

# CENTRAL NINE CAREER CENTER

## DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

### VOLUME 30, NO. 1 - OCTOBER 2017

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<u>Policy Number</u>	<u>Action</u>	<u>Description</u>
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2623.01	REMOVE	Statewide Testing Security
3121	UPDATE	Personal Background Checks (Professional)
3131	UPDATE	RIF in Certified Staff
3220.01	UPDATE	Teacher Appreciation Grants
4121	UPDATE	Personal Background Checks (Support)
5200	UPDATE	Attendance
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5730	UPDATE	Equal Access
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8121	UPDATE	Personal Background Checks (Contracted)
8462	UPDATE	Child Abuse & Neglect
8800	UPDATE	Religious/Patriotic Ceremonies

### EMPLOYMENT OF THE EXECUTIVE DIRECTOR

The Board vests the primary responsibility for administration of this Corporation in the Executive Director of Schools. The appointment of the Executive Director is, therefore, one of the most important functions the Board can perform.

~~Whenever the position of Executive Director of Schools becomes vacant, the Board will appoint an Executive Director and fix his/her salary and term of employment which will be no less than three (3) years. However, a subsequent contract may be for a term of any duration.~~

Whenever the position of Executive Director becomes vacant, the Board will appoint an Executive and fix his/her salary and term of employment, which will be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.[KGS1]

If the contract contains a provision that establishes an amount the Board must pay to the Executive Director to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Executive Director's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The Board will actively seek the best qualified and most capable candidate for the position of Executive Director.

It may be aided in this task by a committee of Board members

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Executive Director;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and

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its educational goals;

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- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;
- E. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Executive Director.

No person may be employed as Executive Director of this Corporation unless s/he has signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Executive Director, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Executive Director shall not be included in the notices or discussion of the proposed contract.

Such contract will be in the basic form of the regular teacher's contract if the Executive Director holds a license under I.C. 20-28-5 and will include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Executive Director will be paid and the intervals at which s/he will be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

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See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Executive Director.

The Executive Director so appointed will devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary will be considered by this Board to constitute grounds for his/her dismissal.

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the Executive Director. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Executive Director holds a license under I.C. 20-28-5, the rights of an Executive Director as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

I.C. 5-14-1.5-6.1(b)(5) and (9)

I.C. 20-28-8-6-~~7~~-8

I.C. 20-28-8-7

I.C. 20-28-8-8

Adopted 10/8/09

Revised 10/9/14

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## PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the Board requires an inquiry into the personal background of each applicant the Executive Director recommends for employment on the Career Center's administrative staff.

The Executive Director shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded ~~national~~—criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employers
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the federal government as required by I.C. 12-32-1
- H. a detailed background history including all prior employment and volunteer positions

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- I. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

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The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Career Center.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Career Center. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Career Center may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is:

~~A. — convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or~~

B. — the subject of a substantiated report of child abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the ~~Superintendent~~ Executive Director may provide for a substitute or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.



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Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

The Board requires that an expanded criminal history check be conducted for each Career Center employee every five (5) years.

In implementing this requirement, the Career Center shall conduct the updated expanded criminal history checks for Career Center employees over a period not to exceed 5 years.

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

A. is the subject of a substantiated report of child abuse or neglect or

B. has been charged with or convicted of one (1) of the following crimes:

1. Murder (I.C. 35-42-1-1).

2. Causing suicide (I.C. 35-42-1-2).

3. Assisting suicide (I.C. 35-42-1-2.5).

4. Voluntary manslaughter (I.C. 35-42-1-3).

5. Reckless homicide (I.C. 35-42-1-5).

6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

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During the course of his/her employment with the Career Center, each administrator shall be required to report the arrest or the filing of criminal charges against the employee;

- A. arrest or the filing of criminal charges against the employee;
- B. conviction of the employee for a crime; and
- ~~B~~C. substantiated report of child abuse or neglect of which the employee is the subject

to the Executive Director within two (2) business days of the occurrence. The Executive Director shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the administrator who was convicted or the subject of a substantiated report of child abuse or neglect.

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~~The Executive Director shall prepare administrative guidelines to implement this policy.~~

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

~~I.C. 20-26-5-10, -10.5, -11 and -11.5~~ ~~I.C. 20-26-5-10, -11 and -11.5~~

I.C. 20-28-5-8

Adopted 10/8/09

Revised 9/8/11

Revised 3/10/16

Revised 3/9/17

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**TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) and the Indiana Department of Workforce Development regarding test security of the statewide assessments (ISTEP+).

The Curriculum Director is designated as the Corporation Test Coordinator (CTC). The CTC shall:

- A. inventory and track all assessment materials;
- B. control the secure storage, distribution, administration and collection of tests;
- C. ensure no tests are copied;
- D. following all procedures located in the testing manuals and those outlined by the IDOE;
- E. ensure that all appropriate staff has knowledge of the Indiana Ethical Testing Practices and Procedures and understand the procedures to secure, administer, and handle assessment materials while in their possession.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual) more than twenty-four (24) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. The Curriculum Director is designated as the Building Test Coordinator (BTC). The BTC is responsible for security of assessment materials during the time the materials are in his/her school.

The BTC responsibilities include, but are not limited to, the following:

- A. establishing a testing schedule within the testing window;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure that all student assessment materials are secure when not being administered;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. informing appropriate staff of Indiana Ethical Testing Practices and Procedures;
- F. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring that all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, all answer documents, and other assessment materials until returned to the BTC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel or adult volunteer authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution

- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings that would impact the reliability or validity of student scores and detail actions that the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires that training of any person associated with testing has occurred. This includes, but is not limited to, the CTC, the BTC, test examiners, proctors, and any other person associated with the testing process.

Indiana Statewide Testing for Educational Progress-Plus Program Manual

Adopted 9/13/12

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## PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the Board requires an inquiry into the personal background of each applicant the Executive Director recommends for employment on the Career Center's professional staff. Such an inquiry shall also be made for all substitutes.

The Executive Director shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded ~~national~~ criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employers
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the federal government as Required by I.C. 12-32-1

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- H. a detailed background history including all prior employment and volunteer positions
- I. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Career Center.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Career Center. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Career Center may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is ~~convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or the~~ subject of a substantiated report of child abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Executive Director may provide for a substitute or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be

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released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

The Board requires that an expanded criminal history check be conducted for each Career Center employee every five (5) years.

In implementing this requirement, the Career Center shall conduct the updated expanded criminal history checks for Career Center employees over a period not to exceed 5 years.

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

A. is the subject of a substantiated report of child abuse or neglect or

B. has been charged with or convicted of one (1) of the following crimes:

1. Murder (I.C. 35-42-1-1).

2. Causing suicide (I.C. 35-42-1-2).

3. Assisting suicide (I.C. 35-42-1-2.5).

4. Voluntary manslaughter (I.C. 35-42-1-3).

5. Reckless homicide (I.C. 35-42-1-5).

6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

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During the course of his/her employment with the Career Center, each professional employee and substitute teacher shall be required to report the arrest or the filing of criminal charges against the employee;

A. arrest or the filing of criminal charges against the employee;

B. ~~and~~ conviction of the employee for a crime; and

C. substantiated report of child abuse or neglect of which the employee is the subject

to the Executive Director within two (2) business days of the occurrence. The Executive Director shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -10.5, -11 and -11.5 ~~I.C. 20-26-5-10, -11 and -11.5~~

I.C. 20-28-5-8

Adopted 10/8/09

Revised 9/8/11

Revised 3/10/16

Revised 3/9/17

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REDUCTION IN FORCE (“RIF”) IN CERTIFICATED STAFF

It is the responsibility of the Board to employ and retain the certificated staff necessary for the effective and efficient implementation of its educational program and the safe operation of its schools.

The Board shall eliminate certificated positions and reduce the number of certificated staff when the Board finds that curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, fiscal reasons, or other good cause warrants.

As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Board, the certificated staff members to be dismissed shall be identified on the basis of licensure and merit not years of service or seniority.

As used in this policy, “licensure” means the scope of the license issued by the Office of Educator Licensing and Development in the Indiana Department of Education, and “merit” means a performance category assigned to an educator pursuant to I.C. 20-28-11.5, i.e. “highly effective”, “effective”, “improvement necessary” or “ineffective”. Where two (2) certificated staff members are in the same performance category, the following factors may be considered to identify the staff member to be terminated:

- A. The academic needs of students in the Corporation.
- B. The results of an evaluation conducted under I.C. 20-28-11.5.
- C. The ~~attainment~~possession of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.
- D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.
- E. The number of years of a teacher's experience.

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Certificated staff selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by I.C. 20-28-7.5-2(a)(2) between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

I.C. 20-28-7.5-1(d)  
I.C. 20-28-7.5-2(a)(2)  
I.C. 20-28-9-1.5(b)  
I.C. 20-28-11.5

Adopted 10/8/09  
Revised 9/8/11  
Revised 10/9/14



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**NEW POLICY - SPECIAL UPDATE - JULY 2017**

**TEACHER APPRECIATION GRANTS**

The Governing Board shall adopt an annual policy concerning the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September 15th of each year.

**Definitions:**

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

**Distribution of Annual Teacher Appreciation Grants:**

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

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The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. A cash stipend as determined by the Executive Director shall be distributed to all teachers in the Corporation who are rated as Effective; and
- B. A cash stipend in an amount that is 25% more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

If the Corporation is the local educational agency (LEA) or lead school corporation that administers a special education cooperative or joint services program or a career and technical education program, including programs managed under I.C. 20-26-10, 20-35-5, 20-37, or I.C. 36-1-7, then it shall award teacher appreciation grant stipends to and carry out the other responsibilities of an employing school corporation under this section for the teachers in the special education program or career and technical education program with respect to the teacher appreciation grant funds it receives on behalf of those teachers.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-~~5~~1.5.

The Sending School Corporations shall distribute all ~~stipends from a~~ teacher appreciation grant funds as agreed upon to ~~individual teachers the Career Center~~ within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Sending School Corporations. The Career Center shall distribute all stipends to its teachers within twenty (20) business days of the date of the last received payment from the Sending School Corporations.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Executive Director as indicated above.

I.C. 20-18-2-22  
I.C. 20-28-1-7  
I.C. 20-43-10-3.5

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## PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the Board requires an inquiry into the personal background of each applicant the Executive Director recommends for employment on the Career Center's support staff.

Such an inquiry shall also be made for substitutes.

The Executive Director shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment on the Career Center's support staff which shall include the following:

- A. an expanded ~~national~~ criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with each former employer
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- H. a detailed background history including all prior employment and volunteer positions
- I. an Indiana Bureau of Motor Vehicles driver history if the position

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The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Career Center.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Career Center. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Career Center may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of child abuse or neglect.

- ~~A. convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or~~
- ~~B. the subject of a substantiated report of child abuse or neglect.~~

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Executive Director may provide for a substitute or employee the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

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Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

The Board requires that an expanded criminal history check be conducted for each Career Center employee every five (5) years.

In implementing this requirement, the Career Center shall conduct the updated expanded criminal history checks for Career Center employees over a period not to exceed 5 years.

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

A. is the subject of a substantiated report of child abuse or neglect or

B. has been charged with or convicted of one (1) of the following crimes:

1. Murder (I.C. 35-42-1-1).

2. Causing suicide (I.C. 35-42-1-2).

3. Assisting suicide (I.C. 35-42-1-2.5).

4. Voluntary manslaughter (I.C. 35-42-1-3).

5. Reckless homicide (I.C. 35-42-1-5).

6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

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7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.



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18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

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During the course of his/her employment with the Career Center, each support staff employee shall be required to report the arrest or the filing of criminal charges against the employee; and

- A. arrest or the filing of criminal charges against the employee;
- B. conviction of the employee for a crime; and
- C. substantiated report of child abuse or neglect of which the employee is the subject

to the Executive Director within two (2) business days of the occurrence. The Executive Director shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -10.5, -11 and -11.5~~I.C. 20-26-5-10, -11 and -11.5~~

I.C. 20-28-5-8

Adopted 10/8/09

Revised 9/8/11

Revised 3/10/16

Revised 3/9/17

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## ATTENDANCE

The ~~School~~ 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 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 Career Center 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. 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)

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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.

- G. 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 school principal (I.C. 20-33-2-17.5)

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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.
- D. any absence deemed questionable by the principal.

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

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- I. military connected families' absences related to deployment and return
- J. ~~participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school Career Center, 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 school principal (I.C. 20-33-2-17.5)~~
- KJ. 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 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 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;

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- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Career Center'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.

Such guidelines also shall provide 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 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;

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- 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 Career Center's policies and administrative guidelines on student discipline;

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

I.C. 9-24-2-1, -4  
I.C. 20-33-2  
511 IAC 1-3-1

Adopted 1/14/10  
Revised 1/8/15  
Revised 3/10/16



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## USE OF MEDICATIONS

The Governing Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child ~~is disabled~~ has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the Student Services Office, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. ~~medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.~~

Both ~~must also~~ the physician and the parent must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the Student Services Office. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's

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guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the Student Services Office. Except in the case of authorized self medication, all forms of medication shall be administered by the Corporation in accordance with the Executive Director's guidelines. No student is allowed to provide or sell any type of over the counter medication to another student.~~

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Pursuant to I.C. 20-34-4.5-0.2, “emergency medication” includes:

- A.     Albuterol;
- B.     Epinephrine and
- C.     Naloxone.

Additionally, the Board authorizes students to maintain at school other emergency medications that have the same use as Albuterol (i.e., other inhaled medications to treat asthma and similar conditions), Epinephrine (i.e., other medications used to treat allergic reactions), or Naloxone (i.e., other overdose administration drugs).

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Students who may require administration of an emergency medication may have such medication stored in the Student Services office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician ~~which~~ that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

~~School employees may administer auto injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:~~

~~A. The school employee has voluntarily received training in:~~

~~1. recognizing anaphylaxis;~~

~~2. the proper administration of auto injectable epinephrine;~~

~~by a health care provider who is licensed or certified in Indiana, for whom the administration of auto injectable epinephrine is within the health care provider's scope of practice, who has received training in the administration of auto injectable epinephrine, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto injectable epinephrine.~~

~~B. The individual to whom the epinephrine is being administered is:~~

~~1. a student at the school;~~

~~2. a member of school personnel; or~~

~~3. a visitor at the school.~~

Medication that is possessed by a school for administration during school hours or at school functions, ~~for students in grades K-8~~ may be released ~~only~~ to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

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A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student ~~in grades 9-12~~, only if the student's parent provides written permission for the student to receive the medication.

The Executive Director shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 16-42-27

I.C. 20-33-8-13

I.C. 20-34-3-18

I.C. 20-34-4.5

I.C. 34-30-2-85.6

I.C. 34-30-12

I.C. 34-30-14

511 IAC 7-36-9

~~I.C. 20-33-8-12~~

~~I.C. 20-34-3-18~~

~~I.C. 20-34-4.5-1 et seq.~~

~~I.C. 34-30-12~~

~~511 IAC 7-21-8~~

Adopted 1/14/10

Revised 1/8/15

Revised 10/12/17

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## STUDENT SUICIDE AWARENESS AND PREVENTION

The Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who ~~suffers the psychological disability of~~experiences depression cannot benefit fully from the educational program of the ~~schools~~Career Center, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students. This Board policy is intended to increase child suicide awareness and prevention.

All ~~school~~Career Center personnel should be alert to the student who exhibits signs of ~~unusual~~extreme depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and may warrant follow-up based on implementation of the intervention procedure described below.

The Executive Director shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Take Appropriate Action Based on the Risk~~Use of Appropriate Risk Procedure~~

Step 4 - ~~Communication~~Communicate with Appropriate Parties

Step 5 - Follow-up

Take Appropriate Action Based on the Risk in Step 3 shall include providing referral information about appropriate crisis intervention services or facilities to children, parents and Career Center staff.

Follow-up in Step 5 and the suicide post-intervention process shall include the development of a plan to assist survivors of attempted suicide and to assist children and Career Center staff in coping with an attempted suicide or death of a student or Career Center employee. The plan may include counseling services for the child and the child's family related to suicide prevention.

Beginning after June 30, 2018, the Executive Director shall ensure that all Corporation teachers and any other appropriate Corporation employees who are employed at schools that provide instruction to students in any combination of grades 5-12 to attend or participate in at least two (2) hours of evidence-based in-

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service youth suicide awareness and prevention training every three (3) school years. The training required under this policy must be held during the teacher's or Corporation employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

- A. a superintendent who holds a license under I.C. 20-28-5;
- B. a principal;
- C. a teacher;
- D. a librarian;
- E. a school counselor;
- F. a school psychologist;

G. a school nurse;

H. a school social worker.

The format of this training may include an in-person presentation, an electronic or technology-based medium, including self-review modules available on an online system, an individual program of study of designated materials, or any other method approved by the Board that is consistent with current professional development standards. The in-service training required under this section shall count toward the requirements for professional development required by the Board. The evidence-based youth suicide awareness and prevention training required under this policy must be approved, recommended, or listed as approved by the Suicide Prevention Resource Center or the National Registry of Evidence-based Programs and Practices of the Substance Abuse and Mental Health Services Administration.

The Career Center may leverage any:

A. existing or new State and Federal grant funds; or

B. free or reduced cost evidence-based youth suicide awareness and prevention training provided by any State agency or qualified Statewide or local organization

to cover the costs of the training required under this Policy.

The Executive Director shall develop any other program or activity that is appropriate to increase child suicide awareness and prevention.

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

Kelson v. City of Springfield, 767 F2d 651 (9th Cir. 1985)

I.C. 20-26-5-34.4

I.C. 20-28-3-6

Adopted 1/14/10

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**EQUAL ACCESS FOR NONCORPORATION-SPONSORED,  
STUDENT CLUBS AND ACTIVITIES**

The Board will not permit the use of school facilities by noncorporation-sponsored student clubs and activities or Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for noncorporation-sponsored student clubs and activities to meet on school premises shall be made to the Executive Director, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.



The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than three (3) outside resource person(s). The Executive Director may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Executive Director may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

Equal Access Act of 1984, 20 U.S.C. 4071 et seq.  
Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.  
Civil Rights Act of 1964, 42 U.S.C. 2000e  
I.C. 20-33-12

Adopted 1/14/10

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

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## 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 School Career Center-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 Career Center 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 Career Center for the expense or loss incurred.

The late return of borrowed books or materials from the Career Center's school libraries will be subject to appropriate fees.

Any fees collected by members of the staff are to be turned in to the Business Office 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 the claim does not exceed \$1,500. If the claim exceeds \$1,500, the Board authorizes the Corporation attorney or another attorney to pursue a collection action in the appropriate court against the student and/or his/her parents.

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 Career Center shall refund an amount equal to the total fee multiplied by the percentage of the program 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-half (1/2) or more of the program or activity season remains and the amount of refund, rounded up to the nearest dollar

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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 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.

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

I.C. 20-33-5-11

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Revised 3/10/16

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## PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

To protect students and staff members, the Board requires an inquiry into the personal background of each employee of a contractor or subcontractor who is likely to have direct, on-going contact with children within the scope of their employment.

The Executive Director shall establish the necessary procedures to provide that contractors and subcontractors conduct an inquiry into the background information of these employees that shall include the following:

- A. an expanded ~~national~~ criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. arrest and/or filing of criminal charges against each employee within two (2) business days of the occurrence and the disposition of such arrest or filing of charges concerning employees of contractors and sub-contractors
- E. a detailed background history including all prior employment and volunteer positions
- F. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Personally identifiable information reported to the Career Center in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

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Each contractor and subcontractor providing services to the Career Center shall notify the Executive Director within two (2) business days of the:

- A. arrest and/or filing of criminal charges against an employee of the contractor or subcontractor and the disposition of such arrest or filing of charges;
- B. conviction of an employee of the contractor or subcontractor for a crime; and
- C. substantiated report of child abuse or neglect of which the employee of the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the Career Center shall screen all employees who are likely to have direct, on-going contact with children in the course of providing services to the Career Center. Screening shall only be required one (1) time during the period of the current contract with the Career Center as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the filing of criminal charges against the employee, conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Career Center's files

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Career Center.

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The Executive Director shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge, criminal conviction of an employee of a contractor or subcontractor, and substantiated report of child abuse or neglect of which the employee of a contractor or subcontractor is the subject and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or subcontractor to remove an employee from direct contact with students, upon request from the Executive Director, shall be considered to be a material breach of the contractor's or subcontractor's contract with the Career Center.

I.C. 5-2-22  
I.C. 10-13-3  
I.C. 20-26-2-1.3  
I.C. 20-26-2-1.5  
I.C. 20-26-5-10, -11, and -11.5

Adopted 1/14/10  
Revised 3/10/16  
Revised 3/9/17

### CHILD ABUSE AND NEGLECT

As an agency of the State, the Board is concerned with the physical and mental well-being of the children of this ~~Corporation~~ Career Center and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. ~~The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the appropriate child protective service in Marion or Johnson county or appropriate law enforcement agency in Marion or Johnson county and shall secure prompt medical attention for any such injuries reported.~~ If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the appropriate child protective service in Marion or Johnson county or appropriate law enforcement agency in Marion or Johnson county. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS or the police to ensure that they have received the report and an investigation has begun. The building administrator shall secure prompt medical attention for any such injuries reported.

~~Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.~~ Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, or the appropriate local law enforcement agency. Unless the parent is the subject of the investigation, the Corporation shall notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.

~~Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the~~

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~~Executive Director~~ Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy may also be subject to disciplinary action. Information concerning alleged abuse of a student by a teacher is confidential information and is not to be shared with anyone other than the parent(s), administration, DCS, or the appropriate local law enforcement agency. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent after making a report of suspected abuse or neglect as described above.

The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of his/her employment attend or participate in training on child abuse and neglect, including:

- A. training on the duty to report suspected child abuse or neglect under I.C. 31-33-5; and
- B. training on recognizing possible signs of child abuse or neglect

at least once every two (2) years. This training may include:

- A. an in-person presentation;
- B. an electronic or technology based medium, including self-review modules available on an online system;
- C. an individual program of student of designated materials;

The training required by this policy shall count toward the Board's requirements for professional development and be provided during the Corporation employee's contracted day or at a time chosen by the employee.

A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

I.C. 20-26-5-35.5  
I.C. 20-28-3-4.5  
I.C. 20-30-5-5.7  
I.C. 31-33-1-1  
I.C. 31-33-5-1  
I.C. 31-33-5-2(b)  
I.C. 31-33-5-3  
I.C. 31-33-5-5(b)  
I.C. 31-33-22-1(a)  
~~I.C. 31-33-1 et seq.~~



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### RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

~~Corporation~~ Career Center staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or ~~in an~~ act of worship or celebration. The ~~Corporation~~ Career Center shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on ~~Corporation~~ Career Center property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of ~~Corporation~~ Career Center Facilities and Policy 9700 and AG 9700- Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. Such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate. However, an individual who is required by his/her religious beliefs to engage in religious exercise (e.g. a formal prayer during the school day) will be accommodated unless such accommodation would disrupt an educational function.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from the State, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The United States flag shall be displayed in each classroom of every school in the ~~Corporation~~Career Center.

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day.

The Board shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student's parent chooses not to have the student to participate. The Executive Director shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Each classroom teacher and building administrator may post the national motto "In God We Trust" in their classroom or building in a historic and/or patriotic context, but not in a religious setting. Whenever possible, the motto should be placed near the American flag.

I.C. 1-1-11-2

I.C. 1-2-2-1

I.C. 1-2-3-6

I.C. 20-30-5-0.5, 20-30-5-4.5

~~I.C. 20-33-12~~

20 U.S.C. 4071 et seq.

Adopted 1/14/10

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