flashing lights~~
- (X) conduct pre-trip safety inspections
- (X) make emergency repairs to the bus
- ~~(+) \_\_\_\_\_~~

Corporation bus drivers shall adhere to the following restrictions regarding idling time:

- A. Limit idling time during early morning and/or afternoon warming up to the maximum time recommended by the manufacturer.
- B. Turn off buses upon arrival at the unloading/loading area at any school and do not start them until it is time to depart from the unloading/loading area.
- C. Adhere to the preceding procedures not only at the school when transporting students on field trips, but also at the site of the field trip.
- D. School buses will not idle for longer than five (5) minutes on school grounds.

In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, the Director of Maintenance shall adhere to the following procedures:

- ~~(+) Assign the buses that have the cleanest emission rating to the longest trips.~~
- ☒ (X) Remind drivers regularly that following other diesel vehicles too closely, either on regular runs or field trips, can contribute to higher concentrations of diesel exhaust inside and outside the bus.
- ~~() Include the most stringent emission control standards recommended by the E.P.A. when developing specifications for new buses.~~
- ~~() Include an allocation within the annual transportation budget to retrofit buses within the current fleet with new technologies in pollution control.~~
- ~~() Change circuit configurations so that the flashing lights are powered by the battery and do not require the engine to be running to be operational.~~

Bus drivers shall be informed of these requirements by the Director of Maintenance.