

**REVISED POLICY - VOLUME 27, NO. 2****SUSPENSION AND EXPULSION OF STUDENTS**

The ~~School~~ **Governing** Board recognizes that removal from the educational programs of the ~~Corporation~~ **Career Center**, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this ~~Corporation~~ **Career Center** and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Furthermore, a student may be suspended ~~or expelled~~ for bullying, regardless of the physical location in which the bullying occurred, whenever:**

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school ~~corporation~~ Career Center; and**
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other to a safe and peaceful learning environment.**

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent Executive Director's administrative guidelines, the following definitions shall apply:

- A. "Suspension" ~~shall be the temporary removal of a student by the school principal from the Corporation Career Center's program~~ means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ~~ten (10)~~ school days. ~~[ten (10) is maximum].~~ A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
- B. "Expulsion" means a disciplinary or other action where by a student is: ~~shall be the removal of a student from the schools of this Corporation Career Center for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent Executive Director may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.~~
1. separated from school attendance for a period exceeding ten (10) school days;
  2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
  3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined in I.C. ~~35-47-1-5~~ **35-31.5-2-86**, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the ~~Superintendent~~ **Executive Director** reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto ~~Corporation~~ **Career Center** property or is found to possess a deadly weapon on ~~Corporation~~ **Career Center** property or at a school-related activity, s/he ~~(-) shall be expelled for a period of not more than one (1) calendar year.~~ **(X ) may be expelled for a period of not more than one (1) calendar year unless the Superintendent** **Executive Director** reduces the punishment for reason justified by the particular circumstances of the incident. The ~~Superintendent~~ **Executive Director** shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The ~~Superintendent~~ **Executive Director** shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on ~~Corporation~~ **Career Center** property. ~~(20 U.S.C. 3351)~~

The **Governing** Board ~~of School Trustees~~ has voted

~~(-) to hear all expulsion appeals.~~

**(X)** not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

The ~~Superintendent~~Executive Director shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

~~The Board authorizes the Superintendent to develop administrative guidelines to provide for~~

- ~~(+) a program whereby a student performs community service in lieu of a suspension or an expulsion.~~
- ~~(+) the referral of a student to the juvenile court.~~

The ~~Superintendent~~Executive Director shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

**I.C. 20-33-8-13.5 et seq., 35-31.5-2-86, 35-47-1-5, 35-47.5-2-4  
20 U.S.C. 7151**

~~I.C. 20-33-8-14 et seq., 35-41-1-4.3, 35-47-1-5, 35-47.5-2-4  
20 U.S.C. 3551, 20 U.S.C. 8922, 20 U.S.C. 7151~~

**REVISED POLICY - VOLUME 27, NO. 2**

**IN-SCHOOL DISCIPLINE**

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the School Board to support such programs.

In-school discipline will only be offered at the discretion of the **Principal** \_\_\_\_\_ for offenses found in the Student Code of Conduct.

**If offered, in-school discipline will be available to all students, regardless of whether or not the student has a disability.**

The ~~Superintendent~~ **Executive Director** is to establish administrative guidelines for the proper operation of such programs and to ensure that appropriate due-process procedures are followed as applicable.

**BOARD OF SCHOOL TRUSTEES  
SCHOOL CORPORATION**

FINANCES  
6320/page 1 of 8

**REVISED POLICY - VOLUME 27, NO. 2**

[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]

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**PURCHASING**

It is the policy of the Board that the Treasurer (~~Superintendent, Business Manager, or Treasurer~~) shall act as the purchasing agent for the Board.

**Purchases of Supplies**

For purposes of this policy "supplies" means any personal property. The term includes equipment, goods, and materials. The term does not include an interest in real property. For purposes of this policy "purchase" means buy, procure, rent, lease, or otherwise acquire.

The purchasing agent may make open market purchases of **supplies totaling** no more than \$50,000 (\$50,000 maximum) for a single item or a group of similar items.

The purchasing agent must seek at least three (3) price quotations on purchases of **supplies that are** more than (\$50,000) but less than \$150,000 (~~\$150,000~~) except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the School Corporation.

The purchasing agent shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes.

If the purchasing agent receives a satisfactory quote, s/he shall award a contract to the lowest responsible and responsive quoter for each line or class of ~~items~~ **supplies** required. S/He may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive quoter s/he may purchase the items by following procedures for items costing under \$50,000.

**BOARD OF SCHOOL TRUSTEES**  
**SCHOOL CORPORATION**

FINANCES  
6320/page 2 of 8

When the purchase of, and contract for, single items of supplies, ~~materials, or equipment~~

~~(+) amounts to \$150,000 or more;~~

☒ (X) is equal to or exceeds the amount stipulated by statute,

the Treasurer shall obtain competitive bids.

Bids shall be sealed and shall be opened by a committee designated by the purchasing agent **publicly in the presence of one (1) or more witnesses at the time and place fixed by the advertisement for bids. The committee must include at least two (2) Board members or at least two (2) Corporation employees. Bids must be read aloud and tabulated publicly and must be available for inspection.** All orders or contracts shall be awarded to the lowest responsive and responsible bidder.

For a bidder or quoter to be considered responsive, the proposal must respond to all bid specifications in all material respects, ~~and~~ contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage, **and comply specifically with the solicitation and instructions to bidders or quoters. The purchasing agent or committee also may consider whether the bidder or quoter has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.**

For a bidder or quoter to be deemed responsible, the Board may request evidence from the bidder or quoter concerning its:

☒ (X) experience (type of product or service being purchased, etc.);

☒ (X) financial condition;

☒ (X) conduct and performance on previous contracts (with the Corporation or other agencies);

☒ (X) facilities;

☒ (X) management skills; and

☒ (X) ability to execute the contract properly.

The purchasing agent or committee may consider the following factors in determining whether a bidder or quoter is responsible:

- A. the ability and character of the bidder or quoter to provide the supplies
- B. the integrity, character and reputation of the bidder or quoter
- C. the competency and experience of the bidder or quoter

The Board reserves the right to reject any and all bids.

~~H Contracts can be awarded by the \_\_\_\_\_ without Board approval for any single item or group of identical items costing less than \$ \_\_\_\_\_. All other contracts require Board approval prior to purchase.~~

~~H The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.~~

**The Board shall be informed of the terms and conditions of all competitive bids. All bids must be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.**

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

**BOARD OF SCHOOL TRUSTEES**  
**SCHOOL CORPORATION**

FINANCES  
6320/page 4 of 8

All specifically identified purchases that are within

- |        ( **X** )    a program
- |        ( **+** )    ~~a-function~~
- |        ( **+** )    ~~a-line item~~
- |        ( **X** )    and were originally contemplated in the budgeting process
- | may be made upon authorization of the Executive Director.

- | **X** |    The Board should be advised, for prior approval, of all purchases of ~~equipment, materials, and services~~ **supplies** when the purchase
- |        ( **X** )    was not contemplated during the budgeting process
- |        ( **+** )    ~~exceeds the~~
- |                ~~<=>~~    ~~line-item~~
- |                ~~<=>~~    ~~function~~
- |                by \_\_\_\_\_ of \_\_\_\_\_ %
- | **X** |    The purchasing agent is authorized to make emergency purchases, without prior approval, of ~~these goods and/or services~~ **supplies** needed to keep the schools in operation.

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Such purchases shall be brought to the Board for approval at the next regular meeting.

In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the Treasurer periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

**BOARD OF SCHOOL TRUSTEES**  
**SCHOOL CORPORATION**

FINANCES  
6320/page 5 of 8

Before the Treasurer places a purchase order, s/he shall

(+) have the \_\_\_\_\_

check ~~as to~~ whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- (X) an opportunity be provided to as many responsible suppliers as possible to do business with the ~~School~~ Corporation;
- (X) a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- (X) where the requisitioner has recommended a supplier, the Executive Director may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- (X) upon the placement of a purchase order, the Treasurer shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;
- (X) unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract setting forth the terms of such a purchase shall not extend for a period of more than 5 years.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriations being available.

| ☒ | Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320) and comply with 34 C.F.R. 80.36.

| Purchase of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

- A. For purchases of services anticipated to exceed \$50,000 in a single school year:
1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.
  2. If a new vendor is sought to provide services, the purchasing agent will issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent will interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and will select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.

B. For all other purchases of services, the purchasing agent may select the vendor s/he believes is the most appropriate vendor who provides the services sought.

[X] The Board should be advised, for prior approval, of all purchases of services when the purchase

(X) was not contemplated during the budgeting process

(-) exceeds the

<> line-item

<> function

by \_\_\_\_\_ or \_\_\_\_\_%

[X] The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

~~[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]~~

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

~~I.C. 5-22-3-3~~

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

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

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

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

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

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

~~I.C. 20-26-5-4~~

~~Education Department General Administrative Regulations (EDGAR)~~

~~34 C.F.R. 80.36~~

~~I.C. 20-26-5-4, 20-26-4-6, 20-26-4-8~~

~~I.C. 5-22-2-6, 5-22-7-1 et seq., 5-22-8-2, 5-22-8-3~~

~~I.C. 5-22-10-10~~

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

~~Education Department General Administrative Regulations (EDGAR)~~

**REVISED POLICY - VOLUME 27, NO. 2****CONFLICTS OF INTEREST AND VENDOR RELATIONS****Conflicts of Interest**

The School Board shall not knowingly approve a contract or purchase in which a Board member, Corporation Career Center 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~~ 35-4.1-1-4, 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~~ A Corporation Career Center 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~~ Executive Director 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.

**Notwithstanding the above provision, the standards prohibiting conflict of interest in Board Policy 1130, Board Policy 3113, and Board Policy 4113 apply to all Corporation Career Center employees. No written disclosure shall exempt a Corporation Career Center employee from disciplinary action for violation of the conflict of interest provisions in those policies.**

For the purpose of this policy the terms "pecuniary interest" and "profit" have the meaning given to those terms in ~~I.C. 35-44-1-3~~ I.C. 35-44.1-1-4.

Vendor Contacts with the School Community

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~~ **Executive Director** before contacting any ~~Corporation Career Center~~ teacher, student, or employee ~~of the Board~~, other than the employee assigned responsibility for the contract or purchase by the ~~Superintendent~~ **Executive Director**.

Selection of Vendors

The ~~Board's Corporation Career Center's~~ purchasing ~~personnel agent or committee (see Policy 6320)~~ 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 ~~Corporation Career Center~~ 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 **responsive and** 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. ( ) The terms "responsible" and "responsive" shall have the meaning given them by I.C. 36-1-12-4 (10) & (11).

The Board expects its members, ~~Corporation Career Center~~ 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~~ **Executive Director**. Parents, volunteers, contractors and concerned citizens are encouraged to report possible violations of the Board's expectations, if they believe a violation has occurred.

Reporting Violations and Whistleblower Protection

The Board is committed to protection of persons reporting violations, i.e., ~~"whistleblowers".~~ **"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 acts by a Board member, Corporation Career Center employee, or another employee/contractor that possibly violates Federal or Indiana law or Board policy shall report this conduct to his/her immediate supervisor. If the employee's immediate supervisor is not responsive or the supervisor is the person whose behavior is in question, the employee/contractor shall report the possible violation to the Superintendent Executive Director. If the reported conduct relates to the Superintendent Executive Director, the report shall be filed directly with the Board President.

If a violation of law or Board policy is reported, the employee/contractor will be directed to put the report in writing. An employee/contractor making such a report in writing and his/her spouse and dependents, shall be protected from retaliation for making a report pursuant to this policy if the employee/contractor had a good faith belief at the time the report was made that the information reported was true.

#### Sanctions and Debarment of Contractors

Contractors are subject to ~~sanctions~~ 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.

**I.C. 5-22-7 (competitive bidding)**

**I.C. 5-22-16-1 (responsibility)**

**I.C. 5-22-16-2 (responsiveness)**

**I.C. 22-5-3-3 (employees of contractors)**

**I.C. 35-44-1-1-4 (conflict of interest)**

**I.C. 36-1-12-4 (bidding procedure for public works)**

**I.C. 36-1-12-4(10) (responsive)**

**I.C. 36-1-12-4(11) (responsible)**

~~I.C. 5-22-7-8 (responsible and responsive)~~

~~I.C. 22-5-3-3 (employees of contractors)~~

~~I.C. 35-44-1-3 (conflict of interest)~~

**REVISED POLICY - VOLUME 27, NO. 2****ANIMALS ON ~~SCHOOL CORPORATION~~CAREER CENTER PROPERTY****Introduction**

The **Governing** Board recognizes that there are many occasions when animals are present on ~~School Corporation~~Career Center property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy.

This policy shall apply to all animals on ~~School Corporation~~Career Center property, including service animals.

**Definitions**

- A. **Animal** shall be held to include every living creature other than a plant or a human.
- B. **Service animal** as used in this policy has the meaning of the term in I. C. 16-32-3-1.5 and means an animal trained and providing services constituting a reasonable accommodation to a person with a disability. The term includes but is not limited to:
  - 1. a hearing animal;
  - 2. a guide animal;
  - 3. an assistance animal;
  - 4. a seizure alert animal;
  - 5. a mobility animal;
  - 6. a psychiatric service animal; or
  - 7. an autism service animal.

For purposes of the administration of this policy, note that while some Federal regulations limit the scope of the term "service animal" to a dog or miniature horse, Indiana law establishes the broader definition set out above.

**[OPTION]**

**[NOTE: The following section should be included in the policy only if the Corporation Career Center intends to require this of any animal brought onto Corporation Career Center property for official purposes or on a regular/recurring basis.]**

~~{ } — Vaccination, Licensing and/or Veterinary Requirements~~

~~All animals, including service animals, Animals admitted or housed on School Corporation property or brought on School Corporation property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought onto Corporation property on a regular basis for any purpose, including service animals, must meet every veterinary health and inoculation requirement set forth in State law and local regulation or ordinance, including but not limited to a current rabies vaccination.~~

**[END OF OPTION]**

**Non-Service Animals in Schools and Elsewhere on ~~School Corporation~~Career Center Property**

Animals, ~~other than an animal performing the role of service animal,~~ **permitted in schools and elsewhere on Corporation Career Center property** shall be limited to those necessary to support specific curriculum-related projects and activities, **those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law.**

~~An~~ **A non-service** animal that is poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate a risk of injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the **non-service** animal. This evaluation may result in a decision that despite the educational value of the **non-service** animal's presence, the educational value does not outweigh the risk of injury to a person.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the principal may permit animals other than service animals to be present in a ~~School Corporation~~Career Center school to support curriculum-related projects and activities only under the following conditions:

- A. The staff member seeking approval to have ~~an~~-a non-service animal in his/her classroom shall:
  - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
  - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
  - 4. keep the surrounding areas in a clean and sanitary condition at all times.
- B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where **required by law**, ~~an animal is serving as a service animal~~, the presence of ~~an~~-a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

#### Humane Treatment of Animals

Animals kept on school premises shall be treated humanely and shall not be subjected to cruel treatment or housed in unsanitary or unnecessarily restrictive conditions. For purposes of this provision, "humanely" includes the provision of adequate food and fresh water, and the term "animal" means a ~~scient~~-sentient creature capable of assessing and responding to its environment.

Service Animals for Students

**A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.**  
~~A student's need for and use of the service animal must be addressed in the student's individual education plan (IEP) and/or Section 504 Plan.~~

A service animal ~~shall be~~ **is** the personal property of the student and/or parents/guardians. The Board ~~shall~~ **does** not assume responsibility for training, daily care, ~~or~~ healthcare, **or supervision** of a student's service animal **unless the provision of a service animal is required for a student to receive a free appropriate public education ("FAPE"), in which case the Corporation Career Center's obligation must be stated in the student's IEP or Section 504 Plan.** By admitting a service animal to Corporation property, the Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on ~~Corporation Career Center~~ **Corporation Career Center** property or at ~~Corporation Career Center~~ **Corporation Career Center**-sponsored events.

A service animal that meets the definition set forth in this policy shall be under the control of ~~a the student~~ **with a disability or a separate or the service animal's handler if the student is unable to control the animal.** A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

**If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Board Policy 8120.**

The principal will be responsible for reviewing and determining whether the required documentation has been provided for the student's service animal. Services to a student shall not be suspended or withheld pending receipt of the requisite documentation for the service animal until the student or a parent/guardian has been given a reasonable period of time to submit any required documentation.

~~A service animal shall be permitted to accompany the disabled student anywhere on the school campus where students are permitted to be.~~

Removing and/or Excluding a Student's Service Animal

~~In instances when~~ If a service animal ~~has demonstrated~~ demonstrates that it is not under the control of the student or its handler, the principal ~~will also be~~ is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from ~~Corporation~~ school property.

If Similarly, if a service animal has demonstrated that it is not housebroken, the principal ~~will be~~ is responsible for documenting such behavior and for determining ~~that whether~~ the service animal is to be removed and/or excluded from school property.

The principal or administrator responsible for the ~~Corporation~~Career Center facility shall notify the ~~Superintendent~~Executive Director and ~~\_\_\_\_\_~~ sending school Principal \_\_\_\_\_ by e-mail if a service animal has been removed ~~and/or excluded, and shall include documentation for the reasons for the removal or exclusion~~and/or excluded and shall document the reasons for the removal or exclusion.

The principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity** and the complaint procedure set forth in AG 2260B - Complaint Procedures for Nondiscrimination.

The procedures that are set forth in AG 2260B - Complaint Procedures for Nondiscrimination shall not preclude a student and his/her parent/guardian from pursuing a complaint with the United States Department of Education's Office for Civil Rights, **the United States Department of Justice**, ~~or~~ the Indiana Department of Education, or **the Indiana** Civil Rights Commission.

Eligibility of a Student's Service Animal for Transportation

~~In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and their accompanying service dog to be served on School Corporation~~Career Center transportation. A student with a disability shall be permitted to access ~~Corporation~~Career Center transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access ~~Corporation~~Career Center transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to ~~be transported on School~~access ~~Corporation~~Career Center transportation.

~~Before~~ **When** a service animal is ~~permitted going~~ to ride on a school bus owned or leased by the ~~School Corporation~~**Career Center**, the student and his/her parents/guardians, or eligible student, and the handler, if s/he is someone other than the student, shall ~~comply with the following~~:

- A. ~~The ( ) principal ( ) Transportation Supervisor ( )~~ shall schedule a meeting so that the student and his/her parents/guardians, or eligible student, and the handler, if s/he is someone other than the student, to meet with the driver and bus assistant, if any, and the ~~( ) principal ( ) Transportation Supervisor ( )~~. ~~The student and his/her parents/guardians, or eligible student, and the handler, if s/he is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation of the student and service animal.~~ **meet with the (X ) principal ( ) Transportation Supervisor ( )** to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on the bus/vehicle with a leash, tether or harness;
- B. ~~The principal shall make arrangements for the student and his/her parents/guardians, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus with the service animal regarding the service animal's functions and how other students should interact with the service animal.~~ **at the discretion of the (X ) principal ( ) Transportation Supervisor ( )** an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the service animal's functions and how students should interact with the service animal.
- C. ~~The service animal must participate in bus evacuation drills with the student.~~

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. **The service animal must participate in bus evacuation drills with the student.**

While the bus/**vehicle** is in motion, the service animal shall remain positioned on the floor, at the student's feet. ~~A representative of the Transportation Office will meet with the student and his/her parents/guardians, or eligible student, to determine whether the service animal should be secured on the bus with a tether or harness.~~

Situations that ~~could result in suspension~~ **would cause cessation** of transportation privileges for the service animal include:

- A. the student, or handler, ~~does not~~ **is not able to** control the service animal's behavior, ~~and that service animal's behavior results in which poses~~ a threat to the health or safety of others; **or**
- B. the service animal urinates or defecates on the bus.

Prior to the first day of transportation, an eligible student (**i.e., one who has reached the age of eighteen (18) and has not had a guardian appointed**) or his/her parents/guardians shall be informed in writing of the types of service animal behaviors that could result in ~~suspension~~ **cessation** of transportation privileges for the service animal.

If it is necessary to suspend transportation privileges for the service animal **for any of the above reasons**, the decision may be appealed to the

~~( ) Transportation Supervisor.~~

~~( ) principal.~~

**(X ) \_\_\_\_\_ Executive Director \_\_\_\_\_.**

**If Although** transportation ~~is~~ **may be** suspended for ~~a student's~~ **the** service animal, it remains the ~~Corporation~~**Career Center**'s responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus/**vehicle** is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the ~~Corporation~~Career Center provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the interactive process mandated by the Americans with Disabilities Act. ~~shall provide a reasonable accommodation for an applicant for employment or qualified employee with a disability. An employee with a disability may request authorization to use a service animal while on duty as a reasonable accommodation of a disability. As required of all animals under this policy, an employee with a disability who will have a service animal as an accommodation will be required to provide a current satisfactory animal health certificate or report of examination from a veterinarian for the service animal within a reasonable time period after the service animal first accompanies the employee. Employees shall be encouraged to engage in a continuing interactive dialogue with their supervisor concerning their utilization of a service animal.~~

Food Service Employees

Food service employees who use a service animal shall be required to comply with the standards applicable to food preparation and food service set out in FDA Food Code Section 2-403.11. Failure to comply with these requirements represents a direct threat to health of others. This provision prohibits handling of animals by employees engaged in food preparation or service, but allows employees to use service animals if certain specific conditions are met. Section 6-501.115 states that service animals may be permitted in food consumption areas not used for food preparation. Food service employees may handle their service animals if, after handling a service animal, the employee washes his/her hands for at least twenty (20) seconds using soap, water, and vigorous friction on surfaces of the hands, followed by rinsing and drying as per Section 2-301.12.

Employees of vendors shall be accommodated as employees of the ~~Corporation~~Career Center as long as this accommodation does not cause undue hardship for the ~~Corporation~~Career Center or a direct threat to the health or safety of employees or others.

Service Animals for Parents/Guardians, Vendors, Visitors, and Others

~~For purposes of this provision, parents/guardians, vendors, vendors' employees and other visitors are collectively referred to as "visitors."~~

~~Visitors~~ **Individuals** with disabilities who ~~plan to be~~ **are** accompanied by a service animal **are permitted access to all areas of the Corporation Career Center's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the Corporation Career Center's facilities with their service animal will accompany them during their visit.** ~~to a Corporation facility shall be encouraged to contact the administrator responsible for that facility before their visit. However, no visitor or a visitor's service animal will be turned away because of failure to give advance notice of their visit.~~

~~Visitors accompanied by their service animals shall have access to all areas of the Corporation's facilities where members of the public are permitted to go. Employees of a specific vendor shall be permitted to have access as necessary to perform their assigned duties unless the service animal's presence constitutes a direct threat to others' health or safety risk.~~

An individual with a disability who attends a school event will be permitted to be accompanied by a **his/her** service animal in accordance with Policy 9160 - Public Attendance at School Events. ~~If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.~~

**I.C. 16-32-3: Rights of Blind and Other Physically Disabled Persons**

**28 CFR Part 35: Justice Department Regulations for Nondiscrimination on the Basis of Disability in State and Local Government Services**

**29 CFR 1630: EEOC Regulations Implementing the ADA as amended**

**34 CFR Part 104: Regulations Implementing Section 504 of the Rehabilitation Act, 29 U.S.C. 794**

**34 CFR Part 300: Individuals with Disabilities Education Act (IDEA) Regulations**

**511 IAC 7-43-1(1)(2)(B): Related Services for Students**

~~I.C. 16-32-3: Rights of Blind and Other Physically Disabled Persons~~

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~~34 CFR Part 300: Individuals with Disabilities Education Act (IDEA)~~

~~511 IAC 7-43-1(1)(2)(B): Related Services for Students~~

**REVISED POLICY—VOLUME 27, NO. 2**

**FOOD SERVICES**

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

~~The food service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.~~

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15B7 CFR Part 15b. To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula);~~

~~[ ] — On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons," but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted;~~

**BOARD OF SCHOOL TRUSTEES**  
**SCHOOL CORPORATION**

OPERATIONS  
8500/page 2 of 3

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

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

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

~~In accordance with Federal law, \_\_\_\_\_ will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. [Please note: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk Program.]~~

~~A periodic review of the food service accounts will be made by the \_\_\_\_\_ . Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods may accrue to the food service program, ( ) the school, ( ) or a student activity fund.~~

~~The Superintendent will prepare administrative guidelines for the conduct of the school food service program that will include provisions for: With regard to the operation of the school food service program, the Superintendent shall require the:~~

- ~~(-)A. the maintenance of sanitary, neat premises free from fire and health hazards;~~
- ~~(-)B. the preparation and consumption of food that complies with Federal food safety regulations;~~

- ~~(-)C. the purchase of foods food and supplies in accordance with law State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)~~
- ~~(-)D. the accounting and disposition of food service funds pursuant to Federal and State law and USDA regulations;~~
- ~~(-)E. the safekeeping and storage of food and food equipment pursuant to USDA regulations;~~
- ~~(-)F. the regular maintenance and replacement of equipment.~~

~~No foods or beverages, other than those associated with the Corporation's food service program, are to be sold during food service hours. The Corporation's food service program will serve only food items and beverages as determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and ( ) thirty (30) ( ) sixty (60) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans. **Nutrition Standards for the National School Lunch and School Breakfast Programs, and the USDA Smart Snacks in Schools regulations.** Foods and beverages unassociated with the food service program may be vended subject to the limitations of State law in accordance with the rules and regulations set forth in Policy 8540.~~

~~The Superintendent will ensure a wholesome, nutritious food service program in the schools of the Corporation that reinforces the concepts taught in the classrooms. **The Superintendent will require that the food service program serve foods in the schools of the Corporation that are wholesome and nutritious and reinforce the concepts taught in the classroom.**~~

~~**Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.**  
**Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.**  
**7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 245**~~

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**BOARD OF SCHOOL TRUSTEES**

RELATIONS

**SCHOOL CORPORATION CAREER CENTER** 9700.01/page 1 of 7

**NEW POLICY - VOLUME 27, NO. 2**

**ADVERTISING, COMMERCIAL ACTIVITIES,  
[AND] SPONSORSHIPS, [ ] AND NAMING RIGHTS**

The purpose of this policy is to provide direction for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an verbal, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

**~~[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND  
OPTION]~~**

**~~[OPTION 1]~~**

~~[ ] It is the policy of the School Board that advertising shall not be permitted in Corporation facilities or on Corporation property and that the Corporation's name, students, staff members and Corporation facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private.~~

**~~[END OPTION 1]~~**

**[OPTION 2]**

**[X]** The Board may permit advertising in Corporation Career Center facilities or on Corporation Career Center property in the following categories or forums in accordance with the guidelines set forth herein:

**(X) Product Sales:**

- (X)** product sales benefiting a Corporation Career Center, school or student activity (e.g., the sale of beverages or food within schools);
- (X)** exclusive agreements between the Corporation Career Center and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. contracts with soda companies);
- (X)** fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

**(X) Direct Advertising/Appropriation of Space:**

- (X)** signage and billboards in schools and school facilities;
- (X)** corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
- (X)** ads, corporate logos, or brand names on book covers, student assignment books, or posters;
- (X)** ads in school publications (newspapers and yearbooks and event programs);

**(X)** media based electronic advertising (e.g. Channel One or

**BOARD OF SCHOOL TRUSTEES**

RELATIONS

**SCHOOL CORPORATION CAREER CENTER** 9700.01/page 3 of 7

**(X) Indirect Advertising:**

- (X)** corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
- (X)** the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

**(X) Market Research**

- (X)** surveys or polls related to commercial activities;
- (X)** internet surveys or polls asking for information related to commercial activities;
- (X)** tracking students' internet behavior and responses to questions calling for personal identification at one or more websites;

**(+)** ~~(other)~~ \_\_\_\_\_

All market research at the school involving students shall comply with Policy 9700 - Relations with Special Interest Groups - Surveys and Questionnaires.

**[END OF OPTION 2]**

It is further the policy of the Board that the ~~Corporation~~ **Career Center**'s name, students, staff members and ~~Corporation~~ **Career Center** facilities shall not be used

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- (X) When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the Corporation Career Center's educational standards and goals.
- (X) Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- (X) The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- (X) No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- (X) No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- (X) No advertisement may contain libelous material.
- (X) No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- (X) No advertisement shall be false, misleading or deceptive.

**BOARD OF SCHOOL TRUSTEES**

RELATIONS

**SCHOOL CORPORATION CAREER CENTER** 9700.01/page 5 of 7

- (X) Advertisements may be rejected by the **Corporation Career Center** if determined to be inconsistent with the educational objectives of the **Corporation Career Center**, inappropriate, or inconsistent with the guidelines set forth in this policy.
- (X) All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- (X) Students shall not be required to advertise a product, service, company or industry.
- (X) Advertising will not be permitted on the outside ( ) or the inside of school buses.
- (X) The **Superintendent Executive Director** or is responsible for screening all advertising.
- (X) The **Superintendent Executive Director** may require that samples of advertising be made available for inspection.
- (X) The inclusion of advertisements in **Corporation Career Center** publications, in **Corporation Career Center** facilities, or on **Corporation Career Center** property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- (X) Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

In addition to this policy, the **Superintendent Executive Director** shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG 9700B.)

**BOARD OF SCHOOL TRUSTEES**

RELATIONS

\_\_\_\_\_ **SCHOOL CORPORATION CAREER CENTER** 9700.01/page 6 of 7  
financial or service-in-kind support to the ~~Corporation~~ **Career Center** in exchange  
for recognition within a ~~Corporation~~ **Career Center** facility.

Naming rights is defined as an agreement between the **Corporation Career Center** and an individual, company, or organization in which in exchange for financial contributions the **Corporation Career Center** allows the name of the donor or donor company/organization to be associated with a specific **Corporation Career Center** property or facility.

Sponsorships/naming rights shall not be inconsistent with the goals and purposes of the **Corporation Career Center**. An agreement shall be prepared which outlines the details of the sponsorship/naming rights including but not limited to the following: the term of the sponsorship/naming right, the signage to be used for the recognition or naming, financial contribution or service-in-kind being supplied to the **Corporation Career Center**. The agreement shall be presented to the Board for approval prior to any action being taken to implement the sponsorship/naming right.

All sponsorships/naming rights shall be in accordance with Policy 9700 and AG 9700B.

#### Accounting

Advertising and sponsorship/naming rights revenues must be properly reported and accounted for in the **Corporation Career Center** accounts.