

POWERS AND PHILOSOPHY

0121 **Board Authority**

The supervision of this ~~Corporation~~ Career Center shall be conducted by the Governing Board, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Indiana.

0122 **Board Powers**

The ~~Board~~ Career Center shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

~~The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.~~ The Board shall exercise all powers expressly granted to the Corporation by statute or through rules adopted by the State Board of Education and those powers necessary or desirable in the conduct of the Corporation's affairs, even if the power is not granted by statute or rule. The Board may exercise any power the Corporation possesses to the extent that the power is not expressly denied by the State Constitution, statute, or State Board rule and is not expressly granted to another entity.

~~The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition to act.~~ The Board shall retain the power to act, through written policies, in situations in which there is no Constitutional or statutory provision requiring a specific manner for the Corporation to exercise a power and no Constitutional or statutory prohibition to the exercise of that power.

The Board shall have the management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises.

~~I.C. 20-26-3, 20-26-5-4, 20-26-5-5, 36-1-7~~ I.C. 20-26-3, 20-26-5-4,

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

36-1-7

BYLAWS
0120/page 2 of 3

0123 **Philosophy of the Board**

A Career Center Board is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by, and is governed by, State statutes.

The Board has the dual responsibility for implementing the Career Center's legal requirements—obligations pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the Corporation Career Center, and the citizens shall be urged to bring their aspirations and concerns about the Corporation—Career Center and its schools to the Board's attention ~~of this body~~.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

COLLEGE AND UNIVERSITY PROGRAMS

The Board recognizes the value to students and to the ~~Corporation~~Career Center -for students to participate in programs offered by accredited colleges and universities in Indiana.

The Board ~~will allow students in grades 11 and 12~~ may allow students who meet the criteria to enroll in approved postsecondary programs while in attendance in the ~~Corporation~~Career Center. ~~Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the Corporation Career Center and are offered by State educational institutions as defined in I.C. 20-12-0.5-1.~~

Definitions:

"Dual credit course" means a course taught by a high school faculty member, a college faculty member, or a college adjunct faculty member that a high school student may take to earn both high school and college credits. Dual credit courses may include any of the following:

- A. A concurrent enrollment college course that is taught:
 - 1. in a high school classroom;
 - 2. by a regular high school faculty member who is approved by an eligible institution; and
 - 3. to high school students who earn high school credit for the course and may also earn college credit through an agreement between an eligible institution and a school Career Center under I.C. 21-43-4-3.5.

B. An on-campus course, that:

1. is taught:
 - a. on the campus of an eligible institution;
 - b. by a faculty member of the eligible institution; and
 - c. as a regular course offering to postsecondary students attending the eligible institution in which a high school student enrolls and attends; and
2. is approved by the high school that the high school student attends for secondary credit requirements.

C. A college course, that is taught:

1. in a high school classroom;
2. by a faculty member of an eligible institution; and
3. to high school students who may earn both secondary and postsecondary credits.

D. An online college course, that:

1. is taught:
 - a. by a faculty member of an eligible institution; and
 - b. as a regular course offering to postsecondary students attending the eligible institution in which a high school student enrolls and attends; and
2. is approved by the high school that the high school student attends for secondary credit requirements.

"Early college" means an academic program consisting of a series of dual credit courses or concurrent enrollment courses, or both, which allow high school students to earn both a high school diploma and:

- A. an associate degree that has been approved by the commission for higher education; or
- B. up to two (2) years of academic credit toward a baccalaureate degree.

"Eligible institution: means an accredited public or private:

- A. college; or
- B. university;

located in Indiana that grants a baccalaureate or an associate degree and offers postsecondary enrollment opportunities.

"Postsecondary credit" means credit toward:

- A. an associate degree;
- B. a baccalaureate degree; or
- C. a career and technical education certification;

that is granted by an eligible institution upon the successful completion of a course taken in a high school setting under a postsecondary enrollment opportunity.

"Postsecondary enrollment opportunity" refers to programs established under I.C. 21-43-4, including dual credit courses, concurrent enrollment courses, and early college programs.

"Program" means a postsecondary enrollment program authorized by the Board in which an eligible student participates.

"Secondary credit" means credit toward graduation requirements granted by the Career Center upon the successful completion of a course taken under the program.

Postsecondary Enrollment Opportunities:

The Board authorizes the Executive Director to collaborate with eligible institutions to offer the following postsecondary enrollment programs:

- A. early college programs
- B. college courses taught by faculty members of eligible institutions
- C. concurrent enrollment college courses

that meet the educational objectives of the Career Center and are offered by eligible institutions in secondary school locations.

Students enrolled in such programs will be eligible to receive secondary credit in addition to any postsecondary credit earned for the successful completion of the course. All instructors shall meet the requirements established by State law and the Higher Learning Commission for teaching a course for which graduation credit is awarded.

A student is eligible to participate in a postsecondary enrollment program if they meet the criteria set by the eligible institution.

The criteria for determining the courses approved for secondary credit are as follows:

- A. the eligible institution and the Career Center, through its Executive Director, shall determine the terms and conditions under which the Career Center will award credit, if any, for a specified course successfully completed by a student through the Career Center;

- B. the eligible institution shall determine the terms and conditions under which the Career Center will award secondary credit, if any, for a specific course successfully completed through the eligible institution; and
- C. secondary credit also will be awarded for the successful completion of the following courses:
 - A. a course that is approved by the principal of the high school that the student attends for secondary credit requirements.
 - B. a course that is a dual credit course or concurrent enrollment college course which is listed by an eligible institution in the statewide core transfer library under the principles set forth in IC 21-42-5-4.

A Career Center representative, by agreement with an eligible institution and using information that may be provided by the eligible institution, shall meet with each student who intends to participate in a postsecondary enrollment opportunity to offer counseling at which the following are discussed:

- A. the courses in which the student may enroll, including prerequisites needed for completion.
- B. the postsecondary credit the student earns upon successful completion of a course.
- C. the consequences of the student's failure to successfully complete a course.
- D. notice of the course and schedule.

- E. the financial obligations of the student and the school under the postsecondary enrollment opportunity.
- F. the responsibilities of the student, the student's parent, and the school under the postsecondary enrollment opportunity.
- G. other matters concerning the postsecondary enrollment opportunity.

If a student enrolls in a concurrent enrollment college course, a postsecondary course taught by a faculty member of the eligible institution at the high school, or an early college program offered by an eligible institution, the eligible institution and the Career Center shall enter into a contract for the postsecondary enrollment opportunity. The contract must establish the terms and conditions under which:

- A. the eligible institution will award credit for specified classes successfully completed by students in the Career Center; and
- B. the Career Center will award credit for specified classes successfully completed by students at the eligible institution.

With respect to a course taught in a high school setting, a student must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale, as established by the eligible institution, in order for the student to enroll in subsequent related dual credit course work in the same subject area.

The Executive Director ~~will~~shall establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students and the institutions offering such programs to students of this ~~Corporation~~Career Center. The Executive Director ~~will also~~also shall establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

~~I.C. 20-12-13-6, 20-12-75-14, 20-30-11, 20-30-11.5, 23-13-18-29
511 IAC 6-10-4~~

I.C. 21-43-1, I.C. 21-43-4, I.C. 21-43-8
511 IAC 6-7.1-1, 511 IAC 6-7.1-6, 511 IAC 6-7.1-7, 511 IAC 6-10-1, 511 IAC 6-10-4
Higher Learning Commission's Qualified Faculty Requirements

Adopted 1/14/10

CAREER AND TECHNICAL EDUCATION PROGRAM

The Governing Board 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, "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:

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

The Board shall provide, in cooperation with the sending schools, a career and technical education program which may include the following subject areas:

- A. Agricultural Education
- B. Business, Marketing, and Information Technology Education
- C. Engineering and Technology Education
- D. Family and Consumer Science
- E. Health Science Education
- F. Trade and Industrial Education

- G. Work Based Learning
- H. 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. All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.

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~~ law and Policy 2271.

The Board directs that any efforts to recruit students to participate in a particular 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 career and technical education program may include:

- A. a shared-time program outside of school;
- B. a work-study program involving the employment of qualified students.



**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

PROGRAM
2421/page 3 of 3

The work-study programs are available to students without regard for race, color, national origin, sex, age, or disability. The 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 I.A.C. 8
511 I.A.C. 6-10

Adopted 1/14/10
Revised 9/10/15

© NEOLA ~~2015~~2016

REVISED POLICY - VOL. 28, NO. 1

ADOPTION OF CURRICULAR MATERIALS

For purposes of this policy, “curricular materials” means systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- A. books;
- B. hardware that will be consumed, accessed, or used by a single student during a semester or school year;
- C. computer software; and
- D. digital content.

Curricular materials used as part of the educational program of the Career Center shall be approved by the Board, and the Board shall make approved curricular materials available for rental or purchase by each student enrolled in a public school located in the attendance area served by the Board if that school is in compliance with the minimum certification standards established by the State Board of Education.

The annual rental rate for curricular materials shall not exceed twenty-five percent (25%) of the retail price of the curricular materials. The Board may charge a student the cost of the student’s use of disposable materials, software copyright licenses, and hardware to utilize software provided. If a software site license is not charged on a per student per school year basis, the Board shall approve a sum to be paid by each student that divides the cost of the license between all students expected to use the licensed software. If hardware such as a laptop computer or a tablet is required to access the curricular materials approved by the Board, the Board shall approve a sum to be paid by each student expected to use the hardware.

~~[OPTION THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]~~

~~[X]~~ — If a student has paid rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable rental or use fee, the Career Center shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, the Career Center shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within ___ days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within ___ days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

~~[END OF OPTION]~~

~~[OPTIONAL - THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:~~

[X] —The Career Center may write-off any outstanding unpaid fees for rent or use of curricular materials of \$5.00 or less, if not paid by end of the school year following the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred.

Unpaid fees for rent or use of curricular materials in excess of \$5.00 may, at the discretion of the school treasurer or his/her designee, be written off ~~_____~~2 years after the end of the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred. Fees in excess of \$5.00 may be written off at any time, if the principal, or his/her designee, determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

~~[END OF OPTION]~~

The Board shall prescribe reasonable rules and regulations for the care, custody, and return of curricular materials and hardware.

~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~
~~Center~~ If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Career Center, the Career Center shall, pursuant to I.C. 20-26-12-26, evaluate the student's curricular materials and offer to purchase the curricular materials at a reasonable price for resale to any family that moves into the Career Center during the school term.

The curricular materials approved by the Board shall include a research based core reading program.

Supplementary materials required by a special education student's Individualized Education Program shall be provided without additional charge. The supplemental materials provided to students receiving special education services shall be in a format that allows the student to utilize the materials. When necessary for a special education student to benefit from curricular materials, the materials shall be provided in NIMAS (National Instructional Materials Accessibility Standard) format and shall be certified by NIMAC (National Instructional Materials Access Center), or the publisher of the materials may authorize the Board to reproduce the curricular materials in a format such as large type or audio that allows the special education student to benefit from the materials.

~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~~~Career Center~~

The Executive Director shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. Textbooks determined to be obsolete shall be disposed of in accordance with Board Policy 7310 - Disposition of Surplus Property and Executive Director's administrative guidelines. See AG 7310.

I.C. 20-18-2-2.7 - Curricular materials defined

I.C. 20-20-5.5 – Curricular materials

I.C. 20-26-12 – Textbooks

511 IAC 6.2-3.1 – Research based core reading program requirement

511 IAC 9 – Textbook adoption

IDOE Memo dated 2/8/2012 – “Updates to Textbook Adoption Procedures”

IDOE “FAQs Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives

IDOE Memo “Textbook and Computer Scenarios”

Indiana State Board of Accounts, *Public Schools Audit Manual*

Indiana State Board of Accounts, *School Administrator*

ATTENDANCE

The Governing Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all ~~Corporation~~ Career Center students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

- F. ~~participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the Executive Director (I.C. 20-33-2-17.5)~~exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

For any of these exceptions a student shall not be recorded as absent from school.

The Executive Director shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than four (4) days duration;
- C. repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

STUDENTS

5200/page 3 of 6

- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Executive Director or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An ~~out-of-school~~out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Executive Director or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily and/or weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Executive Director shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;

- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. ~~Such guidelines should also provide that if a student or a member of the student's household is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences.~~ If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Executive Director shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;

- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Executive Director shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-3.2
I.C. 20-33-2-4 et seq.
I.C. 20-33-2-17.7
511 IAC 1-3-1
511 IAC 6-2-1(c)(12)

Adopted 1/14/10
Revised 1/8/15



**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

STUDENTS
5540/page 1 of 2

THE SCHOOLS AND GOVERNMENTAL AGENCIES

The Governing Board is committed to protect students from individuals not associated with the 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 Department of Child Services ("CPS").

When an agency such as CPS requests permission to interrogate a student at school, the principal or designee shall request that the agency inform a parent unless the parent is the target of the investigation.

When Child Protective Services states a legitimate purpose for questioning or examining a student while the student is entrusted to the Career Center Corporation, the principal or designee 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.

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.

~~Pursuant to State law, if~~ If a student is interrogated by a law enforcement officer on school property 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.

policy

GOVERNING BOARD CENTRAL NINE CAREER CENTER

STUDENTS
5540/page 2 of 2

When an agency or law enforcement official removes a student from school, the Executive Director or designee shall notify the student's parent and the sending school 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 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 Executive Director shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

~~I.C. 20-33-11~~
I.C. 31-30.5-1
Ind. R. Evid. 617

Adopted 1/14/10
Revised 9/10/15

© NEOLA ~~2015~~2016

STUDENT GROUPS

~~It is the policy of the Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.~~

~~Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the Corporation. In addition, the Board shall not tolerate any type of gang or gang related activity to occur on Corporation property or while students are under the auspices of the Board.~~

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Definitions

- A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:
1. either:
 - a. promotes, sponsors, or assists in,
 - b. participates in, or

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

STUDENTS
5840/page 2 of 6

c. has as one of its goals; or

2. requires as a condition of membership or continued membership

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. “Criminal organization activity,” as used in this policy, means to:

1. actively participate in a criminal organization;
2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
 - b. for the purpose of increasing the person’s own standing or position within a criminal organization;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
4. knowingly or intentionally threaten another person because the other person:
 - a. refuses to join a criminal organization;
 - b. has withdrawn from a criminal organization; or
 - c. wishes to withdraw from a criminal organization;when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Organization Activity

All Corporation employees shall report any incidence of suspected criminal organization activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Executive Director within 10 instructional days of completing the investigation. The Executive Director shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.

The Executive Director is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Executive Director's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Executive Director before May 15 each year.

The Executive Director shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Organization Activity

The Executive Director shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families by referring them to the appropriate personnel at the sending high school.

Publication of the Policy

The Executive Director shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Executive Director shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

INTERNAL CONTROL STANDARDS AND PROCEDURES

The Executive Director shall establish and maintain effective internal control standards and procedures for all funds received by the Career Center, including financial grants and awards from Federal or State sources, that provide reasonable assurance that the program and funds are managed in compliance with applicable Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards made to the Career Center.

The Career Center shall have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

The internal control standards and procedures must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal and State reports; maintain accountability over assets; and demonstrate compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards.

The internal control standards and procedures also must provide reasonable assurance that these transactions are executed in compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards that could have a direct and material effect on any grant or award, as well as any other Federal and State statutes and regulations that are identified in the Federal Compliance Supplements and/or directives of the State Board of Accounts (SBOA).

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

FINANCES
6111/page 2 of 4

Additionally, the Career Center's internal control standards and procedures must provide reasonable assurance that all Federal and State funds, property, and other assets are safeguarded against loss from theft, fraud, unauthorized use, or unauthorized disposition.

Further, erroneous or irregular variances, losses, shortages, or thefts of any amount of Career Center funds or property whose source is a Federal grant or award are considered material and therefore are to be reported immediately to the SBOA as required by Federal and State law.

Central Nine Career Center does not condone any irregular variances, losses, shortages, or thefts of any amount of Career Center funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

Other than with respect to Career Center funds or property whose source is a Federal grant or award, the Board directs as follows:

- A. All erroneous or irregular variances, losses, shortages, or thefts of any amount of Career Center funds or property shall be reported to the Director or his/her designee promptly.
- B. It will be the policy of the Career Center to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of \$500.00 as a single occurrence or multiple occurrences, except for inadvertent clerical errors that are identified timely and promptly corrected with n loss to the Career Center.
- C. It will be the policy of the Career Center to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$5,000.00 as a single occurrence or multiple occurrences, except for inadvertent clerical errors that are identified timely and promptly corrected with n loss to the Career Center.
- D. The Career Center reserves the right to report any and all occurrences of irregular variances, losses, shortages, or thefts of cash or non-cash items to the State Board of Accounts and other authorities regardless of the amount.
- E. All Career Center employees, board members, and volunteers are directed to comply with this policy.

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

FINANCES
6111/page 3 of 4

The Career Center shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal grants and awards;
- B. comply with State statutes and regulations related to the management and control of all funds received by the Career Center;
- C. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of Federal grants and awards and State and local funds received;
- D. investigate all variances, losses, shortages, or thefts of Career Center funds or property, document the investigation and its results, and maintain a record of the investigation and its results;
- E. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
- F. report all misappropriations of Career Center funds or property to the SBOA and the county prosecuting attorney whenever a Career Center employee has actual knowledge of or reasonable cause to believe that a misappropriation has occurred;
- G. provide, upon employment and periodically thereafter, training concerning the internal control standards and procedures established for the Career Center for any personnel whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the Federal government, State government, the Career Center, or other governmental entities; and
- H. take reasonable measures to safeguard protected "personally identifiable" information (PII) and other information the State, awarding agency, or pass-through entity designates as sensitive or the Career Center considers sensitive consistent with applicable Federal, State, local, and tribal laws and Career Center policies regarding privacy and obligations of confidentiality.

PII is defined at 2 C.F.R. 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

I.C. 5-11-1-27

2 C.F.R. 200.61-.62

2 C.F.R. 200.79

2 C.F.R. 200.203

State Examiner Directive 2015-6 (SBOA 11-18-15)

STUDENT FEES AND CHARGES

Because of limited financial means, the Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred.

Any fees collected by members of the staff are to be turned in to the Business Office or ECA Treasurer within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Executive Director to take the student and/or his/her parents to Small Claims Court for collection.

If a student has paid the fees or charges described above, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable fees or charges, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as 1/3 or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within 30 days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within 30 days, whichever is

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

FINANCES
6152/page 2 of 2

longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

The Corporation may write-off any outstanding unpaid student fees of \$5.00 or less, if not paid by December 15 of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred.

Unpaid student fees in excess of \$5.00 may, at the discretion of the School Treasurer or his/her designee, be written off 1 year after the end of the school year or activity season in which the debt for nonpayment of student fees was incurred. Fees in excess of \$5.00 may be written off at any time, if the principal, or his/her designee, determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

Adopted 1/14/10

VENDING MACHINES

The Board recognizes that vending machines can produce revenues ~~which~~that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities provided that the following conditions are satisfied:

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The Corporation's share of the revenues is managed by the Treasurer in accordance with relevant Board policies and administrative guidelines.
- ~~C. No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.~~
- ~~D.~~C. ~~Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans.~~Food items and beverages available for sale to students in vending machines for consumption on campus between 12:00 am midnight and thirty (30) minutes following the end of the school day shall comply with the current USDA's *Dietary Guidelines for Americans and Smart Snacks for Schools* regulations.

The Executive Director shall develop and implement administrative guidelines that require that these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.

42 U.S.C. 1779
7 C.F.R. 210.11(a)(5)

Adopted 1/14/10
Revised 10/9/14

**GOVERNING BOARD
CENTRAL NINE CAREER CENTER**

OPERATIONS
8540/page 2 of 2

| © NEOLA ~~2014~~2016

BUS DRIVERS AND CELLULAR TELEPHONE USE

It is the policy of the Board to take every step necessary to maintain the safety of its students while riding in school buses that are used to transport Career Center students. This policy shall be implemented in compliance with Federal and State law and regulations of the Indiana State Board of Education and the State School Bus Committee.

Definitions:

“Electronic device” includes, but is not limited to, a cellular telephone; personal digital assistant; pager; computer; or any other device used to input, write, send, receive, or read text.

“Mobile telephone” means a mobile communication device that falls under or uses any commercial mobile radio service, as defined in regulations of the Federal Communications Commission, 47 CFR 20.3. It does not include two-way or Citizens Band Radio services.

"Telecommunications device" means an electronic or digital telecommunications device. The term includes a:

- A. wireless telephone;
- B. personal digital assistant;
- C. pager; or
- D. text messaging device.

The term does not include:

- A. amateur radio equipment that is being operated by a person licensed as an amateur radio operator by the Federal Communications Commission under 47 CFR Part 97; or
- B. a communications system installed in a commercial motor vehicle weighing more than 10,000 pounds.

"Text message" means a communication in the form of electronic text sent from a telecommunications device.

Federal and State Laws:

Federal and State law prohibit texting, emailing, and using a telecommunications device or hand-held mobile telephone, including a cellular telephone, while driving commercial motor vehicles, including school buses, except in a bona fide emergency.

Federal regulations prohibit operators of commercial motor vehicles from texting while driving. Federal regulations also prohibit operators of commercial motor vehicles from using a hand-held mobile telephone while driving. For purposes of the Federal regulations, "driving" does not include operating a commercial motor vehicle when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can safely remain stationary.

State law prohibits a person from using a telecommunications device to:

- A. type a text message or an electronic mail message;
- B. transmit a text message or an electronic mail message; or
- C. read a text message or an electronic mail message;

while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

Furthermore, it is a serious traffic violation under State law to drive a commercial motor vehicle while using a hand-held device as described in the Federal regulations at 49 CFR 383 through 384 and 49 CFR 390 through 392.

Prohibitions:

In light of the Career Center's policy to protect the safety of its students to the greatest extent possible and the State and Federal laws referenced herein, all Career Center employees and any independent contractors or employees of independent contractors who drive school buses to transport Career Center students are prohibited from:

- A. using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while driving a school bus to transport students; and
- B. using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while driving a school bus to transport students

except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

Furthermore, all Career Center employees are prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle other than a school bus to transport Career Center students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

A Career Center employee who operates a motor vehicle other than a school bus to transport Career Center students is prohibited from using a cellular telephone, electronic device, mobile telephone or telecommunications device to communicate while operating a motor vehicle to transport students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cellular telephone, electronic device, mobile telephone or telecommunications device.

A Career Center employee who violates this policy shall be subject to disciplinary action, up to and including termination. The Board directs that any contracts entered into with an independent contractor for bus transportation shall provide that: (1) the Career Center requires compliance by the independent contractor and its employees or subcontractors with this policy as a condition of the contract; and (2) the violation of this policy by an independent contractor or its employees or subcontractors may result in the termination of the contract.

I.C. 9-13-2-31 ("commercial motor vehicle" defined)
I.C. 9-13-2-161 ("school bus" defined)
I.C. 9-13-2-177.3 ("telecommunications device" defined)
I.C. 9-13-2-177.4 and I.C. 9-21-8-0.5 ("text message" defined)
I.C. 9-21-8-59 (prohibition against use of telecommunications device while operating a moving motor vehicle)
I.C. 9-24-6-6(a)(12) (driving a commercial motor vehicle while using a hand-held mobile device)
49 C.F.R. 383.5 (definition of "commercial motor vehicle," "electronic device" and "mobile telephone")
49 C.F.R. 383.51 (disqualification of drivers)
49 C.F.R. 391.15 (disqualification of drivers)
49 C.F.R. 392.80 (prohibition against texting while driving)
49 C.F.R. 392.82 (prohibition against using a hand-held mobile telephone while driving)