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REVISED POLICY - VOLUME 23, NO. 2

IMMUNIZATION

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, ~~and mumps~~, **mumps, hepatitis B, and varicella (chicken pox)**. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.



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USE OF TOBACCO

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event. *Central Prime Career Center is a tobacco-free environment.*

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains ~~tobacco~~ **tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.**

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.



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REVISED POLICY - VOLUME 23, NO. 2

CONFLICTS OF INTEREST AND VENDOR RELATIONS

Conflicts of Interest

The School Board shall not enter a contract knowingly with any supplier of goods or services to this Corporation under which any Board member, officer, employee, or agent of this School Corporation has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this Corporation. **knowingly approve a contract or purchase in which a Board member, employee, or agent of the Board or their spouse or dependent profits or has a pecuniary interest unless the member, employee, or agent with the profit or pecuniary interest makes the written disclosure on State Board of Accounts Form 236 required in I.C. 35-44-1-3, and the disclosure is approved by vote of the Board before the Board vote on the contract or purchase.**

A Board member ~~() may~~ **(✓)** shall not ~~[end of option]~~ participate in the ~~discussion or~~ vote on the acceptance of their disclosure and the vote on the contract or purchase addressed by their disclosure. **[NOTE: BE SURE THE CHOICE MADE IN THIS PARAGRAPH MATCHES THE SAME CHOICE IN BYLAW 0144.3.]**

An employee or agent of the Board ~~() may~~ **(✓)** ~~shall not [END OF OPTION]~~ be called upon to contribute to or participate in the Board's discussion on the acceptance of their disclosure and the contract or purchase addressed by their disclosure.

The Superintendent shall see that a written disclosure of a conflict of interest on State Board of Accounts Form 236 that is approved by the Board is filed with the State Board of Accounts and the Clerk of the Circuit Court within fifteen (15) calendar days after approval by the Board.

For the purpose of this policy "beneficial interest" shall be determined in accordance with Indiana law. **the terms "pecuniary interest" and "profit" have the meaning given to those terms in I.C. 35-44-1-3.**



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Vendor Contracts with the School Community

~~All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School Corporation. Purchasing personnel shall not extend any favors to vendors. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.~~ **All representatives of vendors proposing to provide goods or services to the Board shall report their intention to propose that the Board approve the use of a product or service to the Superintendent before contacting any teacher, student, or employee of the Board, other than the employee assigned responsibility for the contract or purchase by the Superintendent.**

Selection of Vendors

The Board's purchasing personnel shall not extend or give preference to any vendor. Each contract, service, product, and vendor recommended favorably to the Board by a Board member or employee shall be recommended based upon a favorable assessment of the quality, quantity, price, and delivery proposed. Where bidding is required, recommendations shall be based on the lowest responsive bid from a responsible bidder. Past experience with a provider may be considered in determining if the proposed provider is "responsible" as that term is used in this policy. (v) The terms "responsible" and "responsive" shall have the meaning given them by I.C. 5-22-7-8.

~~The Board expects all its employees to be honest and ethical in their conduct and to comply with applicable State and Federal law, Board policies, and administrative guidelines. The Board encourages and requires staff to report possible violations of these Board expectations.~~ **its members, employees, contractors, and contractors' employees to disclose a personal or spouse or dependent's pecuniary interest or profit in a contract or purchase approved by the Board and to report possible violations of these Board expectations by others to the Superintendent. Parents, volunteers, contractors and concerned citizens are encouraged to report possible violations, if they believe such violations have occurred. violations of the Board's expectations, if they believe a violation has occurred.**



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Reporting Violations and Whistleblower Protection

The Board is committed to protection of persons reporting violations, i.e., "whistleblowers". Specific protection is addressed for administrators in Policy 1411, for professional staff members (all certificated employees who are not administrators) in Policy 3211, and for support staff in Policy 4211.

Reports by contractors and their employees are protected by this policy.

A contractor or an employee of a contractor, hereafter an "employee/contractor", who is aware of conduct on the part of any Board member or employee acts by a Board member, employee, or another employee/contractor that possibly violates Federal or State-Indiana law or Board policy is responsible for reporting shall report this conduct to his/her immediate supervisor. If the employee's immediate supervisor is not responsive or the supervisor is the employee-person whose behavior is in question, the employee/contractor may report shall report the possible violation to the Superintendent. If the reported conduct relates to the Superintendent, the report may shall be filed directly with the Board President.

After such a report is made, If a violation of law or Board policy is reported, the employee/contractor will be asked directed to put the report in writing. Any An employee/contractor making such a report in writing and his/her spouse and dependents, shall be protected from discipline, retaliation, or reprisal retaliation for making such report as long as a report pursuant to this policy if the employee/contractor had a good faith belief as to the accuracy of any information reported at the time the report was made that the information reported was true. Employees/contractors are subject to disciplinary action, for knowingly making a false report under this policy. Employees/contractors may also be subject to disciplinary action, if they are aware of a violation of Federal, State, or local law involving or relating to the business of the Corporation but they do not make a report confirmed in writing to a supervisor in accordance with this policy.



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Sanctions and Debarment of Contractors

Contractors are subject to sanctions including debarment. As used here, "debarment" means exclusion from eligibility for future consideration for a specific or indeterminate period, or cancellation of the current contract or relationship upon a finding by the Board that the greater weight of the credible information available to the Board demonstrates that the contractor knowingly violated a law, Board policy, or made a false report under this policy. Contractors may also be subject to debarment if they knew of a violation of law or Board policy involving or related to the business of the Board but did not make a report confirmed in writing to a supervisor in accordance with this policy.

~~The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.~~

I.C. 5-22-7-8 (responsible and responsive)
I.C. 22-5-3-3, 35-44-1-3 (employees of contractors)
I.C. 35-44-1-3 (conflict of interest)



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NEW POLICY - VOLUME 23, NO. 2

TRAVEL PAYMENT AND REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Corporation shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be established by the Corporation and approved by the Board annually. Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.



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REVISED POLICY - VOLUME 23, NO. 2

USE OF TOBACCO ON SCHOOL PREMISES

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. *Central Nine Career Center is a tobacco-free environment.*

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains ~~tobacco~~ **tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.**

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies

- ☒ on school grounds
- ☒ on school buses
- ☒ at any school-related event
- ☐ ~~except at designated times~~
- ☐ ~~and in designated areas.~~

Tobacco may be used at noncorporation special events held during nonschool hours with no students present and with the permission of the Superintendent. The special-events supervisor shall submit a written request and justification to permit smoking at the event. The Superintendent may deny permission.

I.C. 16-41-37
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995



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REVISED POLICY - VOLUME 23, NO. 2

COMPUTER TECHNOLOGY AND NETWORKS

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of **operations within the school system**. ~~Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.~~

~~The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents.~~

~~Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access.~~

~~The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner.~~

~~This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff, and members of the community.~~

~~The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.~~

[4] **However, the use of the Corporation's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form (✓) annually. (See also, Policy 7540.03)**



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The Superintendent shall develop and

(✓) implement

~~() recommend for approval by the Board~~

a written Corporation Technology Plan (CTP). Procedures for the proper acquisition of technology shall be set forth in the CTP. The CTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the Corporation's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Corporation policy, and learning appropriate responses if they are victims of cyberbullying.



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[CHOOSE ONE OF THE TWO OPTIONS, IF DESIRED]

☒ **M**

OPTION #1

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Corporation's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.

However, personal access and use of social media, blogs, or chat rooms from the Corporation's network is expressly prohibited and shall subject students

☒ **(M)** and staff members

to discipline in accordance with Board policy.

OR

☐ **[]**

OPTION #2

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students

☐ **()** and staff members

from the Corporation's network.

[END OF OPTIONS]



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☒

The Board authorizes the access and use of social media from the Corporation's network to increase awareness of Corporation programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

The Superintendent shall review the CTP and

☒ report

☐ ~~recommend the approval of~~

any changes, amendments or revisions to the Board annually.



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REVISED POLICY - VOLUME 23, NO. 2

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.



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First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. **Any student who attempts to disable the technology protection measures will be subject to discipline.**—The Superintendent or _____ may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Executive Director *Central Office IT*
The **Superintendent or _____** may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.



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The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

~~The Superintendent shall prepare guidelines that address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking") and other unlawful activities by minors online.~~

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications**
- B. the dangers inherent with the online disclosure of personally identifiable information and,**
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.**

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.



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Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. ~~Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.~~

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

[X] Students shall not access social media for personal use from the Corporation's network

(X) , but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Central Office ¹⁷ as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777, 9134 (2003)



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REVISED POLICY - VOLUME 23, NO. 2

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet service to its staff. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Staff use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Corporation encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Corporation's policy on Instructional Materials.

~~The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the Corporation with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process.~~ **The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process.** Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges **and responsibilities.**



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First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures, which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection act. At the discretion of the Corporation or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection act. **Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.** ~~The Superintendent or _____ may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.~~

The Superintendent or Central Office IT may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.



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The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or _____ may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

~~The Superintendent shall prepare guidelines which address staff members' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.~~

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of electronic communications**
- B. the inherent danger of students disclosing personally identifiable information online; and,**
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.**

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and specified above.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.



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Staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. ~~General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.~~

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

(✓) Staff members shall not access social media for personal use on the Corporatin's's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

(✓) Staff members shall not access social media from the Corporation's network for either personal or educational use.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.



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The Board designates the Superintendent and the Central Office IT as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
20 U.S.C. 6777, 9134 (2003)

policy

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TRANSPORTATION

It is the policy of the Board to provide transportation for students. The regulations of the State Department of Education shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the ^{Board} Corporation for the transportation of students as it relates to the supporting experience of their academic program.

All use of vehicles including smoking prohibited on a school bus.
Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the Corporation on the same basis as public school children.

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

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

The Executive Director shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

~~I.C. 16-41-37-2.3~~

~~I.C. 9-13-2-161~~

~~I.C. 20-26-5-4; 20-27-3-5; 20-27-9; 20-27-9-5; 20-27-12-5~~

Use the update citations as noted.
Adopted 1/14/10



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

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program for the habilitation or rehabilitation of developmentally disabled or physically disabled persons) between their residence and the school.

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

A special purpose bus may also be used to transport homeless students.

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

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

~~Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.~~

~~Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the Corporation on the same basis as public school children. The Board shall provide transportation to non-public school students with legal settlement in the Corporation when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense, and shall be to and from the students' non-public school or the point on an established bus route that is nearest or most easily accessible to the non-public school.~~



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

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

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines ~~for~~ **to implement** this policy.

~~I.C. 16-41-37-2.3~~

~~I.C. 9-13-2-161~~

~~I.C. 20-26-5-4; 20-27-3-5; 20-27-9; 20-27-9-5; 20-27-12-5~~

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

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

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

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

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

I.C. 20-27-11-1

Archdiocese of Indpls v MSD of Lawrence, __ N.E.2d __ (2011), Frame v South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)



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REVISED POLICY - VOLUME 23, NO. 2

SCHOOL VISITORS

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

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

[] ~~Except as set forth in Corporation policy 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.~~

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

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

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such

(☒) by the Board.

(☐) ~~by the President.~~

(☐) ~~by a committee chairman.~~



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The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first

~~() with the principal~~

() with the Superintendent

Executive Director

as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

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

I.C. 20-26-5-4



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REVISED POLICY - VOLUME 23, NO. 2

PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

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

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

- ☒ The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed.

☐ ~~nor any betting occur~~

☐ ~~at any function sponsored by the Corporation.~~

☐ ~~at any function occurring on Corporation premises.~~

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

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.



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~~Service dogs used by persons requiring this type of assistance shall be permitted in all Corporation facilities and at all school events. The person may be asked to provide evidence of the dog's certification for that purpose.~~ **Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go (see also AG 9160B).**

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the Corporation. If the performance is of copyrighted material and the necessary license has not been secured in advance by the Corporation, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of noncorporation audio/visual recording equipment at any Corporation-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully-accessible. Any person requiring further accommodation should contact Executive Director, at the School Corporation's central office."



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For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available

- ☒ at no charge
- ☐ at a reduced fee determined by the Superintendent

for use by

- ☒ Board members,
- ☒ members of the staff, *and*
- ☐ ~~senior citizens who are residents in the Corporation.~~
- ☒ *others as determined by the Executive Director*

Such tickets shall be distributed on

- ☐ ~~a first-come, first-served basis.~~
- ☒ priority basis established by the Superintendent.

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