

REVISED POLICY - VOLUME 27, NO. 2VOCATIONAL CAREER AND TECHNICAL EDUCATION PROGRAM

The ~~School~~**Governing** Board ~~recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers.~~**supports an education program designed to provide students with learning experiences to develop knowledge and skills to enter the labor force or career and technical post-secondary programs.**

For purposes of this policy, ~~"vocational education"~~**"career and technical education"** shall be defined as a program designed to provide educational experiences, **work experiences**, and guidance for students to plan and prepare for a future:

- (X) in the labor market as employable individuals immediately after graduation with productive, saleable skills;
- (X) in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
- (X) in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide,

- (X) in cooperation with the sending schools,

a ~~vocational~~**career and technical** education program which ~~shall include~~**may include the following subject areas:**

- ~~(+) Industrial-Technical Education;~~
- (X) Agricultural Education;
- (X) Business, **Marketing, and Information Technology** Education.
- (X) **Engineering and Technology Education**
- (X) **Family and Consumer Science**

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- (X) Health Science Education**
- (X) Trade and Industrial Education**
- (X) Work Based Learning**
- (X) Career and Technical Education Pilot Programs (non-standard course waiver required)**

Specific courses in each subject area are to conform to the prescribed courses outlined in the Indiana Department of Education State Approved Course Titles and Descriptions.

Students may receive dual credit for any course in the career and technical education program that has been approved for such credit and is in compliance with Indiana Statutes and Policy 2271.

The Board directs that any efforts to recruit students to participate in a particular ~~vocational~~ **career and technical education** program must include literature and comparable recruitment efforts for disabled students in a format and context in which they can communicate.

The ~~vocational~~ **career and technical** education program may ~~also~~ include:

- (X) a shared-time program outside of school;**
- (X) a work-study program involving the employment of qualified students.**

The ~~work-study~~work-study programs are available to students without regard for race, color, national origin, sex, age, or disability. The ~~Superintendent~~Executive Director is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided an assurance of nondiscrimination on the basis of race, color, national origin, sex, age, and disability prior to the time the students are selected and/or assigned.

I.C. 20-19-2-17, 20-37-2-1 et seq.

| ~~511 IAC 6-1-1(x)(y)~~

511 IAC 8

511 IAC 6-10

DELETED POLICY – VOLUME 27, NO. 2

SCHOOL-TO-WORK PROGRAM

The School Board strongly supports the School-to-Work Opportunities Act as a vehicle to help the Corporation prepare students more effectively for the world of work. Through this legislation, the Corporation will be able to provide students with the following learning experiences needed to develop career-related knowledge, attitudes, and skills as well as life-long learning skills:

- A. School-Based Learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.
- B. Work-Based Learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school-based learning.
- C. Connecting Activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.

The Superintendent is authorized to design and implement school-to-work activities and programs, both independently for this Corporation and in cooperation with other Corporations, that create the three (3) types of learnings described above. In addition, s/he should take the steps necessary to implement Board Policy 9555 Partnerships with Business and also ensure that the Corporation is participating actively in alliances, consortia, and/or committees that are coordinating school-to-work initiatives in this area.

The Superintendent's guidelines for the development and implementation of school-to-work activities/programs need to provide for the following concerns of the Board:

- { } Proposals are submitted to obtain planning and/or implementation funds from the State and other sources, when available and appropriate.
- { } Informed parental consent will be obtained for any out-of-corporation activities such as career awareness trips, job shadowing, work experiences, and the like.

REVISED POLICY - VOLUME 27, NO. 2~~CORPORATION~~CAREER CENTER-SPONSORED CLUBS AND ACTIVITIES

The School Board believes that the goals and objectives of this ~~Corporation~~Career Center are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the ~~Corporation~~Career Center's courses of study but are directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the ~~Corporation~~Career Center's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the ~~Superintendent~~Executive Director.

Such activities, as well as extra-curricular or activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board, and directed by a staff advisor.

(Selection of the first option precludes selection of the second option)

[X] The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one of the four criteria stated above.

~~[] The Board shall allow noncorporation sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 — Equal Access For Noncorporation Sponsored, Student Clubs and Activities.~~

~~[] Noncurricular activities for students that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 — Use of Corporation Facilities. The Board, however will not:~~

~~(-) assume any responsibility for the planning, conduct, or evaluation of such activities;~~

~~(-) provide any funds or other resources;~~

~~(-) allow any member of the Corporation's staff to assist in the planning, conduct, or evaluation of such an activity during the hours s/he is functioning as a member of the staff.~~

~~Any student who has not made a passing score on all of the State-mandated testing and assessments tests shall be ineligible to participate in any extra-curricular activity, including athletics. The Board believes a student who has not passed these tests should be using extra-curricular time to participate in one or more of the Corporation's programs for assisting students to pass the tests. However, if a parent believes that his/her child may be unduly affected by lack of participation in a particular activity, s/he may come to the school and sign a waiver which will release the student from this eligibility rule and allow him/her to participate in the activity. The parent should be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless s/he has passed all of the State-mandated testing and assessments tests.~~

No non~~corporation~~Career Center-sponsored organization may use the name of the ~~School Corporation~~Career Center or any other name which would associate an activity with the ~~Corporation~~Career Center.

~~Any student desiring to participate in an interscholastic athletic activity must meet the eligibility requirements established by the Indiana High School Athletic Association (IHSAA). The () principal () Athletic Director () _____ [other] is assigned the responsibility of verifying the eligibility of each student participant in the interscholastic athletic program.~~

~~[] In addition to the eligibility requirements established by the Indiana High School Athletic Association, to be eligible for any athletic or other extra-curricular activity **interscholastic athletic activity**, a student~~

~~(+) must have maintained at least a ____ grade point average~~

~~(+) must not have received a failing grade in any course~~

~~for the semester(s) prior to the semester in which s/he wishes to participate.~~

~~(+) **must have achieved a passing score on all of the State mandated testing and assessment.**~~

~~[] An exception may be made by the principal if the student has been participating in a remediation program and has shown satisfactory progress toward achieving the minimum grade point average.~~

~~[] **[Other]** _____~~

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. **Corporation Career Center**-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards. Whenever a student becomes a member of a **Corporation Career Center**-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

The ~~Superintendent~~Executive Director shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are assessed properly and procedures are established for continuing evaluation of each club and activity.

20 U.S.C. 4071 et seq.

I.C. 20-26-5-4, 20-30-15-6, 7, 8

NEW POLICY - VOLUME 27, NO. 2

RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

[SELECT OPTION 1 OR OPTION 2]

[OPTION 1]

~~[] In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities ordinarily are permitted to audio record IEP Team meetings or case conferences in accordance with the procedures set forth below.~~

- ~~A. Parent(s) wishing to audio record an IEP Team meeting or case conference must utilize their own recording device and tapes or disks and provide notice to the Corporation prior to the date of the scheduled IEP Team meeting or case conference.~~
- ~~B. If parent(s) elect(s) to audio record an IEP Team meeting or case conference, the Corporation also will record the meeting/case conference.~~

[END OPTION 1]

[OPTION 2]

~~{ } — The recording of IEP Team meetings or case conferences is prohibited unless it is necessary in order for a parent or authorized representative of a parent to meaningfully participate in the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.~~

- ~~A. If a parent believes that audio recording an IEP Team meeting or case conference is necessary, s/he should notify the _____ (principal or Director of Student Services or Director of Special Education) in writing, preferably at least two (2) school days before the IEP Team meeting or case conference, of his/her desire to audio record the meeting or case conference and the reason the recording is required. The _____ will notify the parent at least one (1) school day before the meeting or case conference if s/he intends to grant or deny the parent's request to record the meeting or case conference.~~
- ~~B. If the Corporation representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings or case conferences typically will involve situations when a parent, or authorized representative of a parent, or other IEP Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process. The Corporation representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting or case conference, s/he must use his/her own recording device and tapes or disks, and the Corporation similarly will record the meeting or case conference.~~

[END OF OPTION 2]

~~For purposes of this policy, a recording is defined as the capture of a person's individual voice through audio () and/or video tape [End of Option], digital, or other electronic means.~~

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~~[] Video recording an IEP Team meeting or case conference is strictly prohibited. [End of Option]~~

~~The requirements of this policy shall not be interpreted to be in conflict with the provisions of Policy 5136 Use of Personal Communication Devices as it pertains to recordings. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation. See Policy 9160 Public Attendance at School Events for additional information about restrictions on recording at such events.~~

~~If the Corporation audio records an IEP Team meeting or case conference, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.~~

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NEW POLICY - VOLUME 27, NO. 2CONFLICT OF INTEREST

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by ~~School Corporation~~Career Center employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the ~~Corporation~~Career Center.

To accomplish this, the ~~School~~Governing Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive; nor are they intended to substitute for good judgment.

SELECT EITHER OPTION 1 OR OPTION 2**~~H~~ OPTION 1**

~~An employee of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~

OR**☒ OPTION 2**

An employee of the ~~Corporation~~Career Center making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-4.

END OF OPTIONS

1. No employee shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her ~~Corporation~~Career Center responsibilities.

2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the **Corporation Career Center**.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to **Corporation Career Center** records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the **Corporation Career Center** in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 4. Employees shall not solicit gifts, travel packages, and other incentives from prospective contractors.

5. Employees shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.
- B. No conflict of interest will be deemed to be present if the ~~Corporation~~Career Center employee's interest in the contract or purchase and all other contracts and purchases made by the ~~Corporation~~Career Center during the twelve (12) months before the date of the contract or purchase was \$250 or less.
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the ~~Corporation~~Career Center, all such exceptions will be made known to the employee's supervisor and will be disclosed to the ~~Superintendent~~Executive Director before entering into any private relationship.
- D. Violation of this Board Policy by a ~~Corporation~~Career Center employee will result in disciplinary action being taken against the ~~Corporation~~Career Center employee, up to and including termination of employment.

I.C. 20-26-3-4

I.C. 20-26-5-4

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42

REVISED POLICY - VOLUME 27, NO. 2

EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.~~The School Board may find it necessary to employ on a part time basis, coaches or activity sponsors who are not members of the professional staff. Such part time employees~~

- ~~(+) may be members of the Corporation's~~
- ~~(+) classified staff~~
- ~~(+) support staff~~
- ~~(+) or individuals from the community or nearby areas.~~

The Board authorizes the ~~Superintendent~~**Executive Director** to recommend candidates for employment by the Board.

~~All part time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.~~

~~All coaches and athletic activity sponsors shall receive training about concussions and sudden cardiac arrest. All football coaches shall also complete a certified coaching education course that is sport specific; contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique; requires the football coach to complete a test demonstrating comprehension of the content of the course; and awards a certificate of completion to a football coach who successfully completes the course. The certification course must be completed prior to coaching. The course must be approved by the Indiana Department of Education, and each football coach must complete a course not less than once during a two (2) year period. However, each football coach must complete instruction and successfully complete a test if s/he receives notice that new information has been added to the course prior to the end of the two (2) year period.~~

~~H All coaches and athletic activity sponsors, other than football coaches, shall be required to complete a coaching education course that should contain player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course must be completed prior to coaching or serving as an athletic activity sponsor. Each coach and athletic activity sponsor must complete a course not less than once during a two (2) year period.~~

The ~~Superintendent~~**Executive Director** shall establish administrative guidelines to ensure that each person employed as ~~a coach or~~**an** activity sponsor has the appropriate qualifications, has been properly interviewed, has cleared a criminal background check, and has received the required training. The guidelines shall also provide the conditions of employment and compensation.

I.C. 20-34-7

I.C. 20-34-8

REVISED POLICY - VOLUME 27, NO. 2

TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the School Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by due process procedures.

~~(+) and such terms as may be set forth in a negotiated agreement.~~

RESIGNATION

Pursuant to State law, following submission of a resignation to the ~~Superintendent~~**Executive Director**, the employee may not withdraw or otherwise rescind that resignation. **A notice of retirement is functionally equivalent to a resignation and thus falls within the meaning of the word "resignation" for purposes of this policy.** The ~~Superintendent~~**Executive Director** shall inform the Board of the submission of that resignation at its next meeting. The Board may choose to accept that resignation, deny that resignation or take any other appropriate action relating to the termination, suspension or cancellation of employment of the person submitting the resignation, ~~suspension or cancellation of employment of the person submitting the resignation.~~ A resignation, once submitted, may not then be rescinded unless the Board agrees.

I.C. 20-28-7.5-1 et seq., 5-8-4-1

REVISED POLICY - VOLUME 27, NO. 2

STAFF GIFTS

The ~~School~~ **Governing** Board discourages the presentation of gifts to professional staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor.

It is the policy of the Board that no professional staff member should expect or accept gifts for carrying out the terms of his/her teaching contract.

[X] If a staff member has provided an unusual amount of extra help for a student and the parents insist on showing appreciation, expression other than money may be accepted.

[X] The Board does recognize, though, that gift-giving to professional staff members at Christmas fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted; however, teachers should not open gift(s) in class or comment on item(s) in front of students.

Upon the recommendation of the ~~Superintendent~~ **Executive Director**, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on **or raise a conflict of interest with respect to** the eventual purchase of equipment, supplies, or services. **See also Board Policy 1130 - Conflict of Interest.** Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, professional staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the ~~Corporation~~ **Career Center** or a vendor with whom the ~~Corporation~~ **Career Center** is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

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Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a professional staff member receives such compensation, albeit unsolicited, from a vendor, the professional staff member shall notify the ~~Superintendent~~**Executive Director**, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

SELECT EITHER OPTION 1 OR OPTION 2

[] OPTION 1

~~An employee of the School Corporation~~**A CorporationCareer Center employee** making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.

OR

[] OPTION 2

~~An employee of the School Corporation~~**A CorporationCareer Center employee** making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. ~~35-44-1-3~~**35-44.1-1-3**.

END OF OPTIONS

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5
2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 3019.42

DELETED POLICY – VOLUME 27, NO. 2

SUBSTITUTE COMPENSATION

~~In order to retain well-qualified substitutes for service in this Corporation, the School Board will offer competitive compensation at a rate set annually by the Board.~~

NEW POLICY - VOLUME 27, NO. 2

CONFLICT OF INTEREST

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by ~~School Corporation~~ **Career Center** employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the ~~Corporation~~ **Career Center**.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive; nor are they intended to substitute for good judgment.

~~SELECT EITHER OPTION 1 OR OPTION 2~~

~~H~~ **OPTION 1**

~~An employee of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~

OR

[] OPTION 2

An employee of the ~~Corporation~~ **Career Center** making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-4.

END OF OPTIONS

1. No employee shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her ~~Corporation~~ **Career Center** responsibilities.

2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the **CorporationCareer Center**.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to **CorporationCareer Center** records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the **CorporationCareer Center** in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 4. Employees shall not solicit gifts, travel packages, and other incentives from prospective contractors.

5. Employees shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.
- B. No conflict of interest will be deemed to be present if the ~~Corporation~~Career Center employee's interest in the contract or purchase and all other contracts and purchases made by the ~~Corporation~~Career Center during the twelve (12) months before the date of the contract or purchase was \$250 or less.
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the ~~Corporation~~Career Center, all such exceptions will be made known to the employee's supervisor and will be disclosed to the ~~Superintendent~~Executive Director before entering into any private relationship.
- D. Violation of this Board Policy by a ~~Corporation~~Career Center employee will result in disciplinary action being taken against the ~~Corporation~~Career Center employee, up to and including termination of employment.

I.C. 20-26-3-4

I.C. 20-26-5-4

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42

REVISED POLICY - VOLUME 27, NO. 2

TERMINATION AND RESIGNATION

TERMINATION

A support staff member may be suspended or terminated, upon a majority vote of the **Governing** Board, for violation of the policies of the Board or for any reasons not otherwise prohibited by law. In such cases, the Board shall provide the employee any required procedural due process.

~~(+) and shall abide by such terms as may be set forth in a negotiated agreement.~~

RESIGNATION

Pursuant to State law, following submission of a resignation to the ~~Superintendent~~**Executive Director**, the employee may not withdraw or otherwise rescind that resignation. **A notice of retirement is functionally equivalent to a resignation and thus falls within the meaning of the word "resignation" for purposes of this policy.** The ~~Superintendent~~**Executive Director** shall inform the Board of the submission of that resignation at its next meeting. The Board may choose to accept that resignation, deny that resignation, or take any other appropriate action relating to the termination or suspension of employment of the support staff member submitting the resignation. A resignation, once submitted, may not then be rescinded unless the Board agrees.

I.C. ~~20-28-7.5-1 et seq.~~, 5-8-4-1

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STAFF GIFTS

- | The ~~School~~ **Governing** Board discourages the presentation of gifts to support staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor.

It is the policy of the Board that no support staff member should expect or accept gifts for carrying out the terms of his/her assignment.

- | **[X]** If a staff member has provided an unusual amount of extra help for a student and the parents insist on showing appreciation, expression other than money may be accepted.
- | **[X]** The Board does recognize, though, that gift-giving to support staff members at Christmas fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted.
- | Upon the recommendation of the ~~Superintendent~~ **Executive Director**, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Support staff members shall not accept any form of compensation from vendors that might influence their recommendations on **or raise a conflict of interest with respect to** the eventual purchase of equipment, supplies, or services. **See also Board Policy 1130 - Conflict of Interest.** Furthermore, support staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, support staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the ~~Corporation~~ **Career Center** or a vendor with whom the ~~Corporation~~ **Career Center** is doing business, whereby an individual support staff member receives compensation in any form for services rendered.

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Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a support staff member receives such compensation, albeit unsolicited, from a vendor, the support staff member shall notify the ~~Superintendent~~**Executive Director**, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

SELECT EITHER OPTION 1 OR OPTION 2

[1 Option 1

~~An employee of the School Corporation~~**A Corporation employee** making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.

OR

[1 Option 2

~~An employee of the School Corporation~~**A Corporation employee** making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. ~~35-44-1-35-44.1-1-4.~~

END OF OPTIONS

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5
2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 3019.42

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REVISED POLICY - VOLUME 27, NO. 2**THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The ~~School~~ **Governing** Board is committed to protect students from individuals not associated with the ~~School Corporation~~ **Career Center** seeking access to students at school, but also recognizes its responsibility to cooperate with law enforcement agencies and Child Protective Services of the ~~Welfare~~ Department **of Child Services ("CPS")**.

When ~~such agencies request an agency such as CPS requests~~ permission to interrogate a student at school, the ~~_____~~ **principal or designee** shall

~~(-) attempt to inform the student's parents, unless directed not to do so by the representative of the agency.~~

OR

(X) request that the agency inform a parent unless the parent is the target of the investigation.

When Child Protective Services ~~or a law enforcement agency~~ states a legitimate purpose for questioning or examining a student while the student is entrusted to the ~~school corporation~~ **Career Center Corporation**, the ~~_____~~ **principal or representative designee** shall be present throughout the proceedings, unless ~~ordered not to be present by a representative of the agency or court.~~

(X) shall be present throughout the proceedings, unless ordered not to be present by a representative of the agency or a court of law. The principal or designee shall not interfere with the interview or examination if present during the interview or examination.

~~(-) shall not be present during the interview or examination.~~

Law enforcement agencies shall be discouraged from interviewing students on school property unless they are investigating an alleged crime that occurred on school property. If a law enforcement agent interrogates a student on school property, no school representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.

[SELECT OPTION 1 OR OPTION 2]**[OPTION 1]**

~~[] Pursuant to State law, if a student is interrogated by a law enforcement officer on school property and regarding an investigation in which the student may be a suspect,~~

[OPTION 2]

[X] Pursuant to State law, if a student is interrogated by a law enforcement officer on school property,

[END OF OPTIONS]

the principal or designee must make an effort to immediately notify the student's parent of the interrogation. If immediate notification is not possible, the principal or designee must notify the student's parent not later than twelve (12) hours after the interrogation occurs.

When an agency or law enforcement official removes a student from school, the _____ ~~[Note: a school official] principal~~**Executive Director or designee** shall notify the student's parent and the ~~Superintendent~~**Principal** before the time the student would normally arrive home on that day.

No student shall be released to an agency, other than a law enforcement agency or ~~Child Protective Services~~**CPS**, without written parental permission, except in the event of emergency or for the protection of life or property as determined by the **Executive Director or designee**.

As used in this policy, "student" means any person enrolled in classes other than adult education classes, and is not limited to persons under eighteen (18) years of age.

The ~~Superintendent~~**Executive Director** shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.