

## CENTRAL NINE CAREER CENTER

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

### VOLUME 31 NO. 1 OCTOBER 2018

- \* 1 = drafted by District staff
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| <u>Policy Number</u> | <u>Action</u> | <u>Description</u>                 | <u>Date Adopted</u> |
|----------------------|---------------|------------------------------------|---------------------|
| 1430                 | UPDATE        | Leave of Absence - Admin           |                     |
| 1521                 | UPDATE        | Background Checks - Admin          |                     |
| 3120.07              | UPDATE        | Casual Personnel (Ed/Op Term)      |                     |
| 3121                 | UPDATE        | Background Checks - Professional   |                     |
| 3139                 | UPDATE        | Staff Discipline                   |                     |
| 3141                 | UPDATE        | Suspension without Pay             |                     |
| 3220.02              | NEW           | Supplemental Payments Teachers     |                     |
| 3430                 | NEW           | Leave of Absence - Professional    |                     |
| 3431                 | NEW           | Administrative Leave with Pay      |                     |
| 4121                 | UPDATE        | Background Checks - Classified     |                     |
| 4430                 | REPLACE       | Leave of Absence - Classified      |                     |
| 5330                 | UPDATE        | Use of Medications                 |                     |
| 5350                 | UPDATE        | Suicide Awareness & Prevention     |                     |
| 5517.01              | UPDATE        | Bullying                           |                     |
| 5771                 | UPDATE        | Search & Seizure (Metal Detectors) |                     |
| 6111                 | REPLACE       | Internal Controls (Ed/Op Term)     |                     |
| 6210                 | UPDATE        | Fiscal Planning (Ed/Op Term)       |                     |
| 6212                 | UPDATE        | Cost Savings (Ed/Op Term)          |                     |



## LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Corporation shall be entitled to the same master agreement with ~~the non-certified personnel~~the Central Nine Teachers Association.

All requests for unpaid leaves of absence by administrators shall be presented by the Executive Director to the Board for approval.

### Leave of Absence for Members of National Guard or Reserve:

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any administrator who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The administrator's vacation benefits, if any, will not be affected by this type of leave.

### Leave of Absence for Active Duty Family Member:

An administrator who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

The administrator must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

The administrator may request to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

The administrator who chooses to take this type of leave of absence shall provide notice including a copy of the active duty orders if available, to the Board of the date the leave is to begin. This notice is to be given to the Board at least thirty (30) days before the date on which the staff member intends to begin the leave, unless the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin.

The Board may require verification of the administrator's eligibility for the leave. If the staff member fails to provide verification, the Board may consider the staff member's absence as being unexcused.

After an administrator takes a leave of absence, the administrator shall be restored to:

- A. the position the administrator held before the leave, or
- B. a position equivalent to the position that the administrator held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board is not required to restore an administrator to a position described above if the Board proves that the reason the administrator was not restored to the position is unrelated to the administrator's exercise of his/her rights to request this leave.

The Board shall permit the administrator to continue his/her health care benefits during the leave at the administrator's expense.

~~Any administrator granted a leave of absence by the Board shall be considered to have terminated all work with the Central Nine Career Center until the completion of the leave. Exceptions may be made by the Executive Director in cases where the best interest of the Corporation might be served.~~

I.C. 10-16-7-1 et seq., 10-17-4, 20-20-4-1, 22-2-13  
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

Adopted 10/8/09

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ADMINISTRATION  
1430/page 3 of 3

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# policy

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CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 1 of 6

## 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 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 Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. an expanded child protection index check in other states
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employers
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. 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

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 2 of 6

- 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 the start of the applicant's employment by the Career Center.

The Board requires that an Indiana 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.

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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 3 of 6

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.

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 who is likely to have direct, ongoing contact with children within the scope of the employee's employment 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 five (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).

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 4 of 6

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.
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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 5 of 6

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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

ADMINISTRATION  
1521/page 6 of 6

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; 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 administrator 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. 20-28-5-8

Adopted 10/8/09  
Revised 9/8/11  
Revised 3/10/16  
Revised 3/9/17  
Revised 3/8/18

EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the operations and education funds ~~general fund~~ of the Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Executive Director shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the ~~Corporation~~ Career Center may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Executive Director.

The Executive Director shall prepare administrative guidelines to ensure proper implementation of this policy.

Adopted 10/8/09

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**GOVERNING BOARD  
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PROFESSIONAL STAFF  
3121/ page 1 of 6

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3121/ page 2 of 6

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3121/ page 3 of 6

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3121/ page 4 of 6

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3121/ page 5 of 6

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3121/ page 6 of 6

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; 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. 20-28-5-8

Adopted 10/8/09  
Revised 9/8/11  
Revised 3/10/16  
Revised 3/9/17  
Revised 3/8/18

## STAFF DISCIPLINE

The Governing Board believes that standards reasonable rules of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment~~ensure an effective and orderly instructional environment is present at all times.~~ To this end, the ~~Corporation~~ Governing Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.  
~~the following policy. The purpose of this policy, except in cases of gross misconduct, is to bring a professional employee's performance and conduct up to a satisfactory level.~~

As used in this policy, "progressive discipline" means imposition of the least severe sanction that the Governing Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Governing Board finds facts that support the use of progressive discipline, the Governing Board may impose a penalty which may include, but not be limited to one or more of the following:

~~If the situation warrants, the Corporation may follow a system of progressive discipline geared to correct practices rather than penalize employees. This discipline may include, but is not limited to the following:~~

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.~~A staff member may be placed on probation in connection with the written warning for a period of time determined by the supervisor.~~
- D. Suspension without pay imposed in compliance with the applicable Indiana statutes.~~A suspension with pay may be invoked. The length of the suspension will be at the discretion of the Executive Director according to the severity of the violation.~~
- E. Termination imposed in compliance with applicable Indiana statutes.~~A suspension without pay may be invoked. The length of~~

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3139/page 2 of 3

~~the suspension will be at the discretion of the Executive Director according to the severity of the violation. (Note: Such suspension must be on a weekly basis, i.e. Monday through Friday.)~~

Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to the following:

~~Exceptions to this disciplinary procedure may be made, in cases where good practice demands immediate suspension or dismissal. Examples include, but are not limited to the following:~~

- A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- C. Willful refusal to follow established rules or standards for the conduct of a professional employee, i.e. insubordination.
- D. Theft, fraud, or another violation of criminal law.
- E. Arrest and subsequent conviction of a crime.
- F. Falsification or omission of a material fact in the application for employment by the Board.
- G. Threats of and/or acts of violence to a person or substantial property damage.
- H. Poor professional judgment resulting in a risk of physical harm to a person.
- I. Harassment in violation of Board policy on harassment.

~~A. reporting for duty under the influence of alcoholic beverages or drugs~~

~~B. bringing alcoholic beverages or drugs onto the school premises or to events sponsored by the Corporation~~

- C. ~~insubordination~~
- D. ~~theft of Corporation property~~
- E. ~~arrest, with subsequent conviction~~
- F. ~~falsification of application or medical information~~
- G. ~~threats and/or acts of violence~~
- H. ~~repeated violations of school regulations~~

In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

Professional employees of the Board shall be paid on a “salary basis” and suspension of a professional employee without pay shall not negate the professional employee’s exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

I.C. 20-28-6  
I.C. 20-28-7.5  
I.C. 20-28-9-21 and -22  
29 C.F.R. 541.303  
I.C. 20-28-9-23  
29 CFR Part 541.11B  
Auer V Robbins, – U.S. – 117 S.Ct.905(1997)

Adopted 10/8/09

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GOVERNING BOARD  
CENTRAL NINE CAREER CENTER

PROFESSIONAL STAFF  
3141/page 1 of 1

## SUSPENSION OF TEACHERS WITHOUT PAY

The School Board recognizes its obligation to maintain a working and learning environment that is conducive to the education of students and understands that at times there may be members of the teaching staff who fail to meet the expectation of serving as an exemplar for those students and/or fail to meet their professional responsibilities. In situations in which those charged with supervising professional staff members determine that a suspension of a teacher without pay is needed, whether as part of a system of progressive discipline or is needed, whether as part of a system of progressive discipline or for the benefit of students, colleagues, and/or the community, the administration will shall provide due process as required by Federal law and, if a suspension without pay is sought, comply with the procedure established under State law for the suspension of teachers without pay.

It will be the responsibility of the Executive Director to establish administrative guidelines which ensure that the proper standards have been applied and the proper procedures have been followed when a principal makes a decision to suspend a teacher without pay.

In acting on a principal's preliminary determination that a teacher will be suspended without pay, the Board will be guided by the procedure set out in I.C. 20-28-9-22.

I.C. 20-28-9-22  
I.C. 20-28-9-21

Adopted 3/10/16

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**NEW POLICY – VOL. 31, NO. 1**

**SUPPLEMENTAL PAYMENTS FOR TEACHERS**

The Governing Board authorizes the Executive Director to issue a supplemental payment in excess of the salary specified in the Career Center's compensation plan to the following teachers:

- A. A teacher who teaches an advanced placement course or has earned a master's degree from an accredited postsecondary educational institution in a content area directly related to the subject matter of a dual credit course; or another course taught by the teacher.
- B. A teacher who is a special education professional or who teaches in the areas of science, technology, engineering or mathematics.

**Definitions:**

For purposes of this policy, the following definitions apply:

The term “teacher” means a professional person whose position with the Career Center 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 Indiana Department of Education (“IDOE”) that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROFESSIONAL STAFF  
3220.02/page 2 of 2

Discussion of Supplemental Payments:

A supplement provided under this policy is not subject to collective bargaining, but a discussion of the supplement must be held with the exclusive representative of the Career Center's teachers. Such a supplement is in addition to any salary increase permitted by I.C. 20-28-9-1.5(b).

I.C. 20-18-2-22  
I.C. 20-28-1-7  
I.C. 20-28-9-1.5

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**NEW POLICY – VOL. 31, NO. 1**

**LEAVES OF ABSENCE**

All professional staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Career Center shall be entitled to the same leave benefits provided in the master agreement with the Central Nine Teachers Association.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Governing Board for approval.

**Leave of Absence for Members of National Guard or Reserve:**

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave.

**Leave of Absence for Active Duty Family Member:**

A professional staff member who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

The staff member must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

The staff member may request to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a staff member takes a leave of absence, the staff member shall be restored to:

- A. the position the staff member held before the leave, or
- B. a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

Any professional staff member selected by the State Superintendent of Public Instruction as teacher of the year and who agrees to be "ambassador for education" shall be granted a one (1) year professional leave to serve as ambassador during the ambassador's term. During the term of the leave, the Career Center shall continue to provide the professional staff member all benefits of employment with the Career Center other than salary. Following the term of the leave, the professional staff member may return to the Career Center to the same or a comparable position as the staff member held prior to the leave without loss of accrued benefits or seniority.

**GOVERNING BOARD**  
CENTRAL NINE CAREER CENTER

PROFESSIONAL STAFF  
3430/page 3 of 3

I.C. 10-16-7-1 et seq., 10-17-4, 20-20-4-1, 22-2-13  
38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

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**NEW POLICY – VOL. 31, NO. 1**

**ADMINISTRATIVE LEAVE OF ABSENCE WITH PAY OR  
TEMPORARY ADMINISTRATIVE REASSIGNMENT OF TEACHERS**

The Governing Board recognizes its obligation to maintain a working and learning environment that is conducive to the education of students and understands that at times there may be a need for determining whether members of the teaching staff are meeting the expectation of serving as an exemplar for those students and/or their professional responsibilities. In situations in which those charged with supervising professional staff members determine that an administrative leave of absence with pay or a temporary administrative reassignment of a teacher is needed for the benefit of students, colleagues, and/or the community, including but not limited to investigatory periods, the administration shall provide due process as required by Federal law.

It will be the responsibility of the Executive Director to establish administrative guidelines which ensure that the proper standards have been applied and the proper procedures have been followed when a principal decides to place a teacher on an administrative leave of absence with pay or make a temporary administrative reassignment of a teacher.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 1 of 7

## 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 criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. an expanded child protection index check in other states
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with each former employer
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. 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
- I. a detailed background history including all prior employment and volunteer positions

# policy

**GOVERNING BOARD**  
**CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 2 of 7

| HJ. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 3 of 7

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 the start of the applicant's employment by the Career Center.

The Board requires that an Indiana 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.

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 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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 4 of 7

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 who is likely to have direct, ongoing contact with children within the scope of the employee's employment 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 five (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.
  - 7. Aggravated battery (I.C. 35-42-2-1.5).
  - 8. Kidnapping (I.C. 35-42-3-2).

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 5 of 7

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.
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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 6 of 7

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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

SUPPORT STAFF  
4121/page 7 of 7

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. 20-28-5-8

Adopted 10/8/09  
Revised 9/8/11  
Revised 3/10/16  
Revised 3/9/17  
Revised 3/8/18

**REPLACEMENT POLICY – VOL. 31, NO. 1**

LEAVES OF ABSENCE

The Governing Board delegates to the Executive Director the responsibility to determine whether to grant a leave of absence of up to one (1) year's time. Any request for a leave of absence of one (1) year or more shall be submitted to the Board.

Leave of Absence for Members of National Guard or Reserve:

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Leave of Absence for Active Duty Family Member:

A staff member who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods.

- A. during the thirty (30) days before active duty orders are in effect;
- B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- C. during the thirty (30) days after the active duty orders are terminated.

The staff member or must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

The staff member may request to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a staff member takes a leave of the absence staff member shall be restored to:

- A. the position the staff member held before the leave, or
- B. a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

I.C. 22-2-13

I.C. 10-16-7-1 et seq.

38 U.S.C. 4301 et seq. (Uniformed Services Employment and Reemployment Rights Act)

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5330/page 1 of 5

## 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 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.

### **Prescription Medication**

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.

Both 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.

### **Non-prescription (Over-the-Counter) 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

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5330/page 2 of 5

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

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5330/page 3 of 5

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

A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to:

- A. have a physician's note or prescription; or
- B. store the topical, non-aerosol sunscreen product in a specific location

if the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage. Corporation personnel shall not assist a student in applying a topical, non-aerosol sunscreen product.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5330/page 4 of 5

## **Emergency Medication**

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).

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 that complies with the requirements of Policy 5330.01 – Self-Administered Medication, then the student may retain possession of the self-administered medications.

## **Returning Medication to the Home**

Medication that is possessed by a school for administration during school hours or at school functions may be released 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.

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

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5330/page 5 of 5

## **Other**

No student is allowed to provide or sell any type of medication to another student.

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

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. 20-34-3-22

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

Adopted 1/14/10

Revised 1/8/15

Revised 10/12/17

Revised 3/8/18

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5350/page 1 of 3

## 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 experiences depression cannot benefit fully from the educational program of the 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 Career Center personnel should be alert to the student who exhibits signs of 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 - Assess of the Risk

Step 3 - Take Appropriate Action Based on the Risk

Step 4 - 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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5350/page 2 of 3

Beginning after June 30, 2018, the Executive Director shall ~~ensure~~ confirm 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~~ research- based in-service youth suicide awareness and prevention training program 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. an Executive Director who holds a license under I.C. 20-28-5;
- B. a teacher;
- C. a librarian;
- D. a school counselor;
- E. a school psychologist;
- F. a school nurse;
- G. 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 research-based youth suicide awareness and prevention training program required under this policy must be demonstrated to be effective or a promising program and recommended by the Indiana Suicide Prevention Network Advisory Council. ~~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.~~

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

STUDENTS  
5350/page 3 of 3

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  
Revised 3/8/18

## BULLYING

The ~~School~~Governing Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in “cyberbullying,” which is bullying behavior that occurs through the use of data or computer software that is accessed through a computer, computer system or computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the ~~Corporation~~Career Center; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Director. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Director. Complaints against the Director should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Director's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying [behavior](#) wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

[The Career Center shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.](#)

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Safe School Committee**

In accordance with State law, there shall be a *Safe School Committee* in each school within this ~~Corporation~~ Career Center (see Policy 8400 - School Safety).

The Director is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Director shall be followed.

I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Adopted 1/14/10  
Revised 3/13/14  
Revised 7/10/14

## SEARCH AND SEIZURE

The Governing Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Governing Board directs the Executive Director to utilize the following principles:

**A. School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Executive Director and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

**B. Student's Person and Possessions**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall ~~also~~ be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Executive Director may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Executive Director, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

**C. Breath Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

**D. Metal Detectors**

To address the Career Center's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and administrative guideline 7440B.

**DE. Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Executive Director's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Executive Director shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

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

I.C. 20-33-8-32  
U.S. Constitution, 4th Amendment

Adopted 1/14/10

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**NEW/REPLACEMENT POLICY – VOL. 31, NO. 1**

**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).

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.

Other than with respect to Career Center funds or property whose source is a Federal grant or award, any erroneous or irregular variances, losses, shortages, or thefts of Career Center funds or property in excess of:

- A. with respect to cash funds: \$5,000 in any fund
- B. with respect to assets other than cash funds: any asset valued in excess of \$5,000

are considered material and therefore are to be reported immediately to the SBOA as required by State law.

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.

**[Suggested resources:]**

- A. *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States;
- B. *Internal Control Integrated Framework* (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. *Circular A-110 Compliance Supplement* issued by the U.S. Office of Management and Budget;
- D. *Circular A-133 Compliance Supplement* issued by the U.S. Office of Management and Budget; and
- E. Internal control guidance issued by the U.S. Department of Education.

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)

FISCAL PLANNING

The Governing Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the ~~Corporation-Career Center~~ and to plan for the financial needs of the educational program. The Governing Board will strive to maintain both short and long range projections of the Corporation's financial requirements.

Accordingly, the Governing Board directs the Business Manager to:

- A. include cost estimates of all ongoing financial requirements;
- B. prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- C. maintain a plan of anticipated local, State, and Federal revenues;
- D. meet periodically with the appropriate officials of the local municipality or county ~~municipal governing board~~ to review planned expenditures and the joint effect of school and community costs on tax rates;
- E. report to the Board any serious financial implications that emerge from the Corporation's ongoing fiscal planning.

In addition, the Board directs the Business Manager to maintain annually a detailed three (3) year forecast of estimated expenditures and revenues of the ~~Capital Projects~~Operations Funds.

I.C. 20-26-5-4

Adopted 1/14/10

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**COST-SAVINGS INCENTIVE PROGRAM**

With the increasing demands on the ~~Corporation's Career Center's~~ resources and the limited means to enhance its resources, the Governing Board will continue to seek ways to reduce costs without diminishing the quality of services provided to the students of the ~~Corporation~~Career Center.

To that end, the Governing Board authorizes the Executive Director to establish a Cost-Savings Reduction Program, in accordance with I.C. 36-1-13, which will provide opportunities for any employee to suggest ways in which the Corporation can effectively reduce its costs. The type and amount of any awards that may be included in the program, as well as the manner in which any awards would be made, must be approved by the Governing Board. All such awards would be paid with funds allocated to the Education Fund or Operations Fund, depending on the nature of the suggestion made~~General Fund~~.

I.C. 36-1-13

Adopted 1/14/10

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PETTY CASH

The Governing Board recognizes the convenience afforded the day-by-day operation of the schools by the establishment of a Petty Cash Fund not to exceed \$500 maximum.

The Governing Board shall allow small petty cash funds to be established provided controls are imposed by the Executive Director to prevent abuse of such funds or total spending to exceed the fund appropriation.

The custodian of the petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of the Board. A receipt for petty cash must be signed by the person making the request and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

I.C. 36-1-8-3

~~I.C. 36-1-8~~

~~I.C. 21-2-5~~

Adopted 1/14/10

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OPERATIONS CASH CHANGE FUND

The Governing Board recognizes the convenience of a cash change fund in the day-to-day operations of the Corporation.

The Governing Board authorizes the establishment of a cash change fund by means of a check drawn on the Corporation's General-Operations Fund in an amount designated by the Board. The fund shall be under the direction of the Executive Director who may designate a building cashier who shall be responsible for providing change as needed and for the safekeeping and accounting of cash change funds in their possession.

The Executive Director may request the Board to increase or decrease the amount of this fund appropriate to the need of the schools. When the fund is no longer needed, all remaining monies shall be returned to the General-Operations Fund.

I.C. 36-1-8-2

Adopted 1/14/10

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SCHOOL TECHNOLOGY FUND

The Board shall establish a School Technology Fund. The fund consists of monies received by the Corporation for a specific purpose or purposes, by gift, endowment, or pursuant to any Federal statute, which was held in a separate fund, is no longer needed, and no local tax funds are involved. However, no such funds shall be accepted unless the terms of the gift, endowment or payment and their acceptance are so stated that the Board is not divested of any authority which they now have or may be granted by law. Funds so received for specific purposes and any earnings from them may be disbursed without appropriation. Any money saved by the Corporation as a result of universal service discounts provided to the Corporation under the Federal Telecommunications Act of 1996 must be transferred to the School Technology Fund. Property taxes levied for a Capital Projects Fund shall not be transferred to the School Technology Fund.

Money in the fund may not be used to purchase software programs to be used exclusively for administrative purposes. However, if a particular software program is to be used for administrative purposes and other authorized purposes, a pro rata portion of the cost of the software program may be paid from the fund.

I.C. 21-2-11-6  
I.C. 21-2-11-6.5  
I.C. 21-2-18

Adopted 1/14/10

SYSTEM OF ACCOUNTING

It is the policy of the Governing Board that a chart of accounts be established in accordance with the requirements of the State Board of Accounts for the accounting of all ~~Corporation~~ Career Center funds.

The Business Manager shall be responsible for the proper accounting of all ~~Corporation~~ Career Center funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

A report of the revenues and expenditures in the ~~General~~ Education Fund, ~~Technology Fund, the Capital Projects Fund,~~ and the ~~Transportation~~ Operations Fund shall be made to the Board on a monthly basis by the Business Manager.

I.C. 5-11-1-2

Adopted 1/14/10

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### FACILITY SECURITY PROGRAM

Construction and maintenance of safe and secure facilities to support the instruction of students by the Board's-Career Center's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the Governing Board protect its investment in facilities by implementing a security program.

The Executive Director shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds and equipment. This program may include the use of video and audio monitoring and recording equipment on the Board's-Career Center's grounds and in the Board's-Career Center's vehicles.

The Governing Board directs the Executive Director to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Governing Board directs the Executive Director and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Governing Board authorizes the Executive Director to direct a person to not come on Career Center property, ~~or leave Corporation-Career Center property, or that s/he not attend a Corporation-Career Center activity when the Executive Director determines that the person's presence endangers may be a danger to others. Where-If~~ a person does not comply with such a directive, the Governing Board authorizes the Executive Director to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at I.C. 35-43-2-2(b)(1) or (2). ~~I.C. 35-43-2-2(a)(1) or (2). A decision by a designee of the Executive Director may be reviewed and modified by the Executive Director. A decision by a designee of the Director may ask that the Director review and modify the designee's decision.~~

The Executive Director is authorized to purchase and install walk-through metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, parents and other visitors, and Corporation property.

The Executive Director also is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROPERTY  
7440/page 2 of 4

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Executive Director's administrative guidelines.

When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a person, student, staff member, parent or other visitor, walk-through and hand-held metal detectors may be used.

The Board authorizes the search of all persons, students, staff members, parents, and other visitors entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, attending school activities off site. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

If a person has a medical condition that prohibits them from going through a walk-through metal detector, then only a hand-held metal detector may be used.

The Executive Director shall require that notice of the Career Center's intent to conduct such searches is provided at least annually to all Career Center staff members, students and their parents, and visitors, including an outline of the procedure to be utilized during a search.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

~~The Director is authorized to install metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property. The Director is also authorized to deploy other security devices that would assist in the detection of contraband such as weapons or drugs in school buildings, on Corporation property, and at school activities held off site.~~

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

PROPERTY  
7440/page 4 of 4

The Executive Director shall report to the Governing Board, no later than the next Governing Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

I.C. 20-26-5-4(a)(2), (4) and (5)

I.C. 20-33-8

~~I.C. 20-26-5-4(2) and (4)~~

~~I.C. 20-33-8-1 et seq.~~

Adopted 1/14/10  
Revised 12/12/13

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8340/page 1 of 2

## REQUEST FOR LETTER OF REFERENCE OR EMPLOYMENT REFERENCE

### **Letter of Reference:**

The Board recognizes that an employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with prospective employers. A current or former employee has no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file.

### **Employment Reference:**

Notwithstanding the preceding provision giving an administrator discretion to provide a letter of reference to a current or former employee, if another school makes a request for an employment reference for a current or former employee, in compliance with I.C. 20-26-5-11.5, the administrator shall disclose to the requesting school any incident known by the Career Center in which the employee committed an act resulting in a substantiated report of abuse or neglect under Indiana law.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8340/page 2 of 2

All Career Center employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Career Center employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such Career Center employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct. No Career Center employee shall provide a letter of reference or an employment reference for any Corporation employee, former employee, contractor or agent if s/he knows or has probable cause to believe that such individual engaged in sexual misconduct regarding a minor or student in violation of State or Federal law.

The Executive Director shall develop the administrative guidelines necessary to implement this policy.

I.C. 20-26-5-11.5

I.C. 22-5-3-1

20 U.S.C. 7926, Section 8546 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA)

I.C. 20-26-5-11.5

I.C. 22-5-3-1

Section 8546 of the Every Student Succeeds Act (ESSA)

Adopted 1/14/10

Revised 3/9/17

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8462/page 1 of 4

## 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 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. 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 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.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8462/page 2 of 4

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 Executive Director 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.

Also, the Board requires each Career Center employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment to attend or participate in at least one (1) hour of training at least every two (2) years on the identification and reporting of human trafficking. The format of this training may include:

- A. an in-person presentation;

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8462/page 3 of 4

B. an electronic or technology based medium, including self-review modules available on an online system;

C. an individual program of study of designated materials;

This training shall count toward the requirements for professional development required by the Board.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

OPERATIONS  
8462/page 4 of 4

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. 20-28-3-7

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)

Adopted 1/14/10

Revised 3/8/18

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# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

RELATIONS  
9160/page 1 of 4

## PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

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

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

Further, if a person is asked to leave or removed from a school event more than two (2) times in a school year, or if the severity of the incident leading to removal warrants, the Executive Director may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban him/her from attending school events for the remainder of the school year.

A person who is banned from attending school events for the remainder of a school year may appeal that decision to the Board, whose decision in the matter shall be final.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function occurring on Career Center premises.

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

No qualified person with a disability will, because the Career Center's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

RELATIONS  
9160/page 2 of 4

excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Career Center will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Career Center is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

RELATIONS  
9160/page 3 of 4

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

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go (see also Policy 8390 and AG 8390).

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

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

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

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

# policy

**GOVERNING BOARD  
CENTRAL NINE CAREER CENTER**

RELATIONS  
9160/page 4 of 4

The Executive Director shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully-accessible. Any person requiring further accommodation should contact the Facilities Director, ~~at~~ through the School Career Center's ~~central~~ Staff Services Office."

I.C. 20-26-8-1

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 1/14/10

Revised 9/8/11

Revised 3/13/14

Revised 3/10/16

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