CENTRAL NINE CAREER CENTER

Draft - Policy Manual

Volume 38, No. 2 - April 2026

41 policies

November 5, 2026

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VOLUME 38, NO. 2 - APRIL 2026

0

Cooperative Policy Update

COOPERATIVE OVERVIEW AND COMMENTS

Volume 38, Number 2
April 2026

This update includes one (1) proposed new policy, proposed revisions to twenty-six (26) policies, three (3) technical corrections to policies, and two (2) replacement policies, and three (3) policy rescissions; and proposed revisions to three (3) administrative guidelines. The proposed changes to your manuals are the result of our ongoing work with our Indiana clients, as well as our ongoing review of statutory language at the State and Federal levels, court decisions, Office for Civil Rights investigations, et cetera. The revisions recommended in this update are deemed necessary to comply with changes in the law, both State and Federal.

Legislation approved during the last legislative session has been the subject of scrutiny by Neola and its Indiana outside counsel, Karen Glasser Sharp of Lewis Kappes. As is our practice, Neola will make revisions to policies and guidelines impacted by legislation passed in the most recent session of the General Assembly in the update that follows this Fall.

For ease of use, the policies, guidelines, legal alerts and reference document in this update are organized in numerical order in the sub-folder that has been posted in the Cooperative's BoardDocs platform.

However, policies from multiple sections are grouped together in this Overview when and if the explanation is the same for the proposed revisions to a group of policies/guidelines.

Questions?

Any content-related questions should be directed to your Cooperative's associate.

All production-related questions should be directed to the Coshocton Production Office at 632 Main Street, Coshocton, Ohio 43812 (email production@neola.com or phone 800-407-5815).

Billing questions should be directed to the Corporate Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (email czagar@neola.com, phone 330-926-0514, fax 330-926-0525).

The Update Material

The proposed new and revised policies included in this update have been thoughtfully prepared and have been reviewed by Lewis Kappes, Neola's outside legal counsel in Indiana, for compliance with Federal and State law, Federal and State Regulatory Agencies, and applicable Federal and State court decisions.

If you make substantive changes to a Neola template, or substitute in its entirety a policy or other material of your own drafting, that material should be reviewed by the legal counsel for your Cooperative to verify compliance with applicable laws, regulations and court decisions.

If the Cooperative authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute Cooperative-specific edits. *Neola does not review Cooperative-specific edits to update materials or Cooperative-specific policies for statutory compliance*. (See "Caveat RE: Cooperative-Specific Edits" below.)

If a policy or guideline is marked revision, the proposed revisions will include material to be added and material to be deleted. As you review a revised policy or guideline, you may choose to accept one, many or all of the changes presented.

If a policy or guideline is marked as a replacement, that means there have been enough changes made that instead of showing each individual change, a complete, clean replacement copy has been provided. As you review a replacement policy or guideline, you should also compare the replacement materials to your current policy or guideline to determine if there is some Cooperative-specific wording in your current material that you want included in the replacement policy. If so, any wording from the current policy should be added *using BoardDocs "Track Changes" tool* before returning the replacement policy electronically to the Coshocton production office for processing.

Policies that are to be deleted from the Cooperative's Board-adopted Policy Manual require School Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Submitting Material

The Cooperative can incorporate the proposed edits in the Update documents into the Cooperative's current policies using "Track Changes" or the editing tool in the BoardDocs platform. Mark the current materials indicating which of the proposed revisions and additions you choose to include and/or to make additional edits, before presenting them to the Board for adoption. After adoption, return the materials on the BoardDocs policy site to Neola for processing and publishing. Please be sure to leave the "track changes" in the marked-up version that you submit to the production office in Coshocton, Ohio.

Please remember to email **production@neola.com** when you've posted your material and the disposition sheet so we know to go to your folder and retrieve it, and what we can expect to find there when we access it.

Please note, even if a Cooperative chooses not to include a policy or administrative guideline in their management documents that describes a statutory requirement, the Cooperative is still obligated to follow applicable Federal and State laws relating to that policy or guideline.

Caveat RE: Cooperative-Specific Edits

Please note also that if the Cooperative chooses during any step of the Update process to incorporate Cooperative-specific material into a new policy that has been proposed or insert Cooperative-specific material into a current policy for which revisions have been proposed in an update issued by Neola, then the Cooperative agrees to hold Neola harmless for those Cooperative-specific edits and acknowledges that Neola's Warranty for legal challenges to the Cooperative-specific language in that policy will be voided. In addition, *Neola retains ownership of the text from the original policy template that remains in a policy to which Cooperative-specific edits have been made.Cooperative-specific materials include the following:*

A. materials from the existing materials for the Cooperative that the Cooperative requests be incorporated into Neola templates during the drafting process;
B. new policies or guidelines developed in their entirety by the Cooperative, exclusive of Neola;
C. revisions to or deletions from a Neola template that substantively depart from that template; and
D. outdated material that the Cooperative did not keep current with Neola updates.

Further, Neola does not advocate the use or incorporation of Cooperative-specific materials. Neola will, at the request of the Cooperative, incorporate Cooperative-specific materials into the licensed materials, with the implicit understanding that the Cooperative

accepts all risks associated with the decision to request that such Cooperative-specific materials be incorporated. *Neola reserves the right to, but is not obligated to, advise the Cooperative to seek its own legal review of Cooperative-specific materials by the school board attorney who represents the Cooperative.* And Neola retains the copyright to any intellectual property from its template.

Caveat RE: Neola's Warranty

Neola proudly warrants that the content of the policy templates is legally correct.

However, when Federal and State law is amended or new provisions are added to State or Federal law and revision or replacement of an existing policy template is necessitated, the copyright date noted at the end of the policy is updated as well.

Please note, Neola's warranty applies only to the policy template with the most current copyright date. All previous iterations of the policy template are no longer warranted.

Therefore, material included in each update should be adopted if the Cooperative wants assurance that their adopted policies are warranted by Neola.

Notifying Neola of a Challenge to the Legal Accuracy of a Policy

The Neola staff in Indiana is vigilant in providing policy language to our clients that has been vetted for legal accuracy by our outside counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that our outside counsel would have the opportunity to assist in the resolution of such a claim. That can occur only if we are notified immediately upon receipt of such a challenge. Please notify Neola's corporate office (330-926-0514) if an issue arises in which such a review or assistance is necessary. To be eligible for assistance under our warranty we must be notified with ten (10) business days of the receipt of such a challenge.

Legal Alerts

(1) Contracts for Teachers on Emergency Permits

(2) Regular Teacher Contract Hours Deleted

BYLAWS AND POLICIES

After reviewing the proposed revisions to the fifty-five (55) current Neola policy templates, the Superintendent should recommend the adoption of the new and revised material, and the Board should approve the Superintendent's recommendation so that the Cooperative's policies are legally consistent and correct.

If one or more of the current templates to which revisions are proposed as a result of recent changes in the Indiana Code or Federal law and included in this update are not among the policies previously adopted by the Board for the Cooperative, Neola recommends that the Cooperative reconsider the material and adopt those templates as new policies for the Cooperative.

Bylaw 0100 - Definitions (Revised)

This revision updates the definition of Personal Communication Devices (PCDs) to align with recent Indiana legislative changes in S.B 78 (2026). By expanding the definition to explicitly include wearable technology - such as smartwatches and smartglasses - alongside traditional laptops and smartphones, the policy ensures the Cooperative remains in full compliance with state mandates regarding wireless communication in the classroom. This broad, technology-neutral definition is essential for clear enforcement of "away for the day" expectations and protects the district from loopholes as student technology continues to evolve.

Bylaw 0151 - Organizational Meeting (Rescind)

Cooperatives are not subject to the same laws governing the elected school boards of public school corporations. There is no requirement for the Board of Managers to meet within a certain period of time or to elect officers. However, if the Board of Managers chooses, it is free to meet and elect a Board President and other officers. Meetings of the Board of Managers must comply with I.C. 20-26-4-3.

Policy 1220 - Employment of the Director (Revised)

This policy has been revised to align with the statutory language in IC 20-25-3-9 and IC 20-26-5-4.3. Specifically, it was updated to include additional information regarding the notice of hearing on a Director contract, board resolution upon appointment of Director, and posting of Director's contract. The legal references have also been updated.

Policy 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment (Revised)

Board Policies 1623, 3123 and 4123 are being revised to correct grammatical and punctuation errors, to omit the option for including the contact information for the Compliance Officers (CO's) in the annual report, to add an option for including the contact information for the COs in student handbooks, and to omit the reference to eliminating gender-specific terms from contracts (given the current administration's interpretation of Title IX). Additionally, the option for including a nondiscrimination statement in the collective bargaining agreement has been eliminated in PO 1623 and PO 3123 because administrators are not members of a bargaining unit and collective bargaining for teachers now addresses only wages and wage-related fringe benefits.

Policy 1662.01 - Threatening and/or Intimidating Behavior Toward Staff Members (Revised)

This policy is a critical pillar of school safety and legal compliance in Indiana, establishing a zero-tolerance framework for threats against school administrators and central office staff. By formalizing a mandatory reporting chain, the policy removes administrative discretion and requires that threats, intimidation, or battery against employees are reported to law enforcement immediately, as required by I.C. 20-33-9-10.This policy has been updated to cross-reference current Nondiscrimination and Anti-Harassment Board Adopted Policies; this requires that any threat motivated by a "protected class" (such as race, gender, or religion) triggers specific, board-adopted investigative protocols.

Policy 2221 - Mandatory Curriculum (Revised)

This policy has been revised to reflect changes in Indiana Code, including the repeal of the previous semester-long safety education requirement for 8th grade under I.C. 20-30-5-8. The updated policy now provides a more comprehensive and accurate framework for mandatory instruction as required by I.C. 20-30-5-7 and I.C. 20-30-5-9, specifically regarding hygiene, sanitary science, and the broader curriculum standards including Language Arts, Social Studies and Citizenship, Sciences, Fine Arts, as well as the safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body.

Policy 3121 - Personal Background Checks, References, and Mandatory Reporting (Technical Correction)

This Policy is a cornerstone of the Cooperatives operations because it establishes the rigorous vetting and monitoring standards required to protect students and staff from individuals with a history of misconduct. It establishes requirements so that the Cooperative remains in strict compliance with evolving Indiana Codes regarding criminal history and child protection. It provides for student safety, legal compliance, ongoing monitoring, appropriate information sharing.

Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment (Technical Correction)

Capitalization correction of respondent to Respondent and form number from 1422 F2 to 3122 F2.

Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment (Revised)

Board Policies 1623, 3123 and 4123 are being revised to correct grammatical and punctuation errors, to omit the option for including the contact information for the Compliance Officers ("CO's) in the annual report, to add an option for including the contact information for the COs in student handbooks, and to omit the reference to eliminating

gender-specific terms from contracts (given the current administration's interpretation of Title IX). Additionally, the option for including a nondiscrimination statement in the collective bargaining agreement has been eliminated in PO 1623 and PO 3123 because administrators are not members of a bargaining unit and collective bargaining for teachers now addresses only wages and wage-related fringe benefits.

Policy 3131 - Reduction in Force ("RIF") in Certificated Staff (Revised)

This policy was updated to reflect three changes in the law. First, discussion with the exclusive representative of the Cooperative's teachers prior to any Reduction In Force (RIF) is no longer required. Second, per I.C. 20-28-7.5-1, the cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions is determined based on performance. Lastly, the policy was updated to no longer include reference to Highly Effective, Effective, Improvement Necessary, or Ineffective due to the amendment of I.C. 20-28-11.5-4.

Policy 3139 - Staff Discipline (Revised)

The Staff Discipline policy has been revised to allow for progressive discipline without requiring it. This gives the administration additional flexibility in determining discipline and also provides examples of gross misconduct.

Policy 3142 - Cancellation of a Teaching Contract (Revised)

Board Policy 3142 has been revised to amend the definition of "probationary teacher" due to the amendment of that definition in I.C. 20-28-6-7.5(b) by House Enrolled Act 2002 (2025) and to reflect the specific statutory grounds for cancellation of a teaching contract as well as the specific statutory procedure for cancellation.

Policy 3220 - Staff Evaluation (Revised)

This policy was updated to reflect the amendment of IC 20-28-11.5-4 including the requirements that the Staff Evaluation Plan shall clearly define evaluation categories that allow for meaningful differentiation among certificated employees based on performance. The appropriate legal references have also been updated.

Policy 3220.02 – Supplemental Payments for Teachers (Revised)

This policy was updated for clarity to include how supplemental payments could be made to teachers, and to reflect in the options the reasons why Cooperatives often issue supplemental payments to teachers. Additionally, the policy clearly identifies that a supplemental payment may take the form of a salary increase or a stipend/bonus, and is in addition to any bargained salary increases or stipends/bonuses.

Policy 3362.01 - Threatening and/or Intimidating Behavior Toward Staff Members (Technical Correction)

This policy is a critical pillar of school safety and legal compliance in Indiana, establishing a zero-tolerance framework for threats against school administrators and central office staff. By formalizing a mandatory reporting chain, the policy removes administrative discretion and ensures that threats, intimidation, or battery against employees are reported to law enforcement immediately, as required by I.C. 20-33-9-10.

This policy has been updated to cross-reference current Nondiscrimination and Anti-Harassment Board Adopted Policies; this requires that any threat motivated by a "protected class" (such as race, gender, or religion) triggers specific, board-adopted investigative protocols.

Policy 3430 - Leaves of Absence (Revised)

This policy currently provides for the same leave benefits as those bargaining in the master agreement. However, there may be instances, such as the sick leave bank, where the benefits are bargained only for members of the unit and the Cooperative may decide not to have that benefit for other professional staff.

Therefore, this policy is updated to state that the leave benefits will be the same unless the Cooperative provides written notice of a difference to the impacted employees. This gives the Cooperative more flexibility in benefit provisions, while still ensuring the professional staff are aware of their benefits. Further, this policy has been updated to reflect the "ambassador for education" leave to "Teacher of the Year" leave.

Policy 4122 - Nondiscrimination, Equal Employment Opportunity and Anti-Harassment (Technical Correction)

Capitalization correction of respondent to Respondent and form number from 1422 F2 to 4122 F2.

Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment (Revised)

Board Policies 1623, 3123 and 4123 are being revised to correct grammatical and punctuation errors, to omit the option for including the contact information for the Compliance Officers (CO's) in the annual report, to add an option for including the contact information for the COs in student handbooks, and to omit the reference to eliminating gender-specific terms from contracts (given the current administration's interpretation of Title IX). Additionally, the option for including a nondiscrimination statement in the collective bargaining agreement has been eliminated in PO 1623 and PO 3123 because administrators are not members of a bargaining unit and collective bargaining for teachers now addresses only wages and wage-related fringe benefits.

Policy 4150 - Disciplinary Actions (Replacement Policy)

This replacement policy provides consistency between Policy 3139 - Staff Discipline regarding the discipline of professional staff and the standards of conduct and appropriate disciplinary actions for misconduct of classified employees. This policy gives examples of disciplinary steps that could be taken, and examples of gross misconduct without requiring the administration to follow a strict progressive discipline policy.

Policy 4362.01 - Threatening and/or Intimidating Behavior Toward Staff Members (Technical Correction)

This policy is a critical pillar of school safety and legal compliance in Indiana, establishing a zero-tolerance framework for threats against school administrators and central office staff. By formalizing a mandatory reporting chain, the policy removes administrative discretion and ensures that threats, intimidation, or battery against employees are reported to law enforcement immediately, as required by I.C. 20-33-9-10.

This policy has been updated to cross-reference current Nondiscrimination and Anti-Harassment Board Adopted Policies; this requires that any threat motivated by a "protected class" (such as race, gender, or religion) triggers specific, board-adopted investigative protocols.

Policy 5111 – Eligibility of Resident/Nonresident Students (Revised)

This policy has been updated to include a drafting note to clarify that while a Cooperative may deny any student's application pursuant to the reasons included in this policy, a Cooperative may not deny enrollment solely based on a student's disability.

Policy 5136 - Personal Communication Devices (Replacement)

This policy was updated as a result of significant changes to communication devices requirements in IC 20-26-5-40.7 as amended by SEA 78 (2026). Specifically, the law amends definitions, requirements, restrictions, and exceptions regarding wireless communication device policies adopted and implemented by the Cooperative. It requires the Cooperative to decide between a "no device" or "storage" policy for communication devices. It also bans communication devices during the "school day" unless an exception applies. It provides several exceptions, including for emergencies, students with disabilities, and translation services.

Policy 5136.01 - Personal Electronic Equipment Other than Personal Communication Devices (Revised)

This policy was revised as a result of significant changes to communication devices requirements in IC 20-26-5-40.7 as amended by SEA 78 (2026). Specifically, this policy has

been shortened to encompass any non-Cooperative electronic equipment that is not a Personal Communication Device.

Policy 5310 - Health Services (Technical Correction)

The revisions to Board Policy 5310 - Health Services are purely grammatical in nature. Consequently, this can be done as a technical correction.

Policy 5462 – Retaking a Class (Revised)

This policy was updated to reflect that not every Cooperative's system will allow the Cooperative to insert "audit" for a class audited by a student on their transcript. The policy has been modified to require the Corporation to record in some way that the student is not taking the course for credit, but is auditing the class and it will not be figured into the student's grade point average.

Policy 5540 - The Schools and Governmental Agencies (Revised)

This policy was updated to provide a drafting note that provides a definition of what Federal Agents may include, and further refines the explanation of what constitutes a valid judicial warrant includes.

Policy 5600 - Student Discipline (Revised)

Board Policy 5600 - Student Discipline has been revised to eliminate the reference to I.C. 20-26-5-32 and any options related to that statute, which was repealed by House Enrolled Act 1002 (2025). Changes also were made to avoid gender references, consistent with Neola's other policies, and to correct any spelling and punctuation errors.

Policy 5840 - Criminal Organizations and Criminal Organization Activity (Rescind)

HEA 1002 (2025) repealed I.C. 20-26-18, which provided for developing a policy regarding Criminal Organizations and Criminal Organization Activity. With the repeal of this statute, it is recommended that this policy be rescinded.

Policy 6109 – Acceptance of Payment by Credit Card (New)

Board Policy 6109 – Acceptance of Payment by Credit Card is a new policy that utilizes the ability to accept payment by credit card provided in Ind. Code 36-1-8-11 and the responsibilities for protecting data and the duty to disclose any breach provided in Ind. Code 24-4.9-3. This is an optional policy that a cooperative may decide to adopt.

Policy 6152 - Student Fees and Charges (Revised)

This policy has been revised to provide additional guidance regarding imposing a limit on amounts to be written off as uncollectible fees and charges, depending on the length of time the debt has been outstanding and the ability of the debtor to pay and to account for the repeal of I.C. 20-40-22 by House Enrolled Act 1001 (2025) and the repeal of I.C. 20-42-3 by House Enrolled Act 1002 (2025).

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

This policy is revised to reflect revised threshold amounts for micro-purchases (not to exceed $15,000), small purchases (not to exceed $350,000), and price analysis requirement threshold ($350,000 effective October 1, 2025).

Revisions to this policy should be adopted in order to be consistent with Federal regulations.

Policy 7420 - Hygienic Management (Revised)

Based on feedback from clients, this policy has been updated to replace the terms "feces" with "diarrhea," "vomitus" with "vomit," and add "other bodily fluids."

Policy 7541 - Electronic Data Processing Disaster Recovery Plan (Rescind)

This policy is being recommended for deletion, as the contents of this policy have been incorporated into Policy 8300 - Continuity of Organizational Operations Plan and Policy 8305 - Information Security.

Policy 8120 – Volunteers (Revised)

This policy has been revised to remove a list of specific convictions that the Cooperative is required to report to the Indiana High School Athletic Association (IHSAA) and identify the specific Indiana Code provisions that require the Cooperative to make a report to the IHSAA. Further, this policy has been updated to include all provisions regarding the required elements of coach training.

Policy 8300 – Continuity of Organizational Operations Plan (Revised)

This policy has been revised to include additional language and options regarding cybersecurity safeguards.

This policy is essential because it ensures the Cooperative can maintain or rapidly restore its primary mission of educating students during and after any threat or disaster. Whether facing natural disasters, technological emergencies, or modern threats like cybersecurity incidents (ransomware, data breaches), this plan provides the stability needed to minimize impacts on personnel, facilities, and learning environments.

This policy provides for legal compliance by accounting for the needs of students with disabilities and English learners during crises, while maintaining the confidentiality of sensitive security information.

Policy 8305 - Information Security (Revised)

The Information Security policy is a critical safeguard for the Cooperative's digital and physical assets, providing for the confidentiality, integrity, and availability of sensitive data belonging to students, staff, and vendors.

The revisions to this Policy are to strengthen the Cooperative's cybersecurity posture and formalizing incident response protocols. Further, the revisions to this policy update key provisions, including: updated terminology; identification of required compliance regarding confidentiality certifications; mandatory incident responses and reporting that includes who must be notified of the discovery of a ransomware event; vendor and mandated contract term requirements; as well as the training and annual risk assessment of data security risks in the Cooperative and the evaluation of the Cooperative's Continuity of Organizational Operations Plan.

Policy 8400 - School Safety Information (Revised)

This policy has been revised to include the term "building" where the Cooperative is required to develop, implement, improve, and coordinate a school safety plan not just for the Cooperative, but for each school building.

Additionally, this policy was updated to delete references to IC 20-34-3-24(c) and IC 20-19-3-14 as both sections were repealed.

This policy has also been modified to include the ability of the school resource officer to pursue a person who flees from a school resource officer after the school resource officer has, by visible or audible means, including the operation of the school resource officer's siren or emergency lights, identified themselves and ordered the person to stop.

Policy 8462 - Child Abuse and Neglect (Revised)

Policy 8462 – Child Abuse and Neglect is being revised to reflect the revision of I.C. 20-28-3-4.5 and the repeal of I.C. 20-28-3-7 by HEA 1002 – Various Education Matters (2025).

Policy 8510 - Wellness (Revised)

Board Policy 8510 - Wellness is being revised due to the repeal of Ind. Code 20-26-9-18 by House Enrolled Act 1002 (2025), to add a reference to compliance with the USDA regulations, to correct a capitalization error, and to update the names of cross-referenced policies.

ADMINISTRATIVE GUIDELINES

AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures (Revised)

AG 2260.01B - Section 504/ADA Complaint and Due Process Procedures has been revised to include the full names of cross-referenced policies, to change the address for the OCR office responsible for investigating complaints made against Indiana school corporations due to the closure of the Chicago office of OCR, and to change the terms "believes" and "alleges" to "claims" as more appropriate to the investigation of complaints of discrimination.

AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)

This AG was revised to reflect the appropriate contact information for the Office of Civil Rights (OCR) regional office with jurisdiction over Indiana, which has changed from Chicago, Illinois, to Denver, Colorado.

AG 5517.01 – Bullying (Revised)

This AG was modified to align with revisions made in Policy 5517.01 - Bullying and provided relevant legal citations.

VOLUME 38, NO. 2 - APRIL 2026

01 - Legal Alert

Contracts for Teachers on Emergency Permits

HB 1004 amends IC 20-28-6-6(a)(3) to allow Corporations to use temporary teacher contracts for teachers on emergency permits. Neola advises Corporations to consult counsel before changing any contracts with current teachers on emergency permits.

VOLUME 38, NO. 2 - APRIL 2026

02 - Legal Alert

Regular Teacher Contract Hours Deleted

HB 1004 deletes hours as part of the Regular Teacher Contract in IC 20-28-6-2(a)(3)(E). Corporations should ensure that hours are not a part of any Regular Teacher Contract issued on or after July 1, 2026.

VOLUME 38, NO. 2 - APRIL 2026

03

Volume 38, No. 2 - April 2026 - Policy Disposition Sheet

DISPOSITION OF NEW/REVISED/REPLACEMENT

POLICIES FOR BOARD APPROVAL

UPDATE VOLUME 38, NO. 2 - APRIL 2026

Coding for Corporation-Specific Edits
***1** = drafted by Corporation staff
***2** = if the material was a work for hire, that is, material the Corporation paid someone else to develop but from whom the Corporation purchased the rights to publish
***3** = if the material is copyrighted to someone else from whom the Corporation has secured permission to publish the material
(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0100				
po0151 (Rescinded)				
po1220				
po1623				
po1662.01				
po2221				
po3121				
po3123				
po3131				
po3139				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po3142				
po3220				
po3362.01 (Tech. Corr.)				
po3430				
po4123				
po4150				
po4362.01 (Tech. Corr.)				
po5111 (Tech. Corr.)				
po5136 (Repl.)				
po5136.01				
po5462				
po5540 (Repl.)				
po5600				
po5840 (Rescind)				
po6109 (New)				
po6152				
po6325				
po7420				
po7541 (Rescind)				
po8120				
po8300				
po8305				
po8400				
po8462				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po8510				

VOLUME 38, NO. 2 - APRIL 2026

po0100

Revised Bylaw - Volume 38, No. 2 - April 2026 - DEFINITIONS

Revised Bylaw - Volume 38, No. 2 - April 2026

0100 - **DEFINITIONS**

As used in the Board of Manager's **(x)** bylaws and policies ~~**( )** bylaws and policies and the Director's administrative guidelines~~ **~~[END OF OPTION]~~**, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Director that is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy. The term also includes a written statement that has been adopted and approved by the Director to incorporate language that formerly was part of the collective bargaining agreement governing Cooperative employees where the parties to that collective bargaining agreement have agreed to move certain language from the collective bargaining agreement into administrative guidelines.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The Cooperative's Board of Managers.

~~[NOTE: For a Cooperative that is a joint service and supply organized pursuant to I.C. 20-26-10, the Cooperative's Board of Managers is distinguished from the governing body of the school corporation that is designated in the Cooperative agreement to administer and supervise the joint program. The latter shall be referred to as the "LEA Board." The "LEA" is the local educational agency that is designated by the Cooperative agreement to administer and supervise the joint program. These definitions apply only to a joint service and supply organization.]~~

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See I.C. 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Cooperative

The _____ Central Nine Vocational School _____. ~~[Insert name of Cooperative.]~~

Director

The chief executive officer of the Cooperative. The use of the term includes a delegate unless the law, policy, or guideline specifically prohibits delegation.

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond and address the accuser before a decision is made.

Executive Session

A meeting from which the public is excluded, except the governing body may admit those persons necessary to carry out its purpose. The governing body also may admit an individual who has been elected to the governing body but has not been sworn in as a member of the governing body.

Full Board

All members of the Board of Managers.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

A. How a student will access the general education curriculum, if appropriate.

B. The special education and related services needed to participate in the educational environment.

The required components of an IEP are contained in 511 IAC 7-42-6.

A transition IEP is an IEP that is:

A. developed in accordance with 511 IAC 7-43-4; and

B. in effect when the student enters into grade 9 or becomes fourteen (14) years of age, whichever occurs first, or earlier if determined appropriate by the CCC.

Information Resources

The Board defines Information Resources to include any data or information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data or information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs, DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

[x] LEA [applies only to a joint service and supply]

The local educational agency (i.e., school corporation) that is designated by the Cooperative agreement to administer and supervise the joint program.

~~**[ ] LEA Board [applies only to a joint service and supply]**~~

~~The governing board of the school corporation that is designated in the Cooperative agreement to administer and supervise the joint program.~~

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of a majority of the governing body of a public agency for the purpose of taking official action upon public business. It does not include any of the following:

A. Any social or chance gathering not intended to avoid this chapter.

B. Any on-site inspection of any:

1. project;

2. program; or

3. facilities of applicants for incentives or assistance from the governing body,

C. Traveling to and attending meetings of organizations devoted to the betterment of government.

D. A Caucus.

E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policies, decisions, or final action on the terms of a request or an offer of public financial resources.

F. An orientation of members of the governing body on their role and responsibilities as public officials, but not for any other official action.

G. Collective bargaining discussions that the governing body of a school cooperative engages in directly with bargaining adversaries. This subdivision applies only to a governing body that has not appointed an agent or agents to conduct collective bargaining on behalf of the governing body as described in I.C. 5-14-1.5-2(b)(3).

See Indiana Code 5-14-1.5-2(c) and I.C. 5-14-1.5-3.5.

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See I.C. 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See I.C. 5-14-1.5-2(d).

Parent

"Parent" means one (1) of the following:

A. Any biological or adoptive parent whose parental rights have not been terminated or restricted in accordance with law.

B. A guardian generally authorized to act as the student's parent, or authorized to make educational decisions for the student, including a court-appointed temporary guardian.

C. A foster parent.

D. An individual with legal custody or an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative, or other adult who accepts full legal responsibility for the student and with whom the student lives.

E. An educational surrogate parent appointed in accordance with 511 IAC 7-39.

F. Any student of legal age, which is defined in section 91 of this rule to mean a student who:

1. is eighteen (18) years of age; and

2. has not had a guardian appointed by a court under I.C. 29- 3.

G. An educational representative appointed under 511 IAC 7-43-6.

Personal Communication Devices

~~Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones,~~ **~~( )~~** ~~telephone paging devices (e.g., beepers or pagers),~~ **~~[END OF OPTIONS]~~** ~~and/or other web-enabled devices of any type.~~ Personal communication devices ("PCDs") are any portable wireless devices that have the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipment with computer technology, gaming devices, and/or other web-enabled devices of any type. Depending on the election made in Policy 5136 – Personal Communication Devices, smartwatches are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to Policy 5136.01 - Personal Electronic Equipment Other Than Personal Communication Devices rather than Policy 5136 – Personal Communication Devices.

Policy

A general, written statement approved by the Board that defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Managers (or Education) (see Bylaw 0171.1).

Principal

A professional employee who is assigned to be the educational leader and chief administrative officer of one or more Cooperative schools. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal. ~~[NOTE: Some Cooperatives may not have persons designated as a "Principal." If that is the case, the Board will need to designate an individual to serve as the "Principal" for purposes of the procedure for cancellation of teacher contracts unless it is provided for in the Cooperative agreement. See I.C. 20-28-7.5.]~~

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See I.C. 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See I.C. 5-14-1.5-2(e), I.C. 20-26-3, and I.C. 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person. ~~[NOTE: Many of the collective bargaining agreements covering teachers and other certificated employees include a definition of "immediate family" for purposes of sick and bereavement leave. The Cooperative should consult its collective bargaining agreement to ensure consistency between the definitions in the Board policy and the collective bargaining agreement.]~~

Secretary

An officer of the Board of Managers responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0171.3).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must."

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Cooperative-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Cooperative's website as Cooperative-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments and WIDA) for which the participation of all Indiana students is required.

Student

A person who is officially enrolled in a school or program of the Cooperative.

Support Employee

A non-certificated employee as the term is used in I.C. 20-29-2-11, and as defined in these definitions.

Teacher

A professional person whose position in a cooperative requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a director who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist, and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of Managers (see Bylaw 0171.2).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (I.C. 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in Thompson West Northeast Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the

section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

I.C. 5-14-1.5-2
I.C. 5-14-1.5-3.5
I.C. 20-18-2-22
I.C. 20-26-3
I.C. 20-26-5-4
I.C. 20-18-2-22
I.C. 20-26-3
I.C. 20-26-5-4

I.C. 20-26-5-40.7(c)
I.C. 20-28-7.5
I.C. 20-29-2-4
I.C. 20-29-2-11
511 IAC 7-42-6
511 IAC 7-43-4

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Legal
I.C. 5-14-1.5-2
I.C. 5-14-1.5-3.5
I.C. 20-18-2-22
I.C. 20-26-3
I.C. 20-26-5-4
I.C. 20-18-2-22
I.C. 20-26-3
I.C. 20-26-5-4
I.C. 20-26-5-40.7(c)
I.C. 20-28-7.5
I.C. 20-29-2-4
I.C. 20-29-2-11

511 IAC 7-42-6
511 IAC 7-43-4

VOLUME 38, NO. 2 - APRIL 2026

po0151

RESCIND Bylaw - Volume 38, No. 2 - April 2026 - ORGANIZATIONAL MEETING

Rescind Bylaw - Volume 38, No. 2 - April 2026

~~0151 -~~ ~~**ORGANIZATIONAL MEETING**~~

~~The Cooperative shall organize~~ ~~annually on or before January 15th~~ ~~-~~ ~~within thirty (30) days after the commencement date of the members' terms of office~~ ~~at a meeting held in accordance with law.~~ ~~At such meeting, the Board shall elect: 1) a president; 2) a vice president; and 3) a secretary.~~ ~~The meeting shall be called to order by~~ ~~**( )**~~ ~~the Director~~ ~~**( )**~~ ~~the ranking officer of the preceding Board~~ ~~**( )**~~ ~~_____~~

~~who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.~~

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Legal

I.C. 5-14-1.5 Open Door Law
I.C. 5-14-1.5-2(b) Definition of "governing body"
I.C 5-14-3 Access to Public Records Act

VOLUME 38, NO. 2 - APRIL 2026

po1220

Revised Policy - Volume 38, No. 2 - April 2026 - EMPLOYMENT OF THE DIRECTOR

Revised Policy - Volume 38, No. 2 - April 2026

1220 - **EMPLOYMENT OF THE DIRECTOR**

The Board of Managers vests the primary responsibility for administration of this Cooperative in the Director of Special Education. The appointment of the Director is, therefore, one of the most important functions the Board can perform.

Whenever the position of Director of Special Education becomes vacant, the Board shall appoint a Director and fix their salary and term of ~~employment~~ employment, which shall be no less than two (2) years. However, a subsequent contract may be for a term of any duration.

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

[x] It may be aided in this task by:

A. (x) a committee of Board members;

B. (x) the services of professional consultants;

C. (x) the counsel of the retiring Director;

D. ~~( ) the participation of members of the community.~~

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

A. (x) preparation of a written job specification for the position of Director;

B. (x) preparation of written specifications of qualification in addition to proper State certification;

C. (x) preparation of informative material describing this Cooperative and its educational goals;

D. (x) where feasible, the opportunity for applicants to visit the schools of this Cooperative;

E. (x) the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages the candidate to express the candidate's educational philosophy;

F. ( ) solicitation of applications from a wide geographical area;

G. ( ) consideration of all applicants fairly without discrimination on the basis of race, sex, age, religion, ethnic background, disability, or other condition unrelated to the position of Director.

[x] The Board, or a committee of the Board, may meet in executive session to make an initial exclusion of applicants to no less than three (3) applicants.

No person may be employed as Director unless they have signed an employment contract with the Board. Such contract shall be in the basic form of the regular teacher's contract and shall include:

A. (x) the term for which employment is contracted, including beginning and ending dates;

B. (x) the salary which the Director shall be paid and the intervals at which it shall be paid;

C. (x) the benefits to which the Director is entitled;

D. (x) such other matters as may be necessary to a full and complete understanding of the employment contract.

~~The Board's appointment of the Director shall be effective by resolution of the Board. The Resolution must specify the day on when the Director's term begins and the day on which the Director's term initial term ends. The Director's salary must be prescribed in the resolution declaring the Director's appointment and must be paid to the Superintendent in a frequency determined by the Board, but less frequently than monthly.~~

The Board shall post the provisions of an employment contract that the Board enters into with the Director on the Cooperative's website.

Anti-Nepotism:

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Director.

[NOTE: Choose Option A or Option B below]

[Option A]

[x] Relatives of Board members may be employed by the Cooperative as the Director, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment. Should the Cooperative choose to employ a relative as herein defined, both the relative and the Board member shall file a conflict of interest statement. ~~**( )** Except that such relatives may be employed only for a period that does not exceed one (1) school year.~~ ~~**[END OF OPTION]**~~

~~**[Option B]**~~

~~[ ] The Cooperative shall not employ (but may reemploy) as the Director the relative of a Board member.~~ ~~**[END OF OPTION]**~~

~~**[NOTE: Choose Option C or Option D below]**~~

~~**[Option C]**~~

[x] Relatives of the Director may be employed by the Cooperative, provided the staff member being employed is not placed in a position in which the staff member would be supervised directly by the Director. ~~**( )** Except that such relatives may be employed only for a period that does not exceed one (1) school year.~~ ~~**[END OF OPTION]**~~

~~**[Option D]**~~

~~[ ] The Cooperative shall not employ (but may reemploy) the relatives of the Director.~~ ~~**[END OF OPTION]**~~

Non-Fraternization:

~~**[NOTE: Choose Option E or Option F below]**~~

~~**[Option E]**~~

~~[ ] Cooperative employees may not date, develop romantic relationships with or have sexual relations with individuals who are the employee's supervisor or those that they supervise.~~ ~~**[END OF OPTION]**~~

[Option F]

[x] If Cooperative employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations the employees shall notify the Cooperative's administration and accept the Cooperative's decision to transfer one or both

of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently, are unacceptable. ~~**[END OF OPTION]**~~

~~**[NOTE: Other optional selections to be completed]**~~

[x] Cooperative employees may date and develop friendships and relationships with other employees - both inside and outside of the workplace - as long as the relationships do not have a negative impact on their work or the work of others.

[x] Any Cooperative employee who engages in a relationship that interferes with the Cooperative culture of teamwork, the harmonious work environment, or the productivity of employees, shall be subject to discipline, up to and including termination.

[x] Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - shall not be tolerated. Cooperative employees who disregard this policy shall be subject to discipline, up to and including termination.

~~**[ ]** The Director so appointed shall devote themselves to the duties of their office.~~

[x] Any candidate's intentional misstatement of fact material to their qualifications for employment or the determination of their salary shall be considered by this Board to constitute grounds for dismissal.

~~**[ ]** The person selected for the position of Director shall be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne **( )** by the Board. **( )** by the candidate.~~

The contract may be altered, modified or rescinded for a new one at any time by mutual consent of the Board of Managers and the Director. The consent of both parties shall be in writing. The rights of a Director as a teacher under any other law are not affected by the contract.

I.C. 5-3-1
I.C. 5-14-1.5-6.1(b)(5) and (10)
I.C. 20-26-5-4.3
I.C. 20-28-5
I.C. 20-28-8-6

~~I.C. 20-28-8-7~~
I.C. 20-28-8-9
I.C. 20-28-8-10
I.C. 20-28-8-11

I.C. 20-28-8-12
I.C. 20-28-10-13

Cross References

po0167.2 - EXECUTIVE SESSION

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Legal
I.C. 5-3-1
I.C. 5-14-1.5-6.1(b)(5) and (10)
I.C. 20-26-5-4.3
I.C. 20-28-5
I.C. 20-28-8-6
I.C. 20-28-8-9
I.C. 20-28-8-10
I.C. 20-28-8-11
I.C. 20-28-8-12
I.C. 20-28-10-13

VOLUME 38, NO. 2 - APRIL 2026

po1623

Revised Policy - Volume 38, No. 2 - April 2026 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

Revised Policy - Volume 38, No. 2 - April 2026

1623 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Managers prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability.

Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the Cooperative's Compliance Officer(s) (see below) will be published on the Cooperative's website, posted throughout the Cooperative, and included in the Cooperative's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint

or is seeking an informal resolution to the alleged discrimination/retaliation.

Cooperative community means students, Cooperative employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Cooperative property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Cooperative community at school-related events/activities (whether on or off Cooperative property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Cooperative office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Cooperative's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the Cooperative will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Cooperative is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the Cooperative's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the 'COs').

~~**[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs also may serve as the Cooperative's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there always should be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO. The Board must list either the Name or Title of the CO; while the Board may list both the Name and Title, Neola suggests that the Board consider listing only the Title in this policy (so it does not need to revise/amend its policy**~~

~~**whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name and Title in the requisite postings (e.g., website) and publications (e.g., handbooks) and in the Administrative Guideline.]**~~

Curriculum Director
Central Nine Career Center
1999 U.S. 31 South
Greenwood, IN 46143
(317) 888-4401 ~~_____ [Name and/or Title]~~

~~_____~~
~~[Address]~~

~~_____~~
~~[Telephone No.]~~

~~_____~~
~~[Email address]~~

~~_____~~
~~[Name and/or Title]~~

~~_____~~
~~[Address]~~

~~_____~~ __
~~[Telephone No.]~~

~~_____~~
~~[Email address]~~

The names, titles, and contact information of these individuals will be published annually on the Cooperative's website. ~~and:~~

A. ~~( ) in the staff handbooks.~~

B. ~~( ) in the Cooperative's Annual Report to the public~~ ~~student handbooks~~ ~~.~~

C. ~~( ) on each individual school's website.~~

D. ~~( ) in the Cooperative's calendar.~~

E. ~~( ) _____.~~

~~**END OF OPTIONS]**~~

The COs are responsible for coordinating the Cooperative's efforts to comply with applicable Federal and State laws and regulations, including the Cooperative's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1967 is provided to staff members and the general public. ~~**( )** Any sections of the Cooperative's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. **[END OF OPTION]**~~ A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 1623B F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Indiana Civil Rights Commission ('ICRC') or the Equal Employment Opportunity Commission ('EEOC').

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Cooperative employee or any other adult member of the Cooperative community and a student will be investigated formally.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing to: 1) a building administrator; 2) one of the COs; or 3) the Director or other Cooperative-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Cooperative's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a ~~Principal~~ building administrator, the CO, the Director, or other Cooperative official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a ~~Principal~~ building administrator, the Director, or other Cooperative official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Director.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Director that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

[ ] ~~The CO may consult with the Board's legal counsel before finalizing the report to the Director.~~ **~~[END OF OPTION]~~**

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Director either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Director's final written decision will be delivered to both the Complainant and the Respondent.

If the Director requests additional investigation, the Director must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Director must issue a final written decision as described above.

If the Director determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Director must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]

[x] The decision of the Director shall be final.

~~**[OR]**~~

~~[ ] A Complainant or Respondent who is dissatisfied with the final decision of the Director may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Director's decision. The written statement of appeal must be submitted to the ( ) Treasurer/CFO ( ) Board President ( ) Board Attorney ( ) _____.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

~~**[END OF OPTIONS]**~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Cooperative will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Cooperative's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Cooperative employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Director shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Director shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Director shall provide appropriate information to all members of the Cooperative community related to the implementation of this policy and shall provide training for Cooperative students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Cooperative personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Cooperative's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Cooperative to conduct the investigation and any documents used by the Cooperative at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the Cooperative concludes that the following items are not adequately encompassed in the preceding paragraphs.]

N. (`x`) documentation of any training provided to Cooperative personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Cooperative personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]**

O. ~~( ) documentation that any rights or opportunities that the Cooperative made available to one party during the investigation were made available to the other party on equal terms;~~

P. ~~( ) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;~~

Q. ~~( ) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;~~

R. (~~) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights and Privacy Act or " FERPA, " 20 U.S.C. 1232g, the Americans with Disabilities Act of 1990 or " ADA, " 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Cooperative's records retention schedule.

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1630 , ADA regulations
34 C.F.R. Part 104 , Section 504 regulations

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Legal
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1630, ADA regulations
34 C.F.R. Part 104, Section 504 regulations

VOLUME 38, NO. 2 - APRIL 2026

po1662.01

Revised Policy - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

Revised Policy - Volume 38, No. 2 - April 2026

1662.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Managers believes that administrators should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate administrators or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to an administrator made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal or building administrator, and the individual making the threat may be subject to discipline or further action.

State law requires that any member of the staff of a school who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery;

D. or is the victim of harassment

by any individual shall notify the principal or building administrator immediately, and the principal or building administrator shall make an oral report to the local law enforcement agency immediately. Where the administrator is located in the Cooperative's central office or administration center, any Cooperative employee with a duty to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment, including the Director if a report has been made to the Director, shall make an oral report immediately to the local law enforcement agency. An administrator further is obligated to report to local law enforcement a threat to, intimidation of, battery of, or harassment of the administrator on the administrator's own behalf, unless a report has already been made to the best of the administrator's belief.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education in Programs or Activities or Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Director shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

Cross References

~~po1662 - ANTI-HARASSMENT~~ 1422 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

~~po3362 - ANTI-HARASSMENT~~ 3122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

~~po4362 - ANTI-HARASSMENT~~ 4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

po5517 - ANTI-HARASSMENT

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Legal

I.C. 20-33-9-1 et seq.
I.C. 35-42-2-1
I.C. 35-45-2-1
I.C. 35-45-2-2

VOLUME 38, NO. 2 - APRIL 2026

po2221

Revised Policy - Volume 38, No. 2 - April 2026 - MANDATORY CURRICULUM

Revised Policy - Volume 38, No. 2 - April 2026

2221 - **MANDATORY CURRICULUM**

In compliance with the Indiana Code and Federal law, the Board of Managers directs the Director to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

A. the Constitution of the United States and Indiana in grades 6 through 12

B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12

C. American History in high school

D. ~~safety education in grade 8~~

E. the principles of hygiene and sanitary science , which must explain the ways that dangerous communicable diseases are spread and the sanitary methods for disease prevention and restriction, in grade 5, at a minimum

F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food

G. the nature of alcoholic beverages, tobacco, prescription drugs, controlled substances, and their effects on the human system and society at large in grades K through 12

H. Human Immunodeficiency Virus (HIV), and to the extent possible, instruction on other serious communicable diseases

I. instruction on human sexuality or sexually transmitted infections in grades 4 through 12, including: 1) abstinence from sexual activity outside of marriage as the expected standard for all school-age children, 2) abstinence from sexual activity is

the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted infections, pregnancy, and other associated health problems, 3) the best way to avoid sexually-transmitted infections and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage, 4) age appropriate instruction concerning the importance of consent to sexual activity between two (2) individuals, and 5) an in-person presentation on human growth and development during pregnancy that is medically accurate and age appropriate and includes the ultrasound video and computer generated rendering or animation outlined in I.C. 20-30-5-13; however, if the course is 100% virtual, a virtual presentation that meets these requirements may be provided instead.

Instruction on human sexuality shall be provided only to students in grades 4 through 12. However, a Cooperative employee is not prohibited from responding to a question from a student in prekindergarten through grade 3 regarding human sexuality.

J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school

K. career awareness and career development, employment matters, and work values in grades 1 - 12

L. human organ donor program and blood donor program as part of the high school health education curriculum

M. good citizenship instruction

N. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01 - Bullying)

O. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school

P. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01- Bullying)

Q. child abuse and child sexual abuse education for grades K through 12 by December 15 of each school year (see also Policy 8462 - Child Abuse and Neglect)

R. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03 - Student Technology Acceptable Use and Safety)

S. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03 - Student Technology Acceptable Use and Safety)

T. the consequences of unauthorized access (e.g. "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online (see Policy 7540.03 - Student Technology Acceptable Use and Safety)

U. morals instruction

V. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum

W. instruction in Language Arts (including English; grammar; composition; speech; and second languages), Mathematics, Social Studies and Citizenship (including the: constitutions; governmental systems; and histories of Indiana and the United States), Sciences including computer science, Fine Arts including music and art, and Health Education and Physical Fitness, safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body ~~and Computer Science~~

X. a course in personal financial responsibility in high school for all students expected to graduate in 2028 or after

Y. a course in personal financial responsibility in high school for students expected to graduate in 2026 or 2027 from schools that opt into the New Indiana Diploma, if the student elects to pursue the New Indiana Diploma requirements

Z. Indiana studies as an elective course in high school

AA. ethnic studies as an elective course in high school

AB. civics in grade 6, 7, or 8

The Director shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher presents their instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the Constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence, which tend to promote and develop upright and desirable citizenry.

The Director is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

When required by law, the Board shall approve the course of instruction. **(x)** prior to its use in the classroom. ~~**[end of option]**~~

Before a school may provide a student with instruction on human sexuality, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent to instruction pursuant to I.C. 20-30-5-17(d) and (e). The consent form must include the following information: 1) an accurate summary of the contents and nature of the instruction on human sexuality that will be provided, 2) whether the instruction on human sexuality will be taught to male and female students in a unified setting or in separate settings, 3) whether the instruction on human sexuality will be provided by a female or male instructor, and 4) a statement that the parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. If the consent form is sent in an electronic format, the form must include a link to the list of instructional materials published on the Cooperative's website. Before a student can be administered a personal analysis, evaluation or survey by a third party vendor under I.C. 20-26-21, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent for administration that complies with I.C. 20-26-21-4(b) and (c). Before a student can be administered a personal analysis, evaluation or survey by a school that meets the criteria listed in I.C. 20-30-5-17(c), the school shall provide the parent of the student or the student, if the student is an adult or emancipated minor, with a written request for consent for administration that complies with I.C. 20-30-5-17(c).

If the Cooperative or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Cooperative or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Director shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term **instructional materials** means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall publish on the Cooperative's website a list of all instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes and other materials, used in the instruction on human sexuality. No Cooperative school shall

use curricular materials to provide instruction on human sexuality that have not been approved by the Board under I.C. 20-26-12-24.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Cooperative contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

See also Policy 2414 - Reproductive Health and Family Planning and Human Sexuality Instruction and Policy 2416 - Student Privacy and Access to Parental Information.

The Director shall establish and maintain procedures related to the provision of human sexuality instruction and the administration of personal analyses, evaluations, or surveys to students.

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Legal
I.C. 20-19-3-10 and 11
I.C. 20-26-21
I.C. 20-30-5
I.C. 20-30-17
511 IAC Article 6
47 U.S.C. 254(h), (l), Communications Act of 1934, as amended (2003)
15 U.S.C. 6551, Title II of the Broadband Data Improvement Act (aka Protecting Children in the 21st Century Act)
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 1232h
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777
20 U.S.C. 9134 (2003)
20 U.S.C. 7131, Internet Safety
34 C.F.R. 98.3
47 C.F.R. Part 54

VOLUME 38, NO. 2 - APRIL 2026

po3121

Technical Correction - Volume 38, No. 2 - April 2026 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING

Technical Correction - Volume 38, No. 2 - April 2026

3121 - **PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING**

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

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

A. an expanded 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 former employer(s)

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. ~~( ) fingerprint check~~

J. (x) a detailed background history including all prior employment and volunteer positions

K. (x) an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

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

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

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

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Cooperative's students.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Cooperative.

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

The Board also shall deny employment to an individual who has been convicted of an offense listed in ~~I.c.~~ I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the employment of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), 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.

[x] Should it be necessary to employ an individual in order to maintain continuity of the program prior to receipt of the report, the Director may provide for a substitute. **(x)** or employ the applicant as a substitute. ~~**[END OF OPTION]**~~

~~**[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING TWO OPTIONS. THE BOARD SHOULD BE SURE TO SELECT THE SAME OPTIONS HERE AS IT SELECTS IN POLICY 1521 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, POLICY 4121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, AND POLICY 8121 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES.]**~~

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

~~Per I.C. 20-26-5-11.2(c), the Cooperative may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item~~ ~~**[select the items below that the Board wishes to permit]**~~ ~~:~~

A. ~~( ) An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.~~

B. ~~( ) Battery (I.C. 35-42-4-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).~~

C. ~~( ) Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).~~

D. ~~( ) Contributing to the delinquency of a minor (I.C. 35-46-1-8).~~

E. ~~( ) An offense involvi~~ng a weapon under I.C. 35-57 or I.C. 35-47.5.

F. (~~) An offense relating to controlled substances under I.C. 35-48-4, other than: 1) an offense involving marijuana or paraphernalia used to consume marijuana; or 2) an offense requiring license revocation under I.C. 20-28-5-8(c).~~

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

~~**[ ] [OPTION 2]**~~

~~Per I.C. 20-26-5-11.2(h), the Cooperative may hire or contract with an individual [select the items below that the Board wishes to permit]:~~

A. ~~( ) who is required to wear an ankle monitor as the result of a criminal conviction~~

B. ~~( ) who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State-accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct~~ **[as defined in I.C. 20-26-5-11.2(i)]**

C. ~~( ) who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13) if a majority of the Board approves the employment or contract as a separate, special agend~~ ~~a item.~~

~~**[END OF OPTION 2]**~~

~~**[END OF OPTIONS]**~~

The Board requires that an expanded criminal history check be conducted for each Cooperative employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

[x] [OPTIONAL]

In implementing this requirement, the Cooperative shall conduct the updated expanded criminal history checks for Cooperative employees over a period not to exceed _~~____ (__)~~ **[maximum is five (5)]** ~~-~~ years by annually conducting updated expanded criminal history checks for at least ~~_____ (__)~~ **[minimum is 1/5]** ~~-~~ of employees who are employed by the Cooperative on July 1, 2017.

~~**[END OF OPTIONAL]**~~

~~**[DRAFTING NOE: SELECT ONE OF THE FOLLOWING TWO (2) OPTIONS]**~~

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

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

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

~~**[OPTION 2]**~~

~~**[ ]** The Cooperative shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.~~

~~**[END OF OPTION 2]**~~

~~**[END OF OPTIONS]**~~

The Board requires that an expanded criminal history check be conducted for each Cooperative employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

~~**[OPTIONAL]**~~

~~**[ ]** In implementing this requirement, the Cooperative shall conduct the updated expanded criminal history checks for Cooperative employees over a period not to exceed _____ (_____) **[maximum is 5]** years by annually conducting updated expanded criminal history checks for at least _____ (_____) **[minimum is 1/5]** of employees who are employed by the Cooperative on July 1, 2017.~~

~~**[SELECT ONE (1) OF THE FOLLOWING OPTIONS]**~~

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

~~**[ ]** 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.~~

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

~~**[OPTION 2]**~~

[x] The Cooperative shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Cooperative's employees do not object.

~~**[END OPTION 2]**~~

~~**[END OF OPTIONS]**~~

~~**[ ] [OPTIONAL, DRAFTING NOTE: IF THE BOARD SELECTS THE FIRST OPTION BELOW, IT ALSO MUST DECIDE WHETHER TO ACCEPT THE SECOND OPTION. IF THE BOARD DOES NOT SELECT THE FIRST OPTION BELOW, IT LIKEWISE SHOULD NOT SELECT THE SECOND OPTION.]**~~

~~**[ ]** The Board requires that an expanded child protection index check be obtained for each Cooperative employee every five (5) years. The Cooperative shall pay the costs associated with obtaining the expanded child protection index check for employees.~~

~~**[ ]** In implementing this requirement, the Cooperative shall obtain the updated expanded child protection index checks for Cooperative employees over a period not to exceed _____ (_____) **[maximum is 5]** years by annually obtaining updated child protection

~~index checks for at least _____ **[minimum is 1/5]** of employees who are employed by the Cooperative on July 1, 2017.~~

~~**[END OF OPTIONAL]**~~

The Cooperative may obtain an expanded criminal history check or an expanded child protection index check at any time if the Cooperative 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 an offense requiring license revocation per I.C. 20-28-5-8(c) or has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

References

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

Notwithstanding any confidentiality agreement entered into by the Cooperative and an employee of the Cooperative, the Cooperative shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Cooperative in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023, by the Cooperative and an employee of the Cooperative, the Cooperative shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Cooperative in which the employee or former employee was:

A. arrested;

B. charged with a criminal offense;

C. convicted of a criminal offense;

D. under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration);

E. the subject of a protection order; or

F. named as a defendant in a civil action if the civil action could affect the safety of students.

Information and records obtained from 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 or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of his/her employment with the Cooperative, each professional employee and substitute teacher shall be required to report the

A. **(x)** arrest or the filing of criminal charges against the employee;

B. conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8 (c) ~~(c)~~ ~~(b)~~; and

C. conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-26-5-11.2(b) or I.C. 20-26-5-11.2(c); and

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

to the Director within two (2) business days of the occurrence. The 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
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-26-5-11.5
I.C. 20-28-5-8 (c)

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Legal

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
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-26-5-11.5
I.C. 20-28-5-8(c)

VOLUME 38, NO. 2 - APRIL 2026

po3123

Revised Policy - Volume 38, No. 2 - April 2026 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

Revised Policy - Volume 38, No. 2 - April 2026

3123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Managers prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability.

Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the Cooperative's Compliance Officer(s) (see below) will be published on the Cooperative's website, posted throughout the Cooperative, and included in the Cooperative's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint

or is seeking an informal resolution to the alleged discrimination/retaliation.

Cooperative community means students, Cooperative employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Cooperative property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Cooperative community at school-related events/activities (whether on or off Cooperative property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Cooperative office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Cooperative's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the Cooperative will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Cooperative is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the Cooperative's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the 'COs').

~~**[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs also may serve as the Cooperative's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there always should be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO. The Board must list either the Name or Title of the CO; while the Board may list both the Name and Title, Neola suggests that the Board consider listing only the Title in this policy (so it does not need to revise/amend its policy**~~

~~**whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name and Title in the requisite postings (e.g., website) and publications (e.g., handbooks) and in the Administrative Guideline.]**~~

Curriculum Director
Central Nine Career Center
1999 U.S. 31 South
Greenwood, IN 46143
(317) 888-4401 ~~_____ [Name and/or Title]~~

~~_____~~
~~[Address]~~

~~_____~~
~~[Telephone No.]~~

~~_____~~
~~[Email address]~~

~~_____~~
~~[Name and/or Title]~~

~~_____~~
~~[Address]~~

~~_____~~
~~[Telephone No.]~~

~~_____ [Email address]~~

The names, titles, and contact information of these individuals will be published annually on the Cooperative's website. ~~and:~~

A. ~~( ) in the staff handbooks.~~

B. ~~( ) in the Cooperative's Annual Report to the public student handbooks :~~

C. ~~( ) on each individual school's website.~~

D. ~~( ) in the Cooperative's calendar.~~

E. ~~( ) _____.~~

The COs are responsible for coordinating the Cooperative's efforts to comply with applicable Federal and State laws and regulations, including the Cooperative's duty to

address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1967 is provided to staff members and the general public. ~~**( )** Any sections of the Cooperative's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. **[END OF OPTION]**~~ A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 3123B F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.
Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Indiana Civil Rights Commission ('ICRC') or the Equal Employment Opportunity Commission ('EEOC').

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Cooperative employee or any other adult member of the Cooperative community and a student will be investigated formally.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing to: 1) a building administrator; 2) one of the COs; or 3) the Director or other Cooperative-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.
The Cooperative's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a ~~Principal~~ building administrator, the CO, the Director, or other Cooperative official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a ~~Principal~~ building administrator, the Director, or other Cooperative official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Director.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and

provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Director that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

[ ] ~~The CO may consult with the Board's legal counsel before finalizing the report to the Director.~~ **~~[END OF OPTION.]~~**

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Director either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Director's final written decision will be delivered to both the Complainant and the Respondent.

If the Director requests additional investigation, the Director must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Director must issue a final written decision as described above.

If the Director determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Director must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

~~**[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]**~~

[x] The decision of the Director shall be final.

~~**[OR]**~~

~~[ ] A Complainant or Respondent who is dissatisfied with the final decision of the Director may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Director's decision. The written statement of appeal must be submitted to the ( ) Treasurer/CFO ( ) Board President ( ) Board Attorney ( ) _____.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

~~**[END OF OPTIONS]**~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Cooperative will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the

Cooperative's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Cooperative employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Director shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Director shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Director shall provide appropriate information to all members of the Cooperative community related to the implementation of this policy and shall provide training for Cooperative students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Cooperative personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Cooperative's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Cooperative to conduct the ~~investigation,~~ investigation and any documents used by the Cooperative at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~**[DRAFTING NOTE: The following options should be selected if the Cooperative concludes that the following items are not adequately encompassed in the preceding paragraphs.]**~~

N. (x) documentation of any training provided to Cooperative personnel related to this policy including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Cooperative personnel involved in enforcing this policy, including their duty to report alleged violations of this policy; ~~**[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]**~~

O. ~~( ) documentation that any rights or opportunities that the Cooperative made available to one party during the investigation were made available to the other party on equal terms;~~

P. ~~( ) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;~~

Q. ~~( ) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;~~

R. ~~( ) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the inv estigation report and any written responses submitted by the Complainant or the Respondent.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights and Privacy Act or " FERPA, " ~~220~~ 20 U.S.C. 1232g, the Americans with Disabilities Act of 1990 or " ADA ," 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Cooperative's records retention schedule.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104 , ADA regulations
29 C.F.R. Part 1630 , Section 504 regulations

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29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 104, ADA regulations
29 C.F.R. Part 1630, Section 504 Regulations

VOLUME 38, NO. 2 - APRIL 2026

po3131

Revised Policy - Volume 38, No. 2 - April 2026 - REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF

Revised Policy - Volume 38, No. 2 - April 2026

3131 - **REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF**

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

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

~~**[ ] [OPTIONAL]**~~

~~Consideration of Alternatives to RIF:~~

~~Prior to undertaking a RIF, the Board shall attempt to make adjustments in teaching through:~~

A. ~~Voluntary retirement~~

B. ~~Voluntary resignations~~

C. ~~Voluntary transfer of existing staff~~

D. ~~Leaves~~

E. ~~Cancellation of teachers' contracts for other statutory reason(s)~~

~~**[END OF OPTION]**~~

Discussion Prior to RIF:

Discussion ~~shall be~~ may be held with the exclusive representative of the Cooperative's teachers prior to any RIF for the purpose of discussing any proposed reduction in the certificated staff.

[Drafting Note: Discussion is no longer required by law; however, it is our recommendation that you leave the option in for discussion regarding RIFs.]

Procedure for RIF:

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

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

A. The academic needs of students in the Cooperative.

B. The results of an evaluation conducted under I.C. 20-28-11.5.

C. The possession of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.

D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.

E. The number of years of a teacher's experience

Certificated staff members selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by law between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)(3)
I.C. 20-28-9-1.5(b)
I.C. 20-28-11.5

Elliott v. Board of School Trustees of Madison Consolidated Schools, No. 16-4168 (7th Circuit Dec. 4, 2017)

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I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)(3)
I.C. 20-28-9-1.5(b)
I.C. 20-28-11.5
Elliott v. Board of School Trustees of Madison Consolidated Schools, No. 16-4168 (7th Circuit Dec. 4, 2017)

VOLUME 38, NO. 2 - APRIL 2026

po3139

Revised Volume 38, No. 2 - April 2026 - STAFF DISCIPLINE

Revised Volume 38, No. 2 - April 2026

3139 - **STAFF DISCIPLINE**

The Board of Managers believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment. ~~To this end, the 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.~~

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

D. Suspension without pay imposed in compliance with the applicable Indiana statutes.

E. Termination imposed in compliance with applicable Indiana statutes.

~~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 of

gross misconduct that may result in termination 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~~ Board policies, rules, or standards for the conduct of a professional employee, i.e., insubordination.

D. Repeated violations of Board policies, rules, or standards.

E. Theft, fraud, or another violation of criminal law.

F. Arrest and subsequent conviction of a crime.

G. Falsification or omission of a material fact in the application for employment by the Board.

H. Threats of and/or acts of violence to a person or substantial property damage.

I. Poor professional judgment resulting in a risk of physical harm to a person.

J. Harassment in violation of Board policy on harassment.

K. Other just or good cause.

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.

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Legal
I.C. 20-28-6
I.C. 20-28-7.5
I.C. 20-28-9-21 through 22
29 C.F.R. 541.303

VOLUME 38, NO. 2 - APRIL 2026

po3142

Revised Policy - Volume 38, No. 2 - April 2026 - CANCELLATION OF A TEACHING CONTRACT

Revised Policy - Volume 38, No. 2 - April 2026

3142 - **CANCELLATION OF A TEACHING CONTRACT**

The Board of Managers recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of its students. This policy and Policy 3131 – Reduction in Force ("RIF") in Certificated Staff address this obligation, and the Board will continue to employ only those "probationary", "professional", and "established" teachers who meet the performance standards established in the evaluation plan adopted by the Board.

Probationary Teacher:

"Probationary Teacher" shall mean a teacher serving under contract as a teacher in the Cooperative who:

A. is in the teacher's first or second year of full-time teaching in a classroom; and

B. has not at any time before July 1, 2012, entered into a teaching contract for further service with the Cooperative.

Professional Teacher:

"Professional Teacher" shall mean a teacher who is not a probationary teacher and enters into a contract under I.C. 20-28-6-2 with the Cooperative.

Established Teacher:

"Established Teacher" shall mean an individual who:

A. serves under contract as a teacher in the Cooperative before July 1, 2012; and

B. at any time before July 1, 2012, enters into a teaching contract for further service with the Cooperative.

An employment contract may be terminated upon a majority vote of the Board, for ~~violation of the policies of the Board, or for reasons set forth in law~~ any of the grounds set forth in I.C. 20-28-7.5-1 . In such cases, the Board ~~shall abide by due process procedures. ( )~~ ~~and such terms as may be set forth in a negotiated agreement~~ ~~comply~~ shall comply with the procedure for cancellation provided in 20-28-7.5-2 through I.C. 20-28-7.5.5 .

It will be the responsibility of the Director to establish administrative guidelines ~~which~~ that ensure that the proper standards have been applied and the proper procedures have been followed when a ~~principal~~ Principal (or administrator designated to act as the Principal) makes a preliminary determination that a teacher's contract should be canceled.

In acting on a ~~principal's~~ Principal's preliminary determination that a teacher's contract be canceled, the Board ~~will be guided by~~ shall follow the procedure set out in I.C. 2-28-7.5 -2 through I.C. 20-28-7.5-5 .

I.C. 20-28-6-7.5

I.C. 20-28-6-8

I.C. 20-28-7.5-1
I.C. 20-28-7.5-2

I.C. 20-28-7.5-3

I.C. 20-28-7.5-4

I.C. 20-28-7.5-5

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I.C. 20-28-6-7.5
I.C. 20-28-6-8
I.C. 20-28-7.5-1
I.C. 20-28-7.5-2
I.C. 20-28-7.5-3
I.C. 20-28-7.5-4
I.C. 20-28-7.5-5

VOLUME 38, NO. 2 - APRIL 2026

po3220

Revised Policy - Volume 38, No. 2 - April 2026 - STAFF EVALUATION

Revised Policy - Volume 38, No. 2 - April 2026

3220 - **STAFF EVALUATION**

The Board of Managers shall adopt a plan for annual performance evaluations of each certificated employee, as defined in I.C. 20-28-11.5-0.5, employed by the Cooperative. This includes each certificated employee, as defined in I.C. 20-29-2-4, and each teacher, as defined in I.C. 20-18-2-22. This plan may be reviewed and amended ~~( )~~ ~~annually.~~ **(x)** as needed. ~~**[END OF OPTION]**~~

The plan approved by the Board shall include the following components:

A. performance evaluations for all certificated employees, as defined in I.C. 20-28-11.5-0.5, conducted at least annually;

B. clearly defined evaluation categories that allow for meaningful differentiation among certificated employees based on their performance;

C. **[x]** ~~rigorous~~ measures of effectiveness, including observations and other performance indicators;

D. **[x]** an explanation of the evaluator's recommendations for improvement and the time in which improvement is expected;

E. **[x]** a pre-evaluation planning session conducted by the Director or equivalent authority for the Cooperative with the principals in the Cooperative;

F. **[x]** discussion of the evaluation between the evaluated employee and the evaluator.

In developing a performance evaluation model, the Cooperative may consider the following:

A. test scores of students (both formative and summative);

B. classroom ~~presentation~~ observations;

C. observation of student-teacher interactions;

D. knowledge of subject matter;

E. dedication and effectiveness of the teacher through time and effort on task;

F. contributions of teachers through group teacher interactivity in fulfilling the school improvement plan;

G. cooperation of the teacher with supervisors and peers;

H. teacher leadership;

I. extracurricular contributions of the teacher;

J. outside performance evaluations;

K. compliance with Cooperative rules and procedures; and

L. other items considered important by the Cooperative in developing each student to the student's maximum intellectual potential and performance.

The Cooperative's annual performance evaluation plan shall be in writing ~~(~~ ~~and shall be explained to the Board in a public meeting before the evaluations are conducted~~ ~~**[END OF OPTION]**~~. The plan shall be posted on the Cooperative's website. The plan is not subject to collective bargaining, nor is discussion required.

The Principal of each school in the Cooperative shall report in the aggregate the results of staff performance evaluations for the school for the previous year to the Director and the Board at a public Board meeting held before August 15 of each year on the schedule determined by the Board. Before presentation to the Board, the Director shall discuss the report of completed evaluations with the teachers. The report of completed evaluations is not subject to collective bargaining, nor is discussion required.

~~The Cooperative annually shall provide the Indiana Department of Education with the disaggregated results of staff performance evaluations for all schools in the Cooperative before November 15 of each year.~~

~~511 I.A.C. 10-6-4~~
~~20 U.S.C. 6311, Elementary and Secondary Education Act of 1965~~
I.C. 20-18-2-22
I.C. 20-28-11.5-0.5
I.C. 20-28-11.5-4

I.C. 20-28-11.5-9
I.C. 20-29-2-4

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I.C. 20-18-2-22
I.C. 20-28-11.5-0.5
I.C. 20-28-11.5-4
I.C. 20-28-11.5-9
I.C. 20-29-2-4

VOLUME 38, NO. 2 - APRIL 2026

po3220.02

Revised Policy - Volume 38, No. 2 - April 2026 - SUPPLEMENTAL PAYMENTS FOR TEACHERS

Revised Policy - Volume 38, No. 2 - April 2026

3220.02 - **SUPPLEMENTAL PAYMENTS FOR TEACHERS**

~~**[NOTE: Please select one (1) of the following two (2) options.]**~~

[x] [OPTION #1]

The Board of Managers authorizes the Director to issue a supplemental payment in excess of the salary specified in the Cooperative's compensation plan to any teacher at the discretion of the Director when doing so is in the best interest of the Cooperative's students.

~~**[END OF OPTION #1]**~~

~~**[ ] [OPTION #2]**~~

~~The Board of Managers authorizes the Director to to issue a supplemental payment in excess of the salary specified in the Cooperative's compensation plan to any teacher at the discretion of the Director, including, but not limited to, the following teachers reasons :~~

A. ~~[ ] - A teacher who is needed to fill a position in the Cooperative;~~

B. ~~**[ ]** The academic needs of the students in the Cooperative, including employment in a high need area such as those identified under I.C. 20-29-3-15(b)(27);~~

C. ~~**[ ]** A teacher who has obtained a required literacy endorsement;~~

D. ~~**[ ]** 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 who earns a master's degree ;~~

E. ~~**[ ]** - A teacher who is a special education professional or who teaches in the areas of science, technology, engineering or mathematics To prevent, minimize, or eliminate~~

~~salary compression ;~~

F. ~~[ ] An elementary school teacher who earns a master's degree in math, reading, or literacy;~~

G. ~~[ ] A teacher who teaches a career or technical education course;~~

H. ~~[ ] _____;~~

I. ~~[ ] _____;~~

when doing so is in the best interest of the Cooperative's students.

~~**[END OF OPTION #2]**~~

~~**[END OF OPTIONS]**~~

A supplemental payment may take the form of a salary increase or a stipend/bonus, and is in addition to any bargained salary increases or stipends/bonuses.

A supplemental payment under this policy is not subject to collective bargaining.

~~**Definitions:**~~

For purposes of this policy, the following definitions apply:

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

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.

Discussion of Supplemental Payments:

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

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I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-28-9-1.5

I.C. 20-29-3-15(b)(27)

I.C. 36-1-7-2

VOLUME 38, NO. 2 - APRIL 2026

po3362.01

Technical Correction - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

Technical Correction - Volume 38, No. 2 - April 2026

3362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Managers believes that staff members should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate staff members or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline or further action.

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment

by any individual shall notify the principal immediately, and the principal shall make an oral report to the local law enforcement agency immediately.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Director shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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I.C. 20-33-9-1 et seq.
I.C. 35-42-2-1
I.C. 35-45-2-1
I.C. 35-45-2-2

VOLUME 38, NO. 2 - APRIL 2026

po3430

Revised Policy - Volume 38, No. 2, April 2026 - LEAVES OF ABSENCE

Revised Policy - Volume 38, No. 2, April 2026

3430 - **LEAVES OF ABSENCE**

All professional staff members not otherwise covered by the terms of a currently valid negotiated agreement of this Cooperative shall be entitled to the same leave benefits provided in the master agreement with __ teachers bargaining unit ~~y_____~~ , unless the Cooperative provides notice of such exclusion in writing to the impacted professional staff members .

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

[x] The Board shall require the staff member ~~**[or] [ ]** The staff member may request **[END OF OPTION]**~~ 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.

Teacher of the Year Leave

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 their year as teacher of the year. During the term of the leave, the Cooperative shall continue to provide the professional staff member all benefits of employment with the Cooperative other than salary. Following the term of the leave, the professional staff member may return to the Cooperative to the same or a comparable position as the staff member held prior to the leave without loss of accrued benefits or seniority.

I.C. 10-16-7-1 et seq.,
I.C. 10-17-4
I.C. 20-20-4-~~1~~ 5.5, 6
I.C. 22-2-13 -11
38 U.S.C. 4301, et seq. (Uniformed Services Employment and Reemployment Rights Act)

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Legal
I.C. 10-16-7-1 et seq.,
I.C. 10-17-4
I.C. 20-20-4-5.5, 6

I.C. 22-2-13-11
38 U.S.C. 4301, et seq. (Uniformed Services Employment and Reemployment Rights Act)

VOLUME 38, NO. 2 - APRIL 2026

po4123

Revised Policy - Volume 38, No. 2 - April 2026 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

Revised Policy - Volume 38, No. 2 - April 2026

4123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Managers prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability.

Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the Cooperative's Compliance Officer(s) (see below) will be published on the Cooperative's website, posted throughout the Cooperative, and included in the Cooperative's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint

or is seeking an informal resolution to the alleged discrimination/retaliation.

Cooperative community means students, Cooperative employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Cooperative property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Cooperative community at school-related events/activities (whether on or off Cooperative property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Cooperative office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A

reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Cooperative's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the Cooperative will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Cooperative is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Compliance Officer

The Board designates the following individual(s) to serve as the Cooperative's Compliance Officers (also known as Section 504 Compliance Officers/ADA Coordinators) (hereinafter referred to as the 'COs'.

~~**[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs also may serve as the Cooperative's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there always should be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO. The Board must list either the Name or Title of the CO; while the Board may list both the Name and Title, Neola suggests that the Board consider listing only the Title in this policy (so it does not need to revise/amend its policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name and Title in the requisite postings (e.g., website) and publications (e.g., handbooks) and in the Administrative Guideline.]~~

Curriculum Director
Central Nine Career Center
1999 U.S. 31 South
Greenwood, IN 46143.
(317) 888-4401

~~_____ [Name and/or Title] - _____ [Address] - _____ [Telephone No.] - _____ [Email address] -~~

~~_____~~
~~[Name and/or Title] - _____ [Address] -~~
~~_____ [Telephone No.] -~~
~~_____ [Email address]~~

The names, titles, and contact information of these individuals will be published annually on the Cooperative's website. ~~and:~~

A. ~~( ) in the staff handbooks.~~

B. ~~( ) in the Cooperative's Annual Report to the public student handbooks :~~

C. ~~( ) on each individual school's website.~~

D. ~~( ) in the Cooperative's calendar.~~
~~-~~

E. ~~( ) _____.~~

The COs are responsible for coordinating the Cooperative's efforts to comply with applicable Federal and State laws and regulations, including the Cooperative's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1967 is provided to staff members and the general public. ~~( ) Any sections of the Cooperative's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. [END OF OPTION]~~ A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Investigation and Complaint Procedures (See Form 4123B F2)

Any employee who alleges to have been subjected to unlawful discrimination or retaliation on the basis of disability may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Indiana Civil Rights Commission ('ICRC') or the Equal Employment Opportunity Commission ('EEOC').

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is available only when the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Cooperative employee or any other adult member of the Cooperative community and a student will be investigated formally.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the Complainant should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing to: 1) a building administrator; 2) one of the COs; or 3) the Director or other Cooperative-level employee.

All informal complaints must be reported to one of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Cooperative’s informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.

B. Distributing a copy of Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.

C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a Principal, the CO, the Director, or other Cooperative official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a Principal, the Director, or other Cooperative official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview.

Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Director.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Director that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the

Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

~~[ ] The CO may consult with the Board's legal counsel before finalizing the report to the Director.~~ **~~[END OF OPTION]~~**

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Director either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Director's final written decision will be delivered to both the Complainant and the Respondent.

If the Director requests additional investigation, the Director must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Director must issue a final written decision as described above.

If the Director determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Director must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]

[x] The decision of the Director shall be final.

~~[OR]~~

~~[ ] A Complainant or Respondent who is dissatisfied with the final decision of the Director may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Director's decision. The written statement of appeal must be submitted to the~~ **~~( )~~** ~~Treasurer/CFO~~ **~~( )~~** ~~Board President~~ **~~( )~~** ~~Board Attorney~~ **~~( )~~** ~~_____.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

~~[END OF OPTIONS]~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint.

The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Cooperative will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Cooperative's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a Cooperative employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Director shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Director shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Director shall provide appropriate information to all members of the Cooperative community related to the

implementation of this policy and shall provide training for Cooperative students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination in general will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by Cooperative personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Cooperative's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral

notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the Cooperative to conduct the ~~investigation,~~ investigation and any documents used by the Cooperative at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~**[DRAFTING NOTE: The following options should be selected if the Cooperative concludes that the following items are not adequately encompassed in the preceding paragraphs.]**~~

N. (x) documentation of any training provided to Cooperative personnel related to this policy ~~including,~~ including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Cooperative personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy; ~~**[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]**~~

O. ~~( ) documentation that any rights or opportunities that the Cooperative made available to one party during the investigation were made available to the other party on equal terms;~~

P. ~~( ) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;~~

Q. ~~( ) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;~~

R. ~~( ) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., the Family Educational Rights Act or " FERPA, " 20 U.S.C. 1232g, the Americans with Disabilities Act of 1990 or " ADA , " 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Cooperative's records retention schedule.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1630 , ADA regulations
34 C.F.R. Part 104 , Section 504 regulations

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Legal
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1630, ADA regulations
34 C.F.R. Part 104, Section 504 regulations

VOLUME 38, NO. 2 - APRIL 2026

po4150

Replacement Policy - Volume 38, No. 2 - April 2026 - DISCIPLINARY ACTIONS

Replacement Policy - Volume 38, No. 2 - April 2026

4150 - **DISCIPLINARY ACTIONS**

~~In the event of an infraction of Cooperative rules or the laws of the State of Indiana by a support staff member, it shall be the policy of the Board of Managers to take appropriate disciplinary measures up to and including dismissal.~~ **[DRAFTING NOTE: This policy is a replacement policy and includes more information for administration and staff. Please note that as this is longer and more detailed than the prior policy, you should review the staff handbook or applicable CBA prior to adoption to ensure no contradictions.]**

The Board of Managers believes that standards of conduct for classified employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment. In the event of an infraction of Board policies, rules, standards, or State of Indiana law, it shall be the policy of the Board to take appropriate disciplinary measures up to and including dismissal.

If the Board finds facts that support the use of discipline, the Board may impose a penalty which may include but is not limited to one (1) or more of the following:

A. Verbal counseling/oral warning in which a verbal conference between the employee and their 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 a recommendation for discharge.

C. Probation for a period of time determined by the supervisor in connection with the written warning.

D. Suspension without pay imposed in compliance with the applicable Indiana statutes.

E. Termination imposed in compliance with applicable Indiana statutes.

Examples of gross misconduct that may result in termination 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, i.e., insubordination.

D. Repeated violations of Board policies, rules, or standards.

E. Theft, fraud, or another violation of criminal law.

F. Arrest and subsequent conviction of a crime.

G. Falsification or omission of a material fact in the application for employment by the Board.

H. Threats of and/or acts of violence to a person or substantial property damage.

I. Poor professional judgment resulting in a risk of physical harm to a person.

J. Harassment in violation of Board policy on harassment.

K. Other just or good cause.

Nothing in this Policy shall supersede an applicable collective bargaining agreement.

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VOLUME 38, NO. 2 - APRIL 2026

po4362.01

Technical Correction - Volume 38, No. 2 - April 2026 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

4362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Managers believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal or building administrator, and the individual making the threat may be subject to discipline to further action.

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment

by any individual shall notify the principal or building administrator immediately, and the principal or building administrator shall make an oral report to the local law enforcement agency immediately.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy 1422 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Director shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any

reported incidents.

Cross References

po1422 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
po3122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po5517 - ANTI-HARASSMENT

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Legal
I.C. 20-33-9-1 et seq.
I.C. 35-42-2-1
I.C. 35-45-2-1
I.C. 35-45-2-2

VOLUME 38, NO. 2 - APRIL 2026

po5111

Technical Correction - Volume 38, No. 2 - April 2026 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board of Managers establishes the following residency policy for determining eligibility to attend the schools of this Cooperative:

> Students are eligible to attend a Cooperative school if the student has legal settlement in one of the member school corporations or if the student has been accepted as a transfer student in one of the member school corporations and the case conference committee/IEP Team determines that the Cooperative school is the appropriate placement for the student.

All due process procedures applicable to students from member school corporations who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students from member school corporations during the school year. (See Board Policy 5610 - Suspension and Expulsion of Students and Board Policy 5605 - Suspension and Expulsion of Students with Disabilities.

I.C. 20-18-2-11
I.C. 20-26-11-2
I.C. 20-26-11-2.5
I.C. 20-26-11-5
~~I.C. 20-26-11-7~~
I.C. 20-33-2-12
I.C. 20-33-8-17
511 I.A.C. 7-27
Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)

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Legal
I.C. 20-18-2-11
I.C. 20-26-11-2
I.C. 20-26-11-2.5

I.C. 20-26-11-5
I.C. 20-33-2-12
I.C. 20-33-8-17
511 I.A.C. 7-27
Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)

VOLUME 38, NO. 2 - APRIL 2026

po5136

Replacement Policy - Volume 38, No. 2 - April 2026 - PERSONAL COMMUNICATION DEVICES

Replacement Policy - Volume 38, No. 2 - April 2026

5136 - **PERSONAL COMMUNICATION DEVICES**

~~"Personal communication devices" (PCDs) as used in this policy are defined in Bylaw 0100).~~

~~**[DRAFTING NOTE: SELECT OPTION A OR OPTION B OR OPTION C OR OPTION D]**~~

~~**OPTION A**~~

~~**[ ]** While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours **( )** during after school activities (e.g., extra-curricular activities), **( )** and on school buses or other Board-provided vehicles.~~

~~**[END OF OPTION A]**~~

~~**OPTION B**~~

~~**[ ]** Students may use PCDs before and after school, **( )** during their lunch break, **( )** in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, **( )** during after school activities (e.g., extra-curricular activities), or **( )** at school-related functions. **[END OF OPTION]** Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.~~

~~**[END OF OPTION B]**~~

~~**OPTION C**~~

~~**[ ]** In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours, **( )** at~~

after school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles.

( ) PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. **( )** However, the use of a PCD to engage in non-education-related communications is expressly prohibited.

[END OF OPTION C]

OPTION D

[ ] Students may not possess telephone paging devices (e.g., beepers or pagers) on school grounds, at school sponsored events, and on school buses or other Board-provided vehicles. Students may not use PCDs, during the school day **( )** while on school property, **( )** or during after school activities (e.g. extra-curricular activities).

When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight.

[END OF OPTION D]

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

[IF SCHOOL VEHICLES WAS NOT SELECTED IN OPTION A, INCLUDE THE FOLLOWING: ( ) Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles ( ) or on a school bus or Board- provided vehicle during school-sponsored activities, at the discretion of the bus driver, **( )** classroom teacher, or **( )** sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. **[THIS LANGUAGE ALSO MAY BE USED IF OPTION B WAS SELECTED.]**

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team/case conference committee ("CCC"), students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. **( )**

Students who violate this provision and/or use a PCD to violate the privacy rights of another person ( ) shall ( ) may **[END OF OPTION]** have their PCD confiscated and held until ( ) the end of the school day ( ) a parent/guardian picks it up, ( ) and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

[DRAFTING NOTE: SELECT OPTION #1 OR OPTION #2 OR OPTION #3]

[OPTION #1]

[ ] The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms ( ) and/or swimming pool.

[END OF OPTION #1]

[OPTION #2]

[ ] The use of PCDs in ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or ( ) swimming pool is prohibited.

[END OF OPTION #2]

[OPTION #3]

[ ] PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ( ) classrooms, except as authorized by a teacher, administrator or IEP team/CCC, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Director and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

[END OF OPTION #3]

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as

harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours **( )** and/or during extra-curricular activities **[END OF OPTION]** is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also will refer the matter to law enforcement or child protection services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Cooperative custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

[ ] Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

~~[ ] Students may use school phones to contact parents/guardians during the school day.~~

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The Board of Managers believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Definitions

" Personal communication devices (PCDs) " are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile telephones , smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

[DRAFTING NOTE: The statute does not require restrictions on smartwatches unless "connected to a cellular telephone, a cell tower, or the Internet." Therefore, you could allow smartwatches if not connected to a phone/cell tower/internet to be considered electronic equipment subject to the restrictions in Policy 5136.01 - Personal Electronic Equipment Other than Personal Communication Devices instead of a PCD. If you want to do so, choose the option below. If you want to consider these devices as PCDs at all times, do NOT select the option below.]

~~( )~~ ~~Smartwatches are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to Policy 5136.01 - Personal Electronic Equipment Other than Personal Communication Devices.~~

"School day" means the entirety of the time a student is present on school property for a student instructional day (as defined in I.C. 20-30-2-2).

"School sanctioned personal communication device" means a personal communication device that:

A. is owned by a stuent or a third party vendor;

B. is approved by the school for instructional use;

C. is required or permitted by the school for participation in classroom instruction;

D. is subject to school managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and

E. is not a cellular telephone, gaming device, or smartwatch that is connected to a cellular telephone, a cell tower, or the Internet.

PCD Use Prohibited During School Day

Students are prohibited from using a PCD while present on Cooperative property during the school day, unless an exception applies.

Exceptions

Exceptions to the prohibition against the use of PCDs on school property during the school day are limited to the following:

A. **[DRAFTING NOTE: Schools currently may provide PCDs or allow students to bring their own PCDs for educational purposes. However, starting July 1, 2028, schools are required to provide PCDs for educational purposes during the school day. Policy 5136.01 - Personal Electronic Equipment Other than Personal Communication Devices already requires that the Board supply any Technology Resources and other electronic equipment or devices necessary for participation in the educational program (which has been revised to reflect teacher-directed use of devices for educational purposes during the school day). Therefore, unless the Cooperative has decided to allow students to bring their own PCDs for educational purposes during the school day, please select the option in the following exception which requires the use of a Cooperative-supplied PCD. This option will be a required component of the policy starting July 1, 2028, and will no longer be optional. Note that this does not include PCDs for students with disabilities or translation services, both of which have a separate exception.]** a student may use a PCD as directed by a teacher for educational purposes during the school day **(x)** on a Cooperative-supplied PCD;

B. a student may use a PCD if its use is necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care provider;

C. a student may use a PCD if the use of a PCD is included in the student's individualized education program (IEP);

D. a student may use a PCD if authorized by the Director or the Director's designee at the appropriate time during an emergency, as determined by the Director or the Director's designee; or

E. a student may use a PCD if necessary for language translation to ensure access for English language learners, using Cooperative-supplied PCDs or applications where

available.

[Choose the following if you want to allow the use of audio recording devices at school] [Drafting note: This is not recommended]

~~[ ] Optional Provision for Audio Recording~~ x

~~In addition to the exceptions listed above, a student may possess and use an unobtrusive audio recording device solely for the student's individual educational notetaking or personal learning assistance during instrucitonal time if the device:~~

A. ~~is designed principally to capture spoken word audio for notetaking or personal learning assistance, including through recording, transcription, summarization, or other personal assistant functionality;~~

B. x ~~does not capture, store, or transmit images or video;~~

C. ~~is visible to the classroom teacher or other appropriate Cooperative personnel at all times while in use;~~

D. ~~is used only to record classroom instruction;~~

E. ~~is provided to the school for inspection upon request; and~~

F. ~~is used in a manner consistent with applicable State and Federal law governing consent to audio recording.~~

~~Prior to the possession and use of such a device, the student must receive ( ) written~~ **~~[END OF OPTION]~~** ~~permission from the Director or the building administrator. The student must then notify any classroom teachers present prior to recording.~~

~~Recorded material may not be shared with anyone other than the student's parents or guardians, teachers, or administrators unless required by law or regulation.~~

~~Any recorded material must be deleted as soon as the need for the recording is complete, but no later than the end of the term or semester in which the recording is made.~~

~~At no time may the audio recording device be used for the real time transmission, broadcasting, or live streaming of audio recorded by the device.~~

~~A recording made under this provision may not be used for a disciplinary, evaluative, or supervisory purpose against a student or Cooperative employee.~~

~~[END OF OPTION]~~

Election of "No Device" or "Storage" Policy

~~**[DRAFTING NOTE: The statute requires schools to choose between having a "no device" policy or a "storage" policy for the school day. Therefore, you must choose Option A or B.]**~~

~~**[ ] [OPTION A - Choose if you want to have a "no device" policy.]**~~

~~**No Devices During the School Day**~~

~~Unless an exception applies, students are prohibited from bringing PCDs to~~ ~~and using PCDs at~~ ~~school~~ ~~during~~ ~~the school day, including bringing them on a Cooperative bus or other Cooperative vehicle~~ ~~while traveling~~ ~~to and from school.~~

~~**[END OF OPTION A]**~~

[x] [OPTION B - Choose if you want to have a "storage" policy]

Devices Stored During the School Day

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs shall be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students shall not use PCDs on a Cooperative bus or other Cooperative vehicle during the school day. Students shall follow all instructions regarding proper storage.

Students are responsible for ensuring that their PCD s are powered off and stored appropriately. The Cooperative is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day if prior to the conclusion of the school day, the student may retrieve their PCD from storage .

Students **(x)** may ~~**( )** shall not~~ ~~**[END OF OPTION]**~~ use PCDs while traveling to and from school on a Cooperative bus or other Cooperative vehicle.

~~**[END OF OPTION B]**~~

Use of PCDs Outside the School Day

~~**[DRAFTING NOTE: The Cooperative has the ability to regulate PCDs outside the school day. See below options for permission and prohibition. Please make sure you are not selecting the same items to allow and disallow.]**~~

[x] Students are permitted to use PCDs

A. (x) on Cooperative property outside the school day;

B. (x) during after-school activities (e.g., extra-curricular activities) at the discretion of the sponsor/advisor/coach;

C. (x) at school-related functions at the discretion of the sponsor/advisor/coach;

D. (x) on a Cooperative bus or other Cooperative vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

~~[ ] Students are not permitted to use PCDs~~

A. ~~( ) on Cooperative property outside the school day;~~

B. ~~( ) during after-school activities (e.g., extra-curricular activities);~~

C. ~~( ) at school-related functions;~~

D. ~~( ) on a Cooperative bus or other Cooperative vehicle during school-sponsored activities outside the school day.~~

~~**[END OF OPTIONS]**~~

~~**[Choose one (1) of the following options]**~~

[x] PCD use is not permitted unless specifically allowed by this policy.

~~**[ ]** PCD use is allowed except as prohibited by this policy:~~

~~**[END OF OPTIONS]**~~

Use of a PCD on Cooperative property, including a Cooperative bus or other Cooperative vehicle, that results in a distraction, disruption or otherwise interferes with the educational environment or that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the PCD while on Cooperative property.

Restrictions on PCD Possession and Use

Only school sanctioned personal communication devices may be brought to school and used by students, subject to the parameters set forth above.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower

facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Director and building administrators are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present .

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC), students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Cooperative property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person ~~( )~~ ~~shall~~ **(x)** may ~~**[END OF OPTIONS]**~~ have their PCD confiscated and held until **(x)** the end of the school day ~~( )~~ ~~a parent/guardian picks it up,~~ ~~( )~~ ~~and may be directed to delete the audio and/or picture/video file while the parent/guardian is present~~ ~~**[END OF OPTIONS]**~~ . If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Cooperative property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Cooperative property, including school buildings, other Cooperative facilities, and Cooperative buses or other Cooperative vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as

harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Enforcement

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building administrator also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and ~~( ) kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or~~ ~~**[END OF OPTION]**~~ held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. Cooperative officials will not search or otherwise tamper with PCDs in Cooperative custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building administrator, facility administrator, or Director.

Student Responsibility for Personal PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Cooperative, Board, administrators, teachers, and agents assume no responsibility for

damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Cooperative property.

Publication

The Cooperative shall publish this policy on its website.

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Legal
I.C. 20-26-5-40.7

VOLUME 38, NO. 2 - APRIL 2026

po5136.01

Revised Policy - Volume 38, No. 2 - April 2026 - PERSONAL ELECTRONIC EQUIPMENT OTHER THAN PERSONAL COMMUNICATION DEVICES

Revised Policy - Volume 38, No. 2 - April 2026

5136.01 - ~~**TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**~~ **PERSONAL ELECTRONIC EQUIPMENT OTHER THAN PERSONAL COMMUNICATION DEVICES**

While in some instances the possession and use of Technology Resources (as defined in Bylaw 0100), Personal Communication Devices (PCDs) (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such Technology Resources, PCDs, and other electronic equipment or devices by students at school also may have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Consequently, the Board of Managers will supply any Technology Resources and other electronic equipment or devices necessary for ~~participation in the educational program~~ teacher-directed use of devices for educational purposes during the school day (while students are present on Cooperative property for a student instructional day), except as provided in Board Policy 5136 - Personal Communication Devices. The following provisions do not apply to Cooperative-owned and issued laptops, tablets, e-readers, personal digital assistants (PDAs), PCDs, or authorized assistive technology devices.

Student possession and use of PCDs shall be consistent with Board Policy 5136 - Personal Communication Devices. PCDs are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices and/or other web-enabled devices of any type. Smartwatches and smart glasses are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to this policy. The following provisions do not apply to PCDs.

~~**[DRAFTING NOTE: SELECT OPTION 1 OR 2]**~~

[ ] [OPTION 1]

Students shall not use **( )** or possess **[end of option]** any other Technology Resources, electronic equipment, or devices on school property or at any school-sponsored activity without the permission of the **( )** principal/building administrator **( )** classroom teacher **( )** _____, except as provided in the student's individualized education program (IEP).

Examples of prohibited Technology Resources, electronic equipment, or devices include but are not limited to: **[INSERT THOSE ITEMS APPLICABLE TO YOUR COOPERATIVE; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136 AND THE DEFINITION OF TECHNOLOGY RESOURCES AND PCDs IN BYLAW 0100.]**

A. ( ) cameras (photographic and/or video),

B. ( ) laptops,

C. ( ) tablets (e.g., iPad-like devices),

D. ( ) smartphones,

E. ( ) e-readers (e.g., Kindle-like devices),

F. ( ) PDA,

G. ( ) lasers,

H. ( ) laser pens or pointers,

I. ( ) radios,

J. ( ) "boom-boxes,"

K. ( ) headphones,

L. ( ) portable CD/MP3 players,

M. ( ) gaming devices,

N. ( ) telephone paging devices (e.g., beeper or pagers),

O. ( ) Global Positioning System (GPS).

P. ( ) _____,

Q. ~~( ) _____,~~

R. ~~( ) _____.~~

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

~~**[ ] [OPTION 2]**~~

~~**[Drafting Note: Option 2A restricts use to educational and instructional purposes, while Option 2B permits use during instructional time for educational or instructional purposes and permits use during non-instructional time for any use that is consistent with the Cooperative's Acceptable Use Policy.]**~~

~~**[Option 2A]**~~

Students may possess and use non-PCD Technology Resources and other electronic equipment or devices as provided in this policy as long as they do not create a distraction, disruption or otherwise interfere with the environment. Use on Cooperative property that results in a distraction, disruption or otherwise interferes with the school environment shall not be tolerated and may result in the loss of use of the item while on Cooperative property.

~~**[ ]**~~ Students may use ~~the following~~ non-PCD Technology Resources, electronic equipment, and devices ~~on school property~~ during the school day only for educational or instructional purposes (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision or as provided in the student's individualized education program (IEP) ~~or Section 504 plan~~:

At all other times on Cooperative property, students may use non-PCD Technology Resources, electronic equipment, and devices at the discretion of the supervisor/sponsor/advisor/coach.

~~**[End of Option 2A]**~~

~~**[Option 2B]**~~

~~**[ ]**~~ ~~Students may use the following Technology Resources, electronic equipment and devices during instructional time for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision or as provided in the student's individualized education program (IEP) and may use these Technology Resources, electronic equipment, and devices during non-instructional time, provided such use is consistent with Board Policy 7540.03 - Student Technology Acceptable Use and Safety:~~

~~**[End of Option 2B]**~~

[after selecting Option 2A or 2B, delineate approved devices]

A. ( ) cameras (photographic and/or video),

B. ( ) laptops,

C. ( ) tablets (e.g., iPad-like devices),

D. ( ) smartphones,

E. ( ) e-readers (e.g., Kindle-like devices),

F. PDAs,

G. ( ) lasers,

H. ( ) laser pens or pointers,

I. ( ) radios,

J. ( ) boom-boxes,

K. ( ) headphones,

L. ( ) portable CD/MP3 players,

M. ( ) portable TVs,

N. ( ) gaming devices,

O. ( ) telephone paging devices (e.g., beepers and pagers),

P. ( ) Global Positioning System (GPS),

Q. ( ) _____,

R. ( ) _____.

[END OF OPTION 2]

[DRAFTING NOTE: CHOOSE THIS OPTION TO GENERALLY PERMIT STUDENTS TO USE TECHNOLOGY RESOURCES, ELECTRONIC EQUIPMENT, AND DEVICES ON COOPERATIVE VEHICLES.]

~~[ ]~~ Students may use ~~the following~~ non-PCD Technology Resources, electronic equipment, and devices (x) while ~~riding~~ traveling to and from school on a Cooperative bus or other Cooperative vehicle (x) or on a Cooperative bus or other Cooperative vehicle during ~~school-sposnored~~ school-sponsored activities ~~**[END OF OPTIONS]**~~ at the discretion of the bus driver (x) or classroom teacher (x) or sponsor/advisor coach ~~**[END OF OPTIONS]**~~ . ~~or as provided in the student's IEP or Section 504 plan: **[delineate approved devices]**~~

A. ~~( ) cameras (photographic and/or video),~~

B. ~~( ) laptops,~~

C. ~~( ) tablets (e.g., iPad-like devices),~~

D. ~~( ) smartphones,~~

E. ~~( ) e-readers (e.g., Kindle-like devices),~~

F. ~~( ) PDAs~~

G. ~~( ) lasers,~~

H. ~~( ) laser pens or pointers,~~

I. ~~( ) radios,~~

J. ~~( ) "Boom-boxes,"~~

K. ~~( ) headphones,~~

L. ~~( ) portable CD/MP3 players,~~

M. ~~( ) portable TV's,~~

N. ~~( ) gaming devices,~~

O. ~~( ) telephone paging devices (e.g., beepers or pagers),~~

P. ~~( ) Global Positioning System (GPS).~~

Q. ~~( ) _____~~

R. ~~( ) _____~~

S. ~~( ) _____~~

T. ( ) _____

Unless directed by a teacher , a student may possess or use the following non-PCD Technology Resources, electronic equipment, and devices on Cooperative property, on a Cooperative bus, or on other Cooperative vehicles: lasers, boom-boxes, audio devices with volume , and [add any others] _____ .

Students may use non-PCD Technology Resources, electronic equipment, and devices on Cooperative property, on a Cooperative bus, or other Cooperative vehicles:

A. if necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care provider ;

B. if the use is included in the student's IEP;

C. if authorized by the Director or the Director's designee at the appropriate time during an emergency, as determined by the Director or the Director's designee; or

D. if necessary for language translation for English language learners.

Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the device while on a Cooperative bus or other Cooperative vehicle.

[END OF OPTION]

[ ] However, the use of any communication functionally that is a part of or attached to the above-approved Technology Resources, electronic equipment, or devices is expressly prohibited. This includes but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the Cooperative's computer network. **[end of options]**

Students are prohibited from using Technology Resources, electronic equipment, or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, students are prohibited from using Technology Resources, electronic equipment, and devices with image or video capture functionality in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Director and building principals administrators are authorized to determine other specific locations and situations where use of such devices is absolutely prohibited. If a student needs to use a device to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist,

except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present.

Except as authorized by a teacher or administrator, provided in a student's IEP or Section 504 plan, or authorized under Policy 5136, students are prohibited from using Technology Resources, electronic equipment, and devices to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Cooperative property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use Technology Resources, electronic equipment, or devices to violate the privacy rights of another person ~~( ) shall~~ **(x)** may **[end of options]** have their device confiscated and held until **(x)** the end of the school day ~~( ) a parent/guardian picks it up, ( ) and may be directed to delete the audio and/or picture/video file while the parent/guardian is present~~ **~~[end of options]~~** . If the violation involves potentially illegal activity, the confiscated device may be turned over to law enforcement.

Students shall not use Technology Resources, electronic equipment, or devices in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/gender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using Technology Resources, electronic equipment, or devices to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using Technology Resources, electronic equipment, or devices to receive such information.

Possession of Technology Resources, electronic equipment, or devices by a student ~~in school, before and after school hours, on Cooperative property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions~~ is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of Technology Resources, electronic equipment, or devices. The building ~~principal~~ administrator also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and ~~**( )** kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or **[end of option]**~~ held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. ~~School~~ Cooperative officials will not search or otherwise tamper with Technology Resources, electronic equipment, or devices in Cooperative custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring Technology Resources, electronic equipment, or devices to school for a designated length of time or on a permanent basis.

A person who discovers a student using Technology Resources, electronic equipment, or devices in violation of this policy is required to report the violation to the building ~~principal~~ administrator, facility administrator, or Director.

Students are personally and solely responsible for the care and security of their Technology Resources, electronic equipment, and devices. The Cooperative, Board administrators, and agents ~~assumes~~ assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of Technology Resources, electronic equipment, and devices brought onto Cooperative property.

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VOLUME 38, NO. 2 - APRIL 2026

po5310

Technical Correction - Volume 38, No. 2 - April 2026 - HEALTH SERVICES

Technical Correction - Volume 38, No. 2 - April 2026

5310 - **HEALTH SERVICES**

If the ~~School~~ Cooperative chooses to provide ~~nonemergency~~ non-emergency physical exams or screenings, the Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if examination or screening is; (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a ~~nonemergency~~ non-emergency, invasive physical examination or screening upon written notification to the Board within _ ten _____ (__ 10 ___) days after receipt of the Board's annual public notice.

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VOLUME 38, NO. 2 - APRIL 2026

po5462

Revised Policy - Volume 38, No. 2 - April 2026 - RETAKING A CLASS

Revised Policy - Volume 38, No. 2 - April 2026
5462 - **RETAKING A CLASS**
The Board of Managers acknowledges that at times it may be necessary for a student to retake a class or a student may desire to retake a class. The Board authorizes the Director to devise a system for considering a student request to retake a class.
A class may be retaken only if one or more of the following conditions exist:

A. ( ) The student received a grade of F in the class.
B. ( ) The student received a grade of C- or below and wishes to better master the content.
C. ( ) The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors Diploma.
D. ( ) The student has not passed at least one of the end of course exams required for graduation and seeks to become eligible for waiver consideration.

A student seeking to retake a class will make an application with the guidance department. The student shall state the reason for the requested retake on the application. The guidance department will review the application. The principal shall have the authority to grant final approval for a student to retake a class.
The following conditions apply to retaking a class:

A. ( ) A student who is allowed to retake the second semester of a two-semester class may also retake the first semester on an audit basis (no credit), with permission of the department chairperson.
B. ( ) A student may retake one (1) class (one (1) semester only) to improve a grade during his/her high school career and it must be within one year after receiving the semester grade of the class being retaken (may not be done after graduation).
C. ( ) No online classes will be accepted in replacement of high school courses used for an Academic Honors Diploma without administrative approval.
D. ( ) When retaking a class for no credit, the word "audit" will be placed on the student's transcript next to the original grade Cooperative shall record that the class is being audited, and this class will not be figured into the student's grade point average (GPA).
E. ( ) The grade earned (either higher or lower) when the class is retaken will be placed on the transcript and replace the original grade in the calculation of the GPA.
F. ( ) The grade earned in the retake class will be averaged with the grade originally earned and included in the calculation of the student's GPA.

G. ( ) The grade that is earned in the retake class will be used in the calculation of the GPA, but the new GPA shall render the student ineligible for such awards as ( ) valedictorian, ( ) salutatorian, ( ) top ten award, ( ) _____ ( ) **[others]** _____.

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po5540

Replacement Policy - Volume 38, No. 2 - April 2026 - THE SCHOOLS AND GOVERNMENTAL AGENCIES

Replacement Policy - Volume 38, No. 2 - April 2026

5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

~~The Board of Managers is committed to protect students from individuals not associated with the Cooperative seeking access to students at school, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Child Services (DCS).~~

~~When an agency such as DCS requests permission to interrogate a student at school, the principal or designee shall~~ ~~( )~~ ~~attempt to inform the student's parents, unless directed not to do so by the representative of the agency.~~ ~~(OR)~~ ~~( )~~ ~~request that the agency inform a parent unless the parent is the target of the investigation.~~ ~~[END OF OPTION]~~

~~When DCS states a legitimate purpose, such as exigent circumstances as defined by State law, for questioning or examining a student while the student is entrusted to the Cooperative, the principal or designee shall be present throughout the proceedings, unless ordered not to be present by a representative of the agency (DCS) or a court of law. The Principal shall not interfere with the interview or examination if present during the interview or examination.~~

~~If the DCS makes a request to interview a student at school alone, this request will be granted~~ ~~only~~ ~~under the following circumstances:~~

A. ~~the DCS employee presents their official credentials as a department caseworker, or other proof of employment with the department, upon arrival at the school; and~~

B. ~~the DCS employee has a written statement that the DCS has parental consent or a court order or exigent circumstances consistent with State law~~ ~~( )~~ ~~and AG 5540A - Relationship With Governmental Agencies~~ ~~[END OF OPTION]~~ ~~to interview a student at school. This statement shall not disclose any of the facts of the allegations or evidence and therefore may be transmitted to the Cooperative electronically.~~

~~If an electronic statement is submitted regarding the need for a DCS employee to interview a student at school, this statement shall not be maintained in the student's file and the Cooperative shall protect the student and the student's family's confidentiality regarding the written statement and the interview.~~

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

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

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

~~**[ ]** If a student is interrogated by a law enforcement officer on Cooperative property and regarding an investigation in which the student may be a suspect,~~

~~**[OPTION 2]**~~

~~**[ ]** If a student is interrogated by a law enforcement officer on Cooperative property,~~

~~**[END OF OPTIONS]**~~

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

~~When an agency or law enforcement official removes a student from school, the principal or designee shall notify the student's parent and the Director before the time the student would normally arrive home on that day.~~

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

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

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

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its

responsibility to comply with the law and its need for assistance from law enforcement in certain circumstances.

[x **]** The Cooperative **(** x **)** employs **(** x **)** contracts with **(** x **)** or utilizes with respect to a Memorandum of Understanding with the local law enforcement agency ~~[END OF OPTIONS]~~ **( )** one (1) or more School Resource Officers (SROs) **(** x **)** one (1) or more police officers ~~: [END OF OPTIONS]~~

[DRAFTING NOTE: "Federal Agents" may include Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), Customs and Border Protection (CBP), Federal Bureau of Investigation (FBI), etc.]

When law enforcement agents **[** x **]**, including Federal Agents associated with the United States federal government, ~~[END OF **OPTION**] -~~ request permission to interview a student at school or on Cooperative premises, the Director or building administrator shall be contacted prior to any further action by law enforcement or federal agents. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose; whether the officer has stated that there is an emergency involving imminent threat to the school, its staff, or students; whether the officer is in possession of a valid judicial warrant; and whether the law enforcement agent and/or federal agents show proof of identity (badge). A judicial warrant shall be deemed valid if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant.

If a law enforcement agent interrogates a student on Cooperative property, no Cooperative representative shall be present during the interview. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.

If a student is interrogated by a law enforcement agent on Cooperative property, the building administrator must make an effort to immediately notify the student's parent of the interrogation. If immediate notification is not possible, the building administrator must notify the student's parent not later than ~~twelve (12) hours~~ **(** ~~(~~ **)** x **)** twenty-four (24) hours ~~[END OF OPTIONS]~~ after the interrogation occurs.

When an agency or law enforcement agent removes a student from school, the building administrator shall notify the student's parent and the Director before the time the student would normally arrive home on that day.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of the Cooperative due to suspicion of a violation of policy that also may be criminal. Second, law enforcement investigations may occur without the initiation of the Cooperative and may or may not involve activity on school grounds.

A. By law enforcement agents, on request of Cooperative authorities

1. An administrator may exercise discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the administrator's school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency, and the administrator shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, the building administrator shall consider the mandatory reporting requirements of I.C. 31-33-5, in the case of suspected child abuse or neglect, I.C. 20-33-8-16(g), with respect to a student who brings a firearm or destructive device to school or on Cooperative property or is in possession of a firearm or destructive device on Cooperative property, and I.C. 20-33-9, with respect to a threat made to, the intimidation of, battery of, or harassment of a school employee. However, any time a law enforcement agent interrogates a student on Cooperative property, no Cooperative representative shall be present during the interview, including the administrator primarily responsible for the investigation. Rather, any such interrogation shall be considered a law enforcement issue handled by the law enforcement agency.

2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The student may request representation, such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s), and the student will be placed in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. A decision whether to take a student into custody is the decision of the law enforcement agent.

3. If the investigation focuses on a particular student as a prime suspect of a crime, the administrator and the law enforcement agent shall abide by the guidelines with respect to any interrogation, search, and arrest. Once law enforcement is involved in an investigation of possible criminal activity on Cooperative grounds, assuring that the student’s constitutionally protected rights are respected during the investigation process is the law enforcement agent’s responsibility.

4. Cooperative officials shall assist and cooperate in investigations as requested by law enforcement and consistent with Cooperative responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement agents without the request of Cooperative authorities

1. Law enforcement agents **[** x **]**, including the U.S. Immigration and Customs Enforcement (ICE), ~~[END OF OPTION]~~ will be asked to make every effort to interview students outside of school hours and outside of the school setting in those cases where assistance has not been requested by Cooperative authorities. This procedure will not apply to circumstances where a serious crime may be involved, where imminent threats to persons or property may be involved, or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.

2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement agent shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require law enforcement to investigate within the school and obtain the administrator's approval to interview a student during school hours. The law enforcement agent shall not commence an investigation until such approval is obtained. The law enforcement personnel may appeal to the Cooperative Administrator if it is deemed that approval was unreasonably withheld. Provided, however, that prior approval by the administrator is not required if the law enforcement agent has a valid judicial warrant.

[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING OPTIONS. PLEASE NOTE THAT WHILE THERE IS A DISTINCTION BETWEEN A JUDICIAL WARRANT AND AN ADMINISTRATIVE WARRANT, IT IS NEOLA'S UNDERSTANDING, BASED ON ADVICE FROM ITS INDIANA LEGAL COUNSEL, THAT COMPLIANCE IS MANDATED ONLY FOR A JUDICIAL WARRANT. A WARRANT IS NOT THE SAME AS A SUBPOENA, AND AN ENFORCEABLE WARRANT MUST BE ISSUED BY A COURT OF LAW. HOWEVER, THE STATE ATTORNEY GENERAL HAS TAKEN THE OPPOSITE POSITION AND ISSUED AN OPINION IN WHICH HE STATED THAT COMPLIANCE ALSO IS REQUIRED FOR ADMINISTRATIVE WARRANTS ISSUED BY AN ADMINISTRATIVE AGENCY, SUCH AS ICE. NEOLA RECOMMENDS YOU SEEK THE ADVICE OF YOUR LOCAL COUNSEL IN DECIDING WHICH OPTION TO CHOOSE BELOW.]

(x) Except in the case of an emergency or where the law enforcement agency has a judicial warrant, all law enforcement agents must follow the procedures for school visitors as established by the Director pursuant to Policy 9150 – School Visitors **(** ~~and any administrative guidelines~~ ~~[END OF OPTION -)]~~ :

~~( )~~ ~~Except in the case of an emergency or where the law enforcement agency~~

~~has a warrant, all law enforcement agents must follow the procedures for school visitors as established by the Director pursuant to Policy 9150 – School Visitors and any administrative guidelines [END OF OPTION] : ( )~~

~~[END OF OPTIONS]~~

The administrator shall make every effort to maintain the privacy of the student.

3. (x) Accordingly, the administrator shall do the following:

    a. (x) require the law enforcement agent to sign in upon arrival at the school and complete a form stating the reasons why questioning may not wait until after school hours. If the agent indicates it is a confidential investigation, Cooperative officials shall allow access;

    b. (x) request that law enforcement arrive at school inconspicuously (e.g., dressed in plain clothes and driving an undercover vehicle);

    c. (x) request that every attempt be made to schedule questioning during a time the student is not in class;

    d. (x) request that the student be pulled out of class by a school administrator, rather than a law enforcement officer, if necessary;

    e. (x) notify the law enforcement officer that the Cooperative official will be attempting to contact the student's parent prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.

4. If law enforcement agent is in possession of a valid judicial warrant, Cooperative officials shall in no way interfere with the officer's execution of the warrant. A judicial warrant shall be considered "valid" if executed by a judge or magistrate of a State or Federal Court and describes the school premises that are or the individual who is the subject of the judicial warrant. Cooperative officials shall not attempt to evaluate the sufficiency of probable cause upon which the judicial warrant is based. However, enforcement should be limited to the specific and narrow confines of the warrant. Any attempts to extend the execution of the warrant past the administrator's understanding of its limits should be noted in writing contemporaneous to the act itself.

In the event a law enforcement agent seeks to execute a judicial warrant on school grounds, the agent is to be directed to building administration. The administration shall attempt to assist in executing the judicial warrant by

directing the student to report to the office. The school administration shall then: 1) contact the student's parent if the student is a minor; and 2) contact the Cooperative Administrator. This process shall be followed unless the law enforcement agent states that the agent has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the judicial warrant.

Release of Records

Attempts to notify the parents regarding investigations by law enforcement shall be documented.

No Cooperative official may release personally identifiable student information in education records to law enforcement without the prior written permission of the parent, a lawfully-issued subpoena, a court order, or in the event of a health or safety emergency. (See Board Policy 8330 - Student Records.)

Removal of Student

No student shall be released to a law enforcement agency without written parental permission or a judicial warrant, except in the event of an emergency or for the protection of life or property as determined by the __ Principal _____.

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

~~The Director shall prepare guidelines to promote understanding and cooperation between staff members [ ] ; students and law enforcement agencies. [END OF OPTION]~~

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I.C. 31-9-2-44.1
I.C. 31-30.5-1
Ind. R. Evid. 617

VOLUME 38, NO. 2 - APRIL 2026

po5600

Revised Policy - Volume 38, No. 2 - April 2026 - STUDENT DISCIPLINE

Revised Policy - Volume 38, No. 2 - April 2026

5600 - **STUDENT DISCIPLINE**

The Board of Managers acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that **(x)** the best discipline is self-imposed. **(x)** students should learn to assume responsibility for their own behavior and the consequences of their actions. ~~**[END OF OPTION]**~~

The Board requires each student of this Cooperative to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. **(x)** conform to reasonable standards of socially acceptable behavior;

B. **(x)** respect the person and property of others;

C. **(x)** preserve the degree of order necessary to the educational program in which they are engaged;

D. **(x)** respect the rights of others;

E. **(x)** obey constituted authority and respond to those who hold that authority.

The Director will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

A. **(x)** are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

B. **(x)** do not discriminate among students;

C. **(x)** do not demean students;

D. **(x)** do not violate any individual rights constitutionally guaranteed to students.

The Director will designate sanctions for the infractions of rules, excluding corporal punishment, which:

A. (x) relate in kind and degree to the infraction;

B. (x) help the student learn to take responsibility for their actions;

C. (x) are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Director shall publish to all students and their parents the rules of this Cooperative regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct. **(x)** ~~Parents,~~ Parents and students who are eighteen (18) years or ~~older,~~ older will be provided a form which is to be signed and returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

Discipline on Cooperative vehicles is the responsibility of the driver on regular bus runs. However, when Cooperative vehicles are used for field trips and other Cooperative activities, the teacher, coach, or advisor is responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Director may suspend the transportation privileges of the student, provided such suspension conforms with due process and does not result in a deprivation of a free appropriate public education.

~~**[ ]** The Director will appoint a committee of **( )** staff members, **( )** students, **( )** parents, **( )** and community representatives **[END OF OPTION]** to review rules of student conduct annually and to advise on alterations and modifications.~~

~~**[ ]** The Director will request that the State Department of Education provide information and assistance to the Cooperative regarding the implementation of the Code of Conduct to ensure that teachers and administrators receive appropriate professional development and other resources in preparation for carrying out the plan.~~

~~**[ ]** The Director will report to the Board **( )** annually **( )** periodically **[END OF OPTION]** the methods of discipline used and the incidents of those types of student misconduct designated by the Board.~~

[x] The _ Principal _____ shall have the authority to assign discipline to students, subject to Cooperative administrative guidelines and the student's due process rights to

notice, hearing, and appeal.

[x] Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students:

A. (x) in all situations and in all places where such students are within the jurisdiction of this Board;

B. (x) in accordance with the student's behavioral intervention plan, if any;

C. (x) when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

[x] No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

Discipline of students who are eligible for special education and related services under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 must be done in accordance with 511 I.A.C. 7-32-1 *et seq.* and the applicable Federal regulations.

No student shall be suspended or expelled solely because the student is chronically absent or a habitual truant, as defined in Policy 5200 - Attendance.

20 U.S.C. 1415
29 U.S.C. 794
34 C.F.R. 104.36
34 C.F.R. 300.530-300.537
~~I.C. 20-26-5-32~~
I.C. 20-33-8-1 et seq.
511 I.A.C. 7-44-1 through 7-44-10

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Legal
20 U.S.C. 1415
29 U.S.C. 794
34 C.F.R. 104.36
34 C.F.R. 300.530-300.537
I.C. 20-33-8-1 et seq.
511 I.A.C. 7-44-1 through 7-44-10

VOLUME 38, NO. 2 - APRIL 2026

po5840

Rescind Policy - Volume 38, No. 2 - April 2026 - CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY

Rescind Policy - Volume 38, No. 2 - April 2026

~~5840 - **CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY**~~

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

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

~~**Definitions**~~

A. ~~"Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:~~

    1. ~~either:~~

        a. ~~promotes, sponsors, or assists in,~~

        b. ~~participates in, or~~

        c. ~~has as one of its goals; or~~

    2. ~~requires as a condition of membership or continued membership~~

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

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

1. actively participate in a criminal organization;

2. knowingly or intentionally commit an offense:

   a. with the intent to benefit, promote, or further the interests of a criminal organization; or

   b. for the purpose of increasing the person's own standing or position within a criminal organization;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;

4. knowingly or intentionally threaten another person because the other person:

   a. refuses to join a criminal organization;

   b. has withdrawn from a criminal organization; or

   c. wishes to withdraw from a criminal organization;

when engaged in by a student who attends a Cooperative school.

Procedures for Reporting and Investigating Suspected Criminal Organization Activity

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

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

~~Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than _____ (_____) instructional day(s)~~ **[NOTE: The model policy suggests one (1) school day. Neola recommends two (2) school days]** ~~of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Cooperative staff, or students. The investigation shall be completed and written findings prepared b the principal or designee as soon as possible but no later than _____ (_____) instructional days~~ **[NOTE: IDOE recommends five (5) school days]** ~~from the date of the report of the alleged incident.~~

~~The principal or designee shall submit the report to the Director within _____ (_____) instructional days~~ **[NOTE: IDOE recommends ten (10) school days]** ~~of completing the investigation. The Director shall report the results of each investigation to the Board on a~~ **( )** ~~regular~~ **( )** ~~quarterly~~ **( )** _____ **[NOTE: IDOE recommends quarterly]** ~~basis during its scheduled Board meetings.~~

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

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

students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

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

[THE FOLLOWING PROVISION IS OPTIONAL AND MAY BE ADOPTED BY THE BOARD IN ITS DISCRETION. State law does currently not require cooperatives to file the annual report referenced below; however, the Cooperative may choose to submit a written report to the State as this report is required for school corporations and the intent of the law was that it apply to all schools.]

[OPTIONAL]

[ ] - Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Director before _____ each year. **[NOTE: We suggest the Cooperative require this information be submitted by May 15 to give the Director adequate time to prepare his/her report.]**

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

[END OF OPTION]

Establishment of Education Programs

In its efforts to address criminal organization activity, the Board establishes the following educational programs:

A. An evidence-based educational criminal organization awareness program for Cooperative employees, students attending Cooperative schools and their parents; and

B. A Cooperative employee development program to provide training to Cooperative employees in the implementation of this policy.

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

The Director shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families, including: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

A. [ ] criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity;

B. [ ] culturally and/or linguistically appropriate services/supports for parents and families;

C. [ ] counseling coupled with mentoring for students and their families;

D. [ ] referral to community organizations and civic groups that offer related programs or counseling;

E. [ ] viable, sustainable after-school programs developed in collaboration with other stakeholders;

F. [ ] job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement;

G. [ ] related extra-curricular activities;

H. [ ] _____.

Recommendations Concerning Criminal Organization Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Director shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following: **[SELECT THE FOLLOWING OPTIONS TO BE IMPLEMENTED]**

A. [ ] Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in criminal organization activity.

B. [ ] Training for staff and teachers on criminal organization prevention and intervention resources.

C. [ ] Creation of formal collaboration plans between Cooperative administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.

D. [ ] Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.

E. [ ] Integration of available School Resource Officer Programs.

F. [ ] Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

G. [ ] _____.

Publication of the Policy

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

[THE FOLLOWING PROVISION IS OPTIONAL AND MAY BE ADOPTED BY THE BOARD IN ITS DISCRETION. HOWEVER, IF THE BOARD ESTABLISHES A CRIMINAL ORGANIZATION INTERVENTION PROGRAM, IT MUST ESTABLISH AN ADVISORY COMMITTEE.]

[OPTIONAL]

[ ] - Criminal Organization Intervention Program

In order to foster the continuing coordination of criminal organization prevention, intervention and suppression efforts, the Board establishes a program to provide criminal organization intervention services to students.

An advisory committee shall be established that includes the following members:

A. parents

B. ~~Cooperative employees~~

C. ~~local law enforcement officials~~

D. ~~the county prosecuting attorney~~

E. ~~the county public defender~~

F. ~~a juvenile court judge~~

G. ~~a school behavioral health or community mental health professional~~

H. ~~representatives of organizations that have expertise in criminal organization education, prevention, or intervention~~

I. ~~_____~~

~~The Director is directed to appoint members of the advisory committee.~~

~~The advisory committee will collaborate to recommend an appropriate program for students, subject to Board approval.~~

~~**[END OF OPTION]**~~

~~See also AG 5840A and AG 5840B.~~

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I.C. 20-18-2-2.8
I.C. 20-19-3-12
I.C. 20-26-18-1 et seq.
I.C. 20-33-9-10.5
I.C. 20-33-9-14
I.C. 35-31.5-2-27.4
I.C. 35-31.5-2-74
I.C. 35-31.5-2-264.5
I.C. 35-45-9-1
I.C. 35-45-9-3
I.C. 35-45-9-4
I.C. 35-45-9-5

VOLUME 38, NO. 2 - APRIL 2026

po6109

New Policy - Volume 38, No. 2 - April 2026 - ACCEPTANCE OF PAYMENT BY CREDIT CARD

6109 - **ACCEPTANCE OF PAYMENT BY CREDIT CARD**

The Board of Managers authorizes the acceptance of credit cards for the payment of invoices. ~~( ) that do not exceed _____ [INSERT AMOUNT]~~ in total value. ~~[DRAFTING NOTE: The Board may wish to limit the amount that may be paid by credit card.]~~ The Board authorizes the **(x)** Treasurer ~~( ) Business Manager ( ) CFO/COO ( ) _____ [END OF OPTIONS]~~ to manage credit card transactions pursuant to applicable State and Federal laws and regulations and the regulations of the payment card industry ("PCI").

For purposes of this policy, the term credit card includes branded debit cards (having credit card logo and not requiring PIN input) unless otherwise indicated. **(xx)** Visa, **(x)** MasterCard, **(x)** Discover, **(x)** American Express (end of options) cards will be accepted for payments. **[DRAFTING ~~NOTE: The Board may elect to accept some or all of these credit card brands. The Cooperative employee managing credit card transactions should inquire about any service and processing fees before selecting a particular card.]~~**

All fees and charges associated with credit card payments are the responsibility of the payer. Fees will be added to the total cost of the invoice amount.

COMPLIANCE WITH PCI DSS

Credit card data is high-risk confidential information that is protected by State and Federal law, and the Board has a legal obligation to protect it. Credit card associations require all merchants to follow protocols entitled Payment Card Industry Data Security Standards (“PCI DSS”). The PCI DSS includes a comprehensive set of international security requirements to help protect cardholder data and prevent fraud and identity theft. Credit card companies require that all merchants comply with PCI DSS before accepting credit cards and also must certify their compliance annually.

All acquirers and card issuers must comply and also must ensure the compliance of their merchants and service providers who store, process, or transmit customer data.

In order to ensure compliance, the Board is required to:

A. Build and maintain a secure network, which includes installation and maintenance of firewall configurations to protect cardholder data.

B. Not use vendor-supplied defaults for system passwords and other security parameters.

C. Protect cardholder data.

    1. The card verification code or value (three (3) digit or four (4) digit code printed on the front or back of the credit card) is not to be stored under any circumstances.

    2. The personal identification number ("PIN") or the encrypted PIN block is not to be stored under any circumstances.

    3. All primary account numbers ("PANs") should be masked. Viewing will be limited to employees and other parties with a legitimate need to know.

D. Encrypt transmission of cardholder data across open, public networks.

E. Maintain a vulnerability management program, which includes protection against malware and the use of antivirus software that is routinely updated.

F. Develop and maintain secure systems and applications.

G. Implement strong access control measures.

H. Identify and authenticate access to system components.

I. Restrict physical access to cardholder data internally and externally. All paper and electronic records must be stored in secure locations.

J. Track and monitor all access to network resources and cardholder data.

K. Regularly test security systems and processes.

L. Maintain an Information Security Policy – maintain a policy that addresses information security. The policy outlines the Board's incident response plan.

The Cooperative employee managing credit card transactions shall perform periodic audits and advise the Board of the results of such audits and evaluations and of any related action necessary to maintain compliance.

The Cooperative employee managing credit card transactions also shall be responsible for filing annual compliance certificates as required.

Breach of Data

Upon discovering that any Board/Cooperative system has been subject to a breach which compromises personal information, including an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any one (1) or more of the following data elements, when the data elements are not encrypted, redacted, or altered by any method or technology in such a manner that the data elements are unreadable:

A. Social security number;

B. Driver's license number or State identification card number;

C. Account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.

All employees are required to immediately notify the Cooperative employee managing credit card transactions upon discovering that any system containing personal information has been breached. Failure to do so may result in discipline, up to and including termination.

Following the discovery or notification that a system containing personal information has been compromised, the Cooperative employee managing credit card transactions or designee shall promptly send written or electronic notice to any resident of Indiana whose personal information was or may have been exposed if the access and acquisition by an unauthorized individual or entity causes or reasonably is believed will cause a material risk of identity theft or other fraud to the resident. Notice must be sent no later than forty-five (45) days after discovering the breach, unless such notice interferes with law enforcement activities. The notice will inform the individual of the data that may have been accessed and acquired as well as what steps have been taken to restore the system’s integrity.

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Legal
I.C. 24-4.9-3
I.C. 36-1-8-11

VOLUME 38, NO. 2 - APRIL 2026

po6152

Revised Policy - Volume 38, No. 2 - April 2026 - STUDENT FEES AND CHARGES

Revised Policy - Volume 38, No. 2 - April 2026

6152 - **STUDENT FEES AND CHARGES**

The Board of Managers may assess and collect a reasonable fee for lost or significantly damaged curricular materials. The Director shall develop administrative guidelines for the selection, care, custody, maintenance, and return of all curricular materials and supplementary materials and equipment and provide for the assessment of fees for lost or significantly damaged curricular materials.

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

Additionally, the Board may assess and collect a reasonable fee for supplies and materials that are not curricular materials and that supplement the instruction in a particular course.

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

Fees assessed for lost or significantly damaged curricular materials or equipment shall be collected in accordance with the Director's administrative guidelines (AG 2510B - Collection of Fees for Lost or Significantly Damaged Curricular Materials).

If the above course of action does not result in the fee being collected, the Board authorizes the **( )** Cooperative's local counsel **( )** collection agency **( ) [OTHER]** _____ **[fill in the blank by naming a Cooperative employee by position]** to take the student and/or the parents to Small Claims Court for collection if the claim does not exceed $1,500 (if a Cooperative employee) or the jurisdictional limit of the county small claims court (if the Cooperative's local counsel or a collection agency). If the claim exceeds the jurisdictional limit of the county small claims court, the Board authorizes the Cooperative's local counsel **[ ]** or another attorney **[END OF OPTION]** to pursue a collection action in the appropriate court against the student and/or the parents.

~~Fees collected for lost or significantly damaged curricular materials shall be deposited in a separate curricular materials account (I.C. 20-40-22-9) for the school in which the student was enrolled at the time the fee was imposed.~~

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State law.

Fees for lost or significantly damaged curricular materials may be charged to or collected from a student whose parent meets the eligibility standard for financial assistance, an emancipated minor who meets the eligibility standard for financial assistance, or a homeless student within the meaning of the McKinney-Vento Act. In such cases, the fees shall be paid by the Board, and the Board may apply for reimbursement from the Indiana Department of Education for the costs incurred or seek appropriate Federal funds, such as McKinney-Vento grant funds.

Any dispute regarding a charge or fee that is imposed shall not delay the enrollment of a homeless student or serve as a barrier to enrollment by delaying the transfer of student records to another school or school corporation, if applicable.

The Cooperative shall give notice in nontechnical language and in a manner that reasonably can be expected to reach the parents of students, adult students, and emancipated minors before the collection of any fees that are not for curricular materials. This notice shall inform the parents, adult students, and emancipated minors of the following:

A. the availability of assistance under I.C. 20-33-5;

B. the eligibility standards under I.C. 20-33-5;

C. the procedure for obtaining assistance, including the right and method of appeal;

D. the availability of application forms at a designated school office;

E. that they may be required to pay a reasonable fee for lost or significantly damaged textbooks and curricular materials;

F. the procedure for obtaining assistance; and

G. the right to appeal an assessment of a fee for lost or significantly damaged curricular materials, including the procedure required.

This notice shall be included when the statement of fees is mailed to the parents, adult student, or emancipated minor.

[Drafting Note: This section should mirror the options chosen in Policy 2510 - Adoption of Curricular Materials.]

[ ] If the Board determines that a hardship exists due to the inability of a student's family or an adult student or emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family or the adult student or emancipated minor and the demands on the family or the adult student or emancipated minor, the Board **( )** may **( )** shall **[end of options]** waive the fee.

[END OF OPTION]

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

[ ] The Cooperative may write-off any outstanding unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of $ _____ **[Recommended amount ~~is $5.00~~ up to a total of $200]** or less, if not paid by _____ **[e.g., June 30 or the last instructional day]** of the school year following the school year or activity season in which the debt was incurred.

Unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, ~~in excess~~ of $_____ **[Recommended ~~amount is $5.00~~ range is $200 to $500]** or less may, at the discretion of the school treasurer or designee, be written off _____ (___) years **[three (3) years is recommended]** after the end of the school year or activity season in which the debt was incurred. ~~Fees in excess of $_____ **[Recommended amount is $5.00]** may be written off at any time, if the Principal or designee determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.~~

Fees of $_____ **[Recommended amount is $500]** or less may be written off at any time, if the building administrator or designee determines the student's parents or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

[END OF OPTION]

I.C. 20-18-2-2.7 I.C. 20-26-5-4(a)(12)(B) I.C. 20-26-12-1(~~B~~ b) I.C. 20-33-5-3 I.C. 20-33-5-5 I.C. 20-33-5-11 I.C. 20-41-2-5(b) Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I) Indiana State Board of Accounts, Public Schools Audit Manual Indiana State Board of Accounts, School Administrator McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq. Education for Homeless Children and Youths Program Non-Regulatory Guidance, p 25 (US DOE July 2016)

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I.C. 20-18-2-2.7
I.C. 20-26-12-1(b)
I.C. 20-26-5-4(a)(12)(B)
I.C. 20-33-5-3
I.C. 20-33-5-5
I.C. 20-33-5-11
I.C. 20-41-2-5(b)
Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I)
Indiana State Board of Accounts, Public Schools Audit Manual
Indiana State Board of Accounts, School Administrator
McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq.
Education for Homeless Children and Youths Program Non-Regulatory Guidance, p 25 (US DOE July 2016)

VOLUME 38, NO. 2 - APRIL 2026

po6325

Revised Policy - Volume 38, No. 2 - April 2026 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Revised Policy - Volume 38, No. 2 - April 2026

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid from Federal funds or Cooperative matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, and Board of Managers policies and administrative procedures.

The Director shall have and use a procurement and contract administration system in accordance with the U.S. Department of Education's requirements (2 C.F.R. 200.317-200.327), including consideration of small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The Cooperative shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the Cooperative's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, or decorating of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

All Cooperative employees, officers, agents, and Board members who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, agents, and Board members engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 – Conflict of Interest.

The Cooperative shall avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, ananalysis should be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the Cooperative may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award shall be conducted in a manner that provides full and open competition and is in accordance with 2 C.F.R. 200.319 and 200.320, good administrative practice and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the Cooperative shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms in order for them to qualify to do business;

B. unnecessary experience and excessive bonding requirements;

C. noncompetitive pricing practices between firms or between affiliated companies;

D. noncompetitive contracts to consultants that are on retainer contracts;

E. organizational conflicts of interest;

F. specification of only a "brand name" product instead of allowing for an *"or equal"* product to be offered and describing the performance or other relevant requirements of the procurement; and

G. any arbitrary action in the procurement process.

To the extent that the Cooperative uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources to ensure maximum open and free competition. The Cooperative allows individuals to apply for consideration to be placed on the list ___ following a request for proposals (RFP) _____ - ~~**[insert frequency. see Drafting Note]**~~.

~~**[Drafting Note: The Cooperative shall allow individuals not on the pre-qualified list to apply for placement on the list periodically. The Cooperative may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]**~~

The Cooperative shall ensure all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the

Cooperative must consider objective factors that evaluate price and cost to maximize competition. The Cooperative shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the Cooperative, the Cooperative is not prohibited from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or provided services on a contract, and other worker protections. The Cooperative may also make inquiries of bidders about these subjects and assess the responses. Scoring mechanisms must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The Cooperative shall have written procedures for procurement transactions. These procedures must require all solicitation made pursuant to this policy:

A. adhere to the competition requirements and restrictions listed above;

B. incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

   When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated; and

C. identify any additional requirements that the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The Cooperative shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement thods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold or a lower threshold established by the State. The informal procurement methods include:

1. ~~[ ]~~ **Micro-purchases**

   property services, the aggregate dollar amount of which does not exceed $_____ ~~**[not to exceed $10,000**~~ **$15,000** ~~**]**~~. To the extent practicable, the Cooperative should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive price or rate quotations if the Purchasing Agent identified in Policy 6320 considers the price to be reasonable based on research, experience, purchase history, or other relevant information and maintains documents to support the Purchasing Agent's conclusion. The Cooperative shall maintain evidence of this reasonableness in the records of all purchases made by this method.

   ~~[ ] Unless otherwise defined by State or local law, the Cooperative is responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(1)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the Cooperative shall be authorized or not prohibited under State, local, or tribal laws or regulations. The Cooperative may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:~~

   a. a qualification as a low-risk auditee, in accordance with the criteria in 2 C.F.R. 200.520 for the most recent audit;

   b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

   c. for public institutions, a higher threshold is consistent with State law.

~~**[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]**~~

2. **Simplified Acquisitions**

Simplified Acquisitions include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of ~~$_____ [not to exceed $250,000~~ $350,000 ~~]~~. Simplified Acquisition procedures require price or rate quotations shall be obtained from ~~( ) _____(____)~~ **(x)** an adequate number of ~~[END OF OPTION]~~ qualified sources. ~~[Drafting Note: Unless the pass-through entity or State law defines the number of quotes required, the Cooperative may define in policy how many quotations are adequate. The number must be greater than one (1).]~~

The Cooperative is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the Cooperative must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public notice and must be competitive. The formal methods of procurement are:

1. (x) **Sealed Bids**

Sealed bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment amounts to more than ~~$_____ [the lesser of the established Simplified Acquisition threshold or $250,000~~ $350,000 ~~]~~ and when the Board determines to build, repair, enlarge, improve, or demolish any building or other property ~~a school building/facility~~ the cost of which will exceed the amount allowed by Indiana statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~( ) _____ (_____)~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond, and comply with the requirements of I.C. 5-22-7-2.

c. All bids shall be opened at the time and place prescribed in the invitation for bids; bids shall be opened publicly.

d. A firm fixed price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must be used to determine the low bid only when the Cooperative determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids, but must document and provide a justification for all bids it rejects.

2. **Proposals**

Procurement by proposals is a method in which either a fixed price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Indiana law stipulates a threshold for which sealed bids are required. (See Policy 6320.) ~~**[Drafting Note: Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/Cooperative may set a lower threshold for sealed bids and competitive proposals. Sealed bids are required when the Board seeks to build, repair, enlarge, improve, or demolish a school building/facility if the cost will exceed $50,000 (See Policy 6320).]**~~ If this method is used, the

following requirements apply:

a. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an ~~( )~~ _____ **(x)** adequate number of ~~**[END OF OPTIONS]**~~ sources.

c. The Cooperative must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the Cooperative considering price and other factors.

The Cooperative may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can be used only to procure A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. **(x) Noncompetitive Procurement**

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. the procurement transaction can only be fulfilled by a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation; or

d. the Cooperative requests in writing to use a non-competitive procurement method, and the Federal agency or pass-through entity provides written approval;

e. after soliciting several sources, competition is determined inadequate.

Domestic Preference for Procurement

The Cooperative should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The Cooperative must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The Cooperative should, to the greatest extent practicable and consistent with law, purchase acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water-efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The Cooperative shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition threshold identified above. The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price without looking at the individual cost elements. The Cooperative must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the Cooperative according to cost principle requirements.

Time-and-Materials Contracts

The Cooperative may use a time-and-materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Cooperative is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the Cooperative sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the Cooperative shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Doing Business with Other Persons

The Cooperative shall award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the Cooperative and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the Cooperative shall consider such factors as 1) contract integrity; 2)public policy compliance; 3) proper classification of employees; 4) record of past performance; and 5) financial and technical resources. If the Purchasing Agent determines a contractor is not responsible, that determination must be made in writing.

The Cooperative shall not subcontract with or award subgrants to any person or company who is excluded or disqualified. For contracts over $25,000, the Cooperative shall confirm that the person with whom the Cooperative intends to do business is not excluded or disqualified by checking the Federal government's System for Award Management Exclusions at www.sam.gove; by collecting a certification from that person; or adding a clause or condition to the covered transaction with that person.

Bid Protest

The Cooperative maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the Federal agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Director within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Director shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The Cooperative shall maintain records sufficient to detail the history of each procurement transaction. These records shall include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The Cooperative must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the Cooperative must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule if longer. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The Cooperative must collect, transmit, and store Federal award information in a machine-readable format. The Cooperative may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

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Legal
I.C. 5-22-2-21

I.C. 5-22-2-30
I.C. 5-22-3-3
I.C. 5-22-2-38
I.C. 5-22-6-1
I.C. 5-22-6-2
I.C. 5-22-7-1 et seq.
I.C. 5-22-8-2
I.C. 5-22-8-3
I.C. 5-22-10-1 et seq.
I.C. 5-22-16-1
I.C. 5-22-16-2
2 C.F.R. 180.300
2 C.F.R. 180.305
2 C.F.R. 200.317 - .327
2 C.F.R. 200.334
2 C.F.R. Appendix II to Part 200

VOLUME 38, NO. 2 - APRIL 2026

po7420

Revised Policy - Volume 38, No. 2 - April 2026 - HYGIENIC MANAGEMENT

Revised Policy - Volume 38, No. 2 - April 2026

7420 - **HYGIENIC MANAGEMENT**

The Board of Managers recognizes that the health and physical well-being of the students of this Cooperative depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. The Director shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Director shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, ~~vomitus~~ vomit, saliva, urine, or ~~feces~~ diarrhea , or other body fluids; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Director shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

The Director shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the __ Principal _____.

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Legal
I.C. 16-41-11-1 et seq.
I.C. 20-26-5-4
410 IAC 1-4

VOLUME 38, NO. 2 - APRIL 2026

po7541

Rescind Policy - Volume 38, No. 2 - April 2026 - ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

Rescind Policy - Volume 38, No. 2 - April 2026

~~7541 - **ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN**~~

~~The Board of Managers is committed to maintaining and protecting the Cooperative's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the Director shall develop, test and maintain an *Electronic Data Processing Disaster Recovery Plan* for use in the event a disaster should disable the Cooperative's electronic data processing equipment.~~

~~The Plan may include:~~

A. ~~( ) a reciprocal agreement with a neighboring school cooperative or data acquisition site, which outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs;~~

B. ~~( ) adequate equipment insurance;~~

C. ~~( ) a list of the applications that are used by the Cooperative;~~

D. ~~( ) procedures used to backup all programs and data on a daily, monthly, quarterly and year-end basis;~~

E. ~~( ) backup storage off-site;~~

F. ~~( ) maintenance agreements for hardware and software (including, but not limited to the operating system);~~

G. ~~( ) a list of vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;~~

H. ( ) as a last resort, the procedure to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually;

I. ( ) other _____.

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VOLUME 38, NO. 2 - APRIL 2026

po8120

Revised Policy - Volume 38, No. 2 - April 2026 - VOLUNTEERS

Revised Policy - Volume 38, No. 2 - April 2026

8120- **VOLUNTEERS**

The Board of Managers recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for implementation of those programs and activities.

The Director shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Director shall not be obligated to make use of volunteers whose abilities are not compatible with Cooperative needs.

Volunteer Coaches

Before allowing an individual to serve as a volunteer coach, the Cooperative shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on the volunteer coach.

~~Additionally, before the Cooperative hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA)-recognized sport, the Cooperative must take the following steps:~~

A. ~~ask the individual:~~

   1. ~~whether the individual is or has been accredited by the association; and~~

   2. ~~if the individual is or has been accredited by the association, whether the individual's accreditation has ever been suspended or revoked;~~

B. ~~request references from the individual;~~

C. ~~contact the references that the individual provides to the Cooperative; and~~

D. ~~contact the association to determine whether the individual's accreditation has ever been suspended or revoked.~~

The Cooperative shall make a report to the Department of Child Services if a volunteer coach has engaged in suspected child abuse or neglect.

The Cooperative shall report to the IHSAA when a volunteer coach accredited by the association:

A. has been convicted of an offense described in I.C. 20-28-5-8(c) **(** x **)** or I.C. 20-26-5-11.2(b) ~~[END OF OPTION]~~ or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

~~**[DRAFTING NOTE: THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE BOARD WISHES TO INCLUDE THIS REPORT IN THE POLICY]**~~

[x **]** The Cooperative shall report suspected misconduct by a volunteer coach that may constitute a crime to local law enforcement.

~~**[END OF OPTION]**~~

Without conferring the rights of an employee on a volunteer coach, the Cooperative shall comply with I.C. 22-5-3-1 (Indiana's blacklisting law) regarding a volunteer coach, including the provisions for civil immunity regarding disclosures made about a volunteer coach.

Coach Training

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2)-year period that:

1. is sport specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Cooperative that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Cooperative that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular

activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Cooperative shall receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Cooperative shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. ~~All coaches of any IHSAA-sponsored athletic activity must complete one or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that include the following:~~

1. ~~concussions in sports;~~
2. ~~heat illness prevention; and~~
3. ~~sudden cardiac arrest.~~

~~Additional Requirements for Coaches of IHSAA Athletic Teams~~

~~Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.~~

~~[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]~~

~~[ ]~~ - ~~Additionally, the Board requires that:~~

A. ~~All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2)-year period that:~~

1. ~~contains player safety content on concussion awareness;~~

2. ~~includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;~~
3. ~~requires a coach to complete a test demonstrating comprehension of the content of the course; and~~
4. ~~awards a certificate of completion to a coach who successfully completes the course. If the coach receives notice from the Cooperative that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.~~

B. ~~All coaches (,) and athletic activity sponsors [END OF OPTION] of interscholastic or intramural sports for students of any age shall receive training about (,) concussions (,) and sudden cardiac arrest (,) and heat-related medical issues [END OF OPTION] at least once during a two (2)-year period.~~

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

~~**[END OF OPTIONS]**~~

~~The Director shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 1521 - Personal Background Checks, References and Mandatory Reporting, Policy 3121 - Personal Background Checks, References and Mandatory Reporting, Policy 4121 - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy.~~

Other Volunteers

With respect to all other volunteers:

To protect students and staff members, the Board requires an inquiry into the personal background of each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer.

Each volunteer who is in direct contact with students will be required to submit to a background check which shall include:

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. a search of the State child abuse registry;

F. **(** x **)** a detailed background history including all prior employment and volunteer positions;

G. **(** x **)** an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board requires that an expanded criminal history check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than thirty (30) days after the start of their volunteer service.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Cooperative's students.

The Board requires that an Indiana expanded child protection index check be conducted for each volunteer who is likely to have direct, ongoing contact with children within the scope of their service as a volunteer before or not later than sixty (60) days after the start of their volunteer service.

The Board shall prohibit volunteer service by an individual 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 also shall prohibit volunteer service by an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the volunteer service of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b) unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may prohibit volunteer service by or terminate the volunteer service of an individual who is the subject of a substantiated report of child abuse or neglect.

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

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

B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c); or

C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b)

The Director is to inform each volunteer that the volunteer:

A. shall agree to abide by all Board policies and Cooperative guidelines while on duty as a volunteer;

B. **(** x **)** will be covered under the Cooperative's liability policy but the Cooperative shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;

C. will be asked to sign a form releasing the Cooperative of any obligation should the volunteer become ill or receive an injury as a result of the volunteer's services;

D. **(** x **)** will be required to report any arrest or the filing of criminal charges against the volunteer;

E. will be required to report any convictions for a crime while serving as a volunteer;

F. will be required to report any substantiated report of child abuse or neglect of which the volunteer is the subject.

The Director also shall ensure that each volunteer is properly informed of the Cooperative's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

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

~~Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check.~~

~~**[OPTION #2]**~~

~~Each volunteer who is in direct contact with students will be required to submit to an Expanded Criminal History Record Check which shall include:~~

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 expanded child protection index check as defined by I.C. 20-26-2-1.3;

C. search of the national sex offender registry maintained by the United States Department of Justice;

D. beginning July 1, 2017, a search of the State child abuse registry;

E. ( ) a detailed background history including all prior employment and volunteer positions;

F. ( ) an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

[END OF OPTIONS]

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Director is to inform each volunteer that the volunteer:

A. shall agree to abide by all Board policies and Cooperative guidelines while on duty as a volunteer;

B. will be covered under the Cooperative's liability policy but the Cooperative shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;

C. will be asked to sign a form releasing the Cooperative of any obligation should the volunteer become ill or receive an injury as a result of the volunteer's services;

D. [ ] will be required to report any arrests, the filing of criminal charges against the volunteer, or convictions for a crime while serving as a volunteer;

E. [ ] will be required to report any substantiated report of child abuse or neglect of which the volunteer is the subject.

The Director also shall ensure that each volunteer is properly informed of the Cooperative's appreciation for the volunteer's time and efforts in assisting the operation of the Cooperative.

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I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10, -11 and -11.5
I.C. 20-26-14-2.5
I.C. 20-26-14-8
I.C. 20-26-14-9
I.C. 20-28-5-8(c)
I.C. 22-5-3-1

VOLUME 38, NO. 2 - APRIL 2026

po8300

Revised Policy - Volume 38, No. 2 - April 2026 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Revised Policy - Volume 38, No. 2 - April 2026

8300 - **CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN**

~~The Continuity of Organizational Operations Plan (COOP) provides the Cooperative with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the Cooperative's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.~~ The Board of Managers shall develop and implement a Continuity of Organizational Operations Plan ("COOP") to enable it to conduct, if necessary, essential functions and critical services and operations (e.g., teaching and learning, transportation, business services, communication, computer/network systems support, facilities, maintenance, and safety and security) under all hazards/conditions. The Cooperative's COOP shall be **(** x **)** consistent with ~~a component of [END OF OPTIONS]~~ the Cooperative's School Safety Emergency Management Plan (see Policy 8400 - School Safety). Having a plan to recover from any type of crisis/emergency/disaster, regardless of its severity or the consequences of the incident/event strengthens the Cooperative's resilience so it can operate with minimal impact on its primary mission/responsibility to educate the students enrolled in the Cooperative, involves teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources. ~~(~~)

Scope of the Continuity Plan

The primary objective of the COOP is to restore the Cooperative's critical operational /business functions and the learning environment as quickly as possible after a crisis /emergency/disaster or threat event ~~has occurred~~ occurs. ~~A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.~~ **[** x **]** The COOP shall include strategies aimed at resuming instruction and crucial business functions within ~~_____ (___) [ENTER AMOUNT] ( ) _____ days ( ) hours [END OF INTERNAL OPTIONS] [DRAFTING NOTE: Select a time period in which to restart Cooperative's essential operations - e.g.,~~ **two (2) school days, five (5) business days, forty-eight (48) hours.** of the disruption, along with procedures to implement secure remote work and instruction in

a crisis/emergency/disaster, identify alternative sites and technology redundancy, and provide incident response integration with the Cooperative's cybersecurity incident management protocols. **[** ~~END OF OPTIONAL SENTENCE]~~ ~~]~~

The Cooperative will use the following process to achieve essential function resilience (i.e., business and learning continuity):

A. identify essential functions;

B. determine planning factors needed to accomplish the essential functions (e.g., staff and organization, equipment and systems, information and data sites);

C. conduct risk assessments for each planning factor; and

D. identify and implement continuity options.

Because the COOP contains sensitive information, by law, it is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, cybersecurity incidents (including data breaches, ransomware, and denial of service attacks), and terrorist threats and attacks ~~and threats~~, have increased the need for viable continuity capabilities and plans that enable the Cooperative to resume and continue the essential functions in an all-hazards environment across a full spectrum of ~~emergencies~~ crises/emergencies/disasters. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall Cooperative ~~(~~ ~~)~~ ~~as well as for each school~~ ~~(~~ ~~)~~ ~~and department in the Cooperative~~ ~~[END OF OPTIONS]~~ ~~:~~ ~~[DRAFTING NOTE: While the preceding optional language is true, they do not need to be included if a Cooperative wants to simply state that its COOP is important to the Cooperative as a whole. The following sentence, however, is not optional and emphasizes the necessity for individual schools and departments to have individualized continuity of operation plans in place to address their unique needs and circumstances.]~~ ~~-~~ Each school and operational department (e.g., transportation, information technology ("IT"), food service, and student services) shall maintain a site/department-specific COOP aligned with the Cooperative-wide COOP. The site/department-specific COOPs are subject to annual submission to and review by the Director.

The Cooperative-wide plan describes how the Cooperative will respond as a total organization to a given emergency and describes the centralized resources and how they

will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans shall contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of ~~an~~ the incident/ event, assess the impact of ~~an~~ the incident/ event on essential functions in the ~~unit~~ school/department, respond to the incident/ event, and detail what will be done to recover from the incident/ event.

The COOP shall account for the needs of all students and staff, including individuals with disabilities, English learners, and students requiring health and/or behavioral supports in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act ("ADA").

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the Cooperative's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the Cooperative. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to Cooperative operations. The COOP outlines and coordinates all efforts by the Cooperative in cooperation with other local and State agencies and businesses to restore the essential functions of the Cooperative to the larger local community ~~post-disaster~~ post-incident/event.

The Director shall provide that all relevant staff receive ~~( )~~ ~~annual~~ (**x**) periodic ~~[END OF OPTIONS]~~ training on their roles in the COOP.

Key components of the COOP shall be communicated to employees, students, and families as appropriate.

The Director shall recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The Director shall conduct an annual review of and update, as necessary, the COOP. Additionally, the Director shall conduct annual table-top exercises to assess the expected effectiveness of the COOP and after-action reviews post-incident/event. See Policy 8400 - School Safety (which discusses the conduct of annual emergency management tests).

FEMA's Continuity Guidance Circular (2024 Update)

Guide for Developing High-Quality School Emergency Operations Plans

The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide

Readiness and Emergency Management for Schools (REMS): Technical Assistance Center

National Incident Management Systems (NIMS)

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FEMA's Continuity Guidance Circular (2024 Update)
Guide for Developing High-Quality School Emergency Operations Plans
The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide
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VOLUME 38, NO. 2 - APRIL 2026

po8305

Revised Policy - Volume 38, No. 2 - April 2026 - INFORMATION SECURITY

Revised Policy - Volume 38, No. 2 - April 2026

8305 - **INFORMATION SECURITY**

The Cooperative collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by its schools, and about and related to the business of the Cooperative. This information may be in hard copy or digital format, and may be stored in the Cooperative or offsite with a third party provider.

Data/Information collected by the Cooperative shall be classified as Confidential, Controlled, or Published. The Director shall define "Confidential," "Controlled," and "Published" in administrative guidelines and provide examples of data/information in each classification. Data/Information will be considered Controlled until identified otherwise.

Protecting Cooperative data/information is of paramount importance. Information security requires everyone's active participation to keep the Cooperative's data/information secure. This includes Board of Managers members, staff members/employees, students, parents, contractors/vendors, and visitors who use Cooperative Technology and Information Resources. In an employee suspects, discovers, and/or determines that a security breach has occurred, the employee shall promptly notify the employee's immediate supervisor and the Director. The employee should follow up their oral notification in writing. The Director will determine and implement the steps necessary to correct the unauthorized access and, as applicable, provide notification to those individuals whoe personal information may have been compromised. The Cooperative will work to protect the data/information, computer network or system from attack vectors, or methods by which the computer network or system is attacked, infiltrated, or otherwise compromised.

A cybersecurity incident is a malicious or suspicious occurrence that consists of one (1) or more of the categories of attack vectors and are defined as websites that:

A. jeopardize or may potentially jeopardize the confidentiality, integrity, or availability of an information system, an operational system, or the information that such systems process, store or transmit;

B. jeopardizes or may potentially jeopardize the health and safety of the public; or

C. violate security policies, security procedures, or acceptable use policies (See Policy7540.03 - Student Acceptable Use Policy/Policy 7540.04 - Staff Acceptable Use Policy)

A cybersecurity incident may consist of one (1) or more of the following categories of attack vectors: 1) ransomware; 2) business email compromise; 3) vulnerability exploitation; 4) zero-day exploitation; 5) distributed denial of service; 6) website defacement; or other sophisticated attacks as defined by the **(x)** Chief Information Officer (CIO) ~~- ( ) _____ **[insert title]**~~ and identified by the Cooperative on its website.

~~Individuals~~ Staff members and individuals associated with the Cooperative through their affiliation with a Cooperative contractor/vendor who are granted access to data/information collected and retained by the Cooperative must follow established procedures so that the information is protected and preserved. Board members, administrators, and all Cooperative staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the Cooperative are required to certify annually that they shall comply with the established information security protocols pertaining to Cooperative data/information. Further, all ~~individuals~~ persons granted access ~~to~~ by the Cooperative to Confidential Data/Information retained by the Cooperative must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. ~~Completing~~ For staff members completing the appropriate section of the Staff Technology Acceptable Use and Safety form shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the safety and security of that data/information and the Cooperative Technology Resources on which it is stored. The Director shall conduct an annual risk assessment related to the access and security of the Cooperative's Data/Information. Further, the Cooperative will maintain audit logs for access to Confidential Data/Information and regularly review such logs to detect unauthorized activity.

Cooperative information security procedures shall comply with applicable Federal and State law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), Protection of Pupil Rights Amendment ("PPRA"), and Children's Online Privacy Protection Act ("COPPA").

If an individual has any questions concerning whether this policy and/or its related administrative guidelines apply to ~~him/her~~ them or how they apply to ~~him/her~~ them, the individual should contact the Cooperative's Technology Director or Information Technology Department/Office.

The Board authorizes the Director to develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of Cooperative Data/Information. Within the established administrative guidelines, the Director will determine a method for maintaining a repository of cybersecurity incidents.

~~Further, the Director is authorized to develop procedures that would be implemented in the event of an unauthorized release of data/information. These procedures shall comply with the Cooperative's legal requirements if such a breach of personally-identifiable information occurs.~~ Further, the Director is charged with developing a program and/or procedures that can be implemented in the event of a cybersecurity incident, whether it involves an inadvertent or intentional unauthorized release or breach of data/information. The program/procedures shall comply with the Cooperative's legal requirements as delineated below. In particular, in the event of a breach involving personally identifiable information, the Cooperative shall notify affected individuals and/or government officials in accordance with State and Federal law.

Cybersecurity incident means any of the following:

A. A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network;

B. A serious impact on the safety and resiliency of a covered entity's operational systems and processes;

C. A disruption of a covered entity's ability to engage in business or industrial operations, or deliver goods or services; or

D. Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated through or is caused by:

1. a compromise of a cloud service provider, managed service provider, or other third party data hosting provider; or

2. a supply chain compromise.

Cybersecurity incident does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, State, local, tribal, or territorial government entity.

Ransomware incident means a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or

data and thereafter, the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

Cybersecurity Program

The Cooperative's cybersecurity program shall be designed to safeguard the Cooperative's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The program shall be consistent with generally accepted best practices for cybersecurity, such as the National Institute of Standards and Technology's cybersecurity framework and the Center for Internet Security's cybersecurity best practices, and may include, but is not limited to, the following:

A. Identify and address the critical functions and cybersecurity risks facing the Cooperative.

B. Identify the potential impacts of a cybersecurity breach.

C. Specify mechanisms to detect potential threats and cybersecurity events.

D. Specify procedures for the Cooperative to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents.

E. Establish procedures for the repair of infrastructure impacted by a cybersecurity incident, and the maintenance of security after the incident.

F. Establish cybersecurity training requirements for all Board employees; the frequency, duration, and detail of which shall correspond to the duties of each employee.

[x] It is the policy of the Board - if the Cooperative is experiencing a ransomware incident - not to pay or otherwise comply with a ransom demand unless the Board formally adopts a resolution to approve such a payment or compliance with the ransom demand. If that occurs, the resolution will specifically state why the payment or compliance with the ransom demand is in the Cooperative's best interest. ~~[END OF OPTION]~~

[DRAFTING NOTE: The Board need not include this option in its policy, but action consistent with this statement is required by law.]

Following a cybersecurity incident or ransomware incident, the Director shall notify:

A. The Executive Director of the Division of Homeland Security within the Department of Public Safety, as soon as possible, but not later than seven (7) days after the Cooperative discovers the incident.

B. The Auditor of State, as soon as possible, but not later than thirty (30) days after the Cooperative discovers the incident.

Any records, documents, or reports related to the Cooperative's cybersecurity program and framework, along with the reports of a cybersecurity incident or ransomware incident addressed in the preceding paragraph, are not public records. Similarly, a record identifying cybersecurity-related software, hardware, goods, and services that are being considered for procurement, have been procured, or are being used by the Cooperative, including the vendor name, product name, project name, or project description, is a security record.

~~The Director shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.~~ All staff members **(x)** and contractors **[END OF OPTION]** with access to Controlled and/or Confidential Data/Information must complete - **( )** ~~annual~~ ~~**[END OF OPTION]**~~ - training on data privacy, information security practices (e.g., internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols), and breach response protocols.

Third-party contractors/vendors who require access to Cooperative Confidential Data/Information will be informed of relevant Board policies that govern access to and use of Cooperative Information Resources, including the duty to safeguard the confidentiality of such data/information. Additionally, all contracts with third party contractors/vendors (e.g., technology providers) who access Cooperative Data/Information shall include provisions addressing data security, breach notification, data ownership, confidentiality, and destruction upon termination. Further, a contract between a technology provider and the Cooperative shall ensure appropriate security safeguards for education records and include both of the following:

A. a restriction on unauthorized access by the technology provider's employees or contractors; and

B. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

Failure to adhere to this Policy and its related administrative guidelines ("AGs") may put Cooperative data/information at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be referred to the Cooperative's disciplinary system and/or law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with

and/or legal action by the Cooperative. Parents and visitors who violate this Policy and/or AGs may be denied access to Cooperative Technology Resources.

~~The~~ At least annually, the Director shall conduct ~~( ) an annual ( ) a periodic **[END OF OPTION]**~~ an assessment of risk related to the access to and security of the data/information retained by the Cooperative, as well as the viability of the Continuity of Organizational Operations Plan developed pursuant to Policy 8300.

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Legal
I.C. 4-13.1-1-1.3
I.C. 4-13.1-1-1.5
I.C. 4-13.1-2-2

VOLUME 38, NO. 2 - APRIL 2026

po8400

Revised Policy - Volume 38, No. 2 - April 2026 - SCHOOL SAFETY INFORMATION

Revised Policy - Volume 38, No. 2 - April 2026

8400- **SCHOOL SAFETY INFORMATION**

The Board of Managers is committed to maintaining a safe environment in all of the Cooperative's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of Cooperative personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while en route to or from school or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

~~**[DRAFTING NOTE: Include this paragraph only if adopting the optional provisions of Policy 7217 - Possession of Firearms and Weapons by Visitors.]**~~

[x] In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 1617 - Weapons, Policy 3217 - Weapons, Policy 4217 - Weapons, Policy 5772 - Weapons, and Policy 7217 - Possession of Firearms and Weapons by Visitors. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for the Cooperative's students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school- sponsored ~~spsonored~~ events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors and may trigger precautionary safety responses that disrupt the educational process and learning environment for students.

~~**[END OF OPTION]**~~

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs at any time on Cooperative property, within the Student Safety Zone, or at any school-related event.

In accordance with State and Federal law, each school within the Cooperative shall establish a Safe School Committee, the composition of which shall be in accordance with the Superintendent's guidelines.

The Cooperative shall establish a **Safe School Committee** at each school building (I.C. 10-21-1-14)

~~**[OPTIONAL: The Board may choose the following option]**~~

[x] The Cooperative also shall establish a **Safe School Committee** for the entire Cooperative, the composition of which shall be in accordance with the Director's guidelines listed below.

~~**[END OF OPTION]**~~

Each *Safe School Committee* may include at least one (1) member who is a member of the support staff of the school or the career and technical education school attended by Cooperative students.

The *Safe School Committee* shall be responsible for developing a plan for the school that addresses the following issues:

A. Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of a safe school.

   Accordingly, the school safety plan developed by the school safety specialist and the Safe School Committee ~~**[drafting note: choose the following option if the Cooperative employs a school resource officer]**~~ **(x)** with the assistance of the school resource officer ~~**[end of option]**~~ shall be a part of the plan developed by the Safe School Committee.

B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.

C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.

D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Cooperative shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Cooperative's security.

NOTE: The Cooperative shall not disclose any record or part of any record if its disclosure would have a reasonable likelihood of threatening public safety by compromising the Cooperative's security.

In developing the plan, the *Safe School Committee* shall seek input from representatives of the following:

A. the State Department of Education;

B. the Cooperative's school safety specialist;

C. (~~) School Resource Officer (s);~~

D. ~~( ) local law enforcement~~ **~~( )~~** ~~agency~~ **~~( )~~** ~~agencies;~~

E. ~~( ) the local Fire Marshal(s) or his/her designee(s);~~

F. ~~( ) local emergency medical services;~~

G. ~~( ) a member of the Board;~~

H. ~~( ) building administrators;~~

I. ~~( ) the local emergency management service agency;~~

J. ~~( ) (other, please specify) _____~~

K. ~~( ) (other, please specify) _____~~

~~[OPTIONAL:]~~

~~[ ] The Director shall recommend the approval and adoption of each school's plan.~~

~~[DRAFTING NOTE: The Board may decide whether to select the following option if the Board elected above to have a Safe School Committee for the entire Cooperative. If the Board did not elect to have a Safe School Committee for the entire Cooperative, it should not select the following option.]~~

~~[ ] The Director shall recommend the approval and adoption of the Cooperative's plan.~~

~~**[END OF OPTION]**~~

Safe School Committee's Duty To Implement the Safe and Drug-Free Schools and Communities Act

The *Safe School Committee* is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure that the Cooperative remains compliant with federal law, the *Safe School Committee* shall:

A. develop a drug-free school plan that:

1. requires each school to collect and report drug-related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug-related behavior; and

2. addresses ways to eliminate illegal drugs and drug-related behavior in schools;

B. oversee the implementation of the school plan;

C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

~~[ ] To apply annually for matching grant funds from the Indiana secured school fund, the Cooperative shall certify to the Department of Homeland Security that it has:~~

A. conducted a threat assessment for each school building it uses; and

B. entered into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

School Safety Specialist

The Cooperative shall designate an individual to serve as the school safety specialist for the Cooperative. The school safety specialist shall be chosen by the Director with the approval of the Board. The school safety specialist shall perform the following duties:

A. Serve on the county school safety commission with jurisdiction over the Cooperative established under I.C. 10-21-1-12.

B. Participate each year in a number of days of school safety training that the Indiana Department of Education determines necessary.

C. With the assistance of the county school safety commission with jurisdiction over the Cooperative established under I.C. 10-21-1-12, develop, implement, and improve a school safety plan for each school building in the Cooperative.

D. Coordinate the school safety plans of each school building in the Cooperative as required by State law and under rules adopted by the Indiana State Board of Education;

E. Act as a resource for the Cooperative's safe school committees and other individuals in the Cooperative on issues related to school discipline, safety, and security; and

F. Serve as a liaison for the Cooperative regarding school safety matters with the secured school safety board, the Department of Homeland Security, the Department of Education, the Indiana Criminal Justice Institute, and other state agencies, as applicable.

School Safety Plan

A school safety plan must be developed by the school safety specialist and the school's safe school committee, including a school resource officer if one is employed by the Cooperative, in consultation with the law enforcement agency and fire department that have jurisdiction over the school which:

A. includes the requirements set forth in I.C. 10-21-1-10(c), namely:

1. protects against outside an internal threats to the physical safety of students, faculty, staff, and the public, including unsafe conditions, crime prevention, school violence, bullying and cyberbullying, criminal organization activity, child abuse and child sexual abuse, mental health and behavioral health, suicide awareness and prevention, violence prevention and training, situational awareness, and other issues that prevent the maintenance of a safe school;

2. prevents unauthorized access to school property and interior areas or rooms, including the management of authorized visitors on school property, before, during, and after regular school hours;

3. secures schools against natural and manmade disasters, including all emergency preparedness drill requirements set forth in I.C. 20-34-3-20;

4. establishes an armed intruder drill protocol that: a) provides accommodations for students who have mobility restrictions, sensory needs,

or auditory or visual limitations; b) emphasizes the practical nature of the drill; c) provides access to mental health services on school grounds following the conclusion of a drill; d) provides advance notice of a drill to parents or legal guardians of students who attend the school; and 3) provides alternative exercises for students who are unable to participate in a drill;

5. includes a site vulnerability assessment for each school building;

6. not later than July 1, 2025, includes the establishment of a multi-disciplinary threat assessment team;

7. includes measures to expedite notification of first responders and access to school property for first responders;

8. ~~includes bleeding control kits, including the location of bleeding control kits and the presentation and use of bleeding control kits in all drills and emergencies, as required by I.C. 20-34-3-24(c) and~~

9. includes any additional requirements required by the Indiana State Board of Education.

B. must be provided to a member of the ~~secured school safety board~~ Board, ~~as established by I.C. 20-21-1-3,~~ if a member requests the plan;

C. must be available for inspection by the Department of Education's Division of School Building Physical Security and Safety, as established by I.C. ~~20-19-3-14~~ 10-19-3.5-4;

D. must be provided to the law enforcement agency and the fire department that have jurisdiction over the ~~Corporation~~ Cooperative;

E. must include an attestation that: a) a copy of the floor plans for each building located on the schools property were provided to the law enforcement agency and the fire department that have jurisdiction over the ~~Corporation~~ Cooperative that clearly indicates each entrance and exit, the interior rooms and hallways, and the location of any hazardous materials located in the building; or b) the ~~Corporation~~ Cooperative has conducted critical incidence digital mapping for each school building within the ~~Corporation~~ Cooperative, including providing the critical incidence digital mapping information to the law enforcement agency and fire department that have jurisdiction over the mapped school buildings and the statewide 911 system described in I.C. 36-8-16.7-22 through the public safety answer point, or 'PSAP', described in I.C. 36-8-16.7-20 that has jurisdiction over the mapped school buildings; and

F. must be filed with the county school safety commission established under I.C. 10-21-1-12 which has jurisdiction over the Cooperative.

School Resource Officers

School Resource Officer means a law enforcement officer who:

A. has completed the training described below;

B. is assigned to one (1) or more cooperatives during school hours to:

1. assist the school safety specialist and safe school committee with the development and implementation of the school safety plan; and

2. carry out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding and to provide enforcement services to:

a. protect against outside threats to the physical safety of students;

b. prevent unauthorized access to Cooperative property; and

c. secure Cooperative schools against violence and natural disasters; and

C. is:

1. employed by a law enforcement agency;

2. appointed as a police reserve officer (as described in I.C. 36-8-3-20) or as a special deputy (as described in I.C. 36-8-10-10.6) if the police reserve officer or special deputy:

a. is subject to the direction of the sheriff or appointing law enforcement agency;

b. is required to obey the rules and orders of the sheriff's department or appointing law enforcement agency;

c. is required to complete all training required of regular full-time law enforcement officers employed by the sheriff's department or appointing law enforcement agency; and

d. may be removed by the sheriff or appointing law enforcement agency at any time, with or without cause; or

3. a school corporation police officer appointed under I.C. 20-26-16-3.

The term does not include a law enforcement officer who is assigned to a Cooperative school to provide security outside a school building for protection from outside threats, traffic duty, or other duties not consistent with the duties of a school resource officer.

Before being appointed as a school resource officer, an individual must have successfully completed the minimum training requirements established for law enforcement officers under I.C. 5-2-1-9.

The law enforcement officer appointed as a school resource officer must receive at least forty (40) hours of school resource officer training through:

A. the Indiana Law Enforcement Training Board established by I.C. 5-2-1-3;

B. the National Association of School Resource Officers; or

C. another school resource officer training program approved by the Indiana Law Enforcement Training Board.

The school resource officer training must be completed within 180 days from the date the individual is initially assigned the duties of a school resource officer. However, if the current ADM of all of the member school corporations in the Cooperative is less than 1,000 students, the individual shall complete the school resource officer training within 365 days of the date the individual is initially assigned the duties of a school resource officer.

The training described above must include instruction regarding skills, tactics, and strategies necessary to address the special nature of:

A. school campuses; and

B. school building security needs and characteristics.

A school resource officer may be employed:

A. through a contract between a local law enforcement agency and 1) the Cooperative or 2) the Cooperative and one or more school corporations or charter schools or 3) one or more school corporations or charter schools;

B. by the Cooperative or by the Cooperative and one or more school corporations or charter schools or by one or more school corporations or charter schools;

C. by a local law enforcement agency that assigns the school resource officer to the Cooperative or one or more school corporations or charter schools through a memorandum of understanding between the local law enforcement agency and

1) the Cooperative or 2) the Cooperative and one or more school corporations or charter schools or 3) one or more school corporations or charter schools; or

D. through a contract between an Indiana business that employs persons who meet the qualifications of a school resource officer and 1) the Cooperative or 2) the Cooperative and one or more school corporations or charter schools or 3) one or more school corporations or charter schools.

If the Cooperative enters into a contract for a school resource officer, the Cooperative must enter into a memorandum of understanding with the law enforcement agency that employs or appointed the law enforcement officer who will perform the duties of a school resource officer unless the ~~Corporation~~ Cooperative has only full-time school resource officers who are either employees of a member school corporation's school police department or are employees of the Cooperative who have successfully completed the law enforcement basic training requirements described in I.C. 5-2-1-9(d).

The contract or memorandum of understanding described above for the employment of a school resource officer must state the nature and scope of a school resource officer's duties and responsibilities. A school resource officer's duties and responsibilities include the duty to assist the Cooperative's school safety specialist and Safe School Committee with the development and implementation of school safety plans.

A school resource officer shall consult with local law enforcement officials and first responders when assisting the Cooperative's school safety specialist and safe school committee in the development of the school safety plan.

A school resource officer shall participate in the development of programs designed to identify, assess, and provide assistance to youth who are at high risk of experiencing a mental health crisis or becoming juvenile offenders.

A school resource officer shall not be reassigned to other duties by the Cooperative.

A school resource officer may:

A. make an arrest;

B. conduct a search or a seizure of a person or property using the reasonable suspicion standard;

C. carry a firearm on or off school property; ~~and~~

D. pursue a person who flees from a school resource officer after the school resource officer has, by visible or audible means, including the operation of the school resource officer's siren or emergency lights, identified themselves and ordered the person to stop ; and

E. exercise other police powers with respect to the enforcement of Indiana laws.

A school resource officer has jurisdiction in every county where the Cooperative operates a school or where the Cooperative's students reside. This does not restrict the jurisdiction that a school resource officer may possess due to the officer's employment by a law enforcement agency.

The Cooperative shall report all instances of:

A. seclusion

B. chemical restraint

C. mechanical restraint

D. physical restraint

involving a school resource officer in accordance with the restraint and seclusion plan adopted by the Cooperative under I.C. 20-20-40-14.

The school corporations ~~who~~ that are members of the Cooperative may act cooperatively to employ a school resource officer for the Cooperative.

Security Police Training

In the case of a regular or special police officer who is assigned as a security police officer for the Cooperative, the Board shall require that the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with Autism and Asperger's syndrome.

Mental or Behavioral Health Services

The Cooperative shall enter into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide appropriate and necessary mental or behavioral health services to students. The Cooperative may comply with this requirement if each of its member school corporations have entered into a MOU with a community mental health center to provide mental or behavioral health services to students.

The Cooperative shall not refer a student to a mental health care provider or community mental health center for services unless the Cooperative has received the written consent of the student's parent or guardian. If a referral is made, the Cooperative may note the referral in the student's cumulative record but shall not include any possible diagnosis or information concerning the student's mental health other than any medication that the student takes for their mental health. A student's record that contains medical information

shall be kept confidential. A school counselor or other Cooperative employee shall not diagnose a student as having a mental health condition unless their scope of practice includes diagnosing a mental health condition.

Prior to providing any referrals under a MOU, the Cooperative shall:

A. Develop a process for a teacher or Cooperative employee to notify a school official to contact a student's parent if the student demonstrates a repeated pattern of aberrant or abnormal behavior. The parental notification process shall include a conference with the school, student, and the student's parent;

B. Require that the aforementioned conference address the student's potential need for and benefit from:

1. mental or behavioral health services; or

2. mental or behavioral health services provided by the community mental health center or appropriate provider that is contracted and paid for by the Cooperative or the member school corporation in which the student has legal settlement;

C. Establish a procedure for a parent who chooses to seek services for the student to follow that includes granting written parental consent for the student to receive mental or behavioral health services by a community mental health center or appropriate provider; and

D. Protect the confidentiality of any medical records that result from a student's participation in any treatment described in subpart B above.

The Cooperative is prohibited from:

A. sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.1 above with other school officials; and

B. maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.1 or B.2 above in the student's permanent educational file. (See Policy 8330 - Student Records).

~~[ ] Threat Assessment [DRAFTING NOTE: Best practices dictate adopting and implementing this option in conjunction with AG8400A)~~

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat

Assessment Model: An Operational Guide for Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Director to create building-level trained threat assessment teams. Each Team shall be headed by the Principal and include **[DRAFTING NOTE: While Neola recommends that a threat assessment team include each of the following members, the Board should select the options that are appropriate for their Cooperative]: [x]** a school safety specialist, **[x]** school counselor or guidance counselor, **[ ] x** school psychologist (if available), ~~**[end of options]**~~ instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Director, a threat assessment team may serve more than one (1) school when logistics and staff assignments require.

The Team will meet ~~**[choose one of the following options]** **( )** on a regular basis and~~ **(x)** _____ as needed _____ ~~**[insert level of frequency]**~~ and ~~**[end of options]**~~ when the ~~Principal~~ building administrator learns a student has made a threat of violence or engages in communications or behaviors that suggest the likelihood of a threatening situation.

The Board authorizes the Director to create guidelines for the purpose of:

A. identifying team participants by position and role;

B. requiring team participants to undergo appropriate training;

C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;

D. defining what types of information may be gathered during the assessment;

E. stating when and how parents/guardians of the student making the threat shall be notified and involved;

F. designating the individuals (by position) who are responsible for gathering and investigating information;

G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Cooperative employees, volunteers, and other school community members, including students and parents, shall immediately report to the Director or ~~Principal~~ building administrator any expression of intent to harm another person or other statement or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records and State and Federal law.

~~**[END OF OPTION]**~~

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Cooperative report annually incidents that meet the statutory definition of violent criminal offenses that occur in a Cooperative school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Director shall refer this to the *Safe School Committee* for the Cooperative, or if none, to the Safe School Committee of the school with the largest number of violent criminal offenses so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequence year.

When developed, the Director shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 - School Transfer Options and AG 5113.02 - School Transfer Options.

In addition, the Director shall meet with the *Safe School Committee* of each school identified as persistently dangerous to discuss the school's designation as a persistently dangerous

school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

~~**[ ]** If a school in a neighboring cooperative is identified as persistently dangerous and there is not another school in that cooperative, the Cooperative will admit students from that school in accordance with Board Policy 5113.02. **[end of option]**~~

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 - School Transfer Options and AG 5113.02 - School Transfer Options.

~~**Bleeding Control Kits**~~

~~A "bleeding control kit" means a first aid response kit that contains at least the following:~~

A. ~~One (1) tourniquet endorsed by the Committee on Tactical Combat Casualty Care.~~

B. ~~A compression bandage.~~

C. ~~A bleeding control bandage.~~

D. ~~Protective gloves and a permanent marker.~~

E. ~~Scissors.~~

F. ~~Instructional documents developed by the Stop the Bleed national awareness campaign of the United States Department of Homeland Security or the American College of Surgeons Committee on Trauma, or both.~~

G. ~~Other medical materials and equipment similar to those described in subdivisions (A) through (C), and any additional items that:~~

1. ~~are approved by local law enforcement or first responders;~~
2. ~~can adequately treat a traumatic injury; and~~
3. ~~can be stored in a readily available kit.~~

~~Each school year subject to either:~~

A. ~~an appropriation by the general assembly; or~~

B. ~~the Cooperative receiving sufficient bleeding control kits for each school in the Cooperative from:~~

1. ~~donations from individuals or entities; or~~

2. ~~gifts necessary to purchase the bleeding control kits;~~

~~the Cooperative shall develop and implement a Stop the Bleed program that meets the requirements set forth in I.C. 20-34-3-24(c), namely one that:~~

A. ~~requires bleeding control kits be assigned to designated rooms in easily accessible locations to be determined by local first responders or the school safety specialist;~~

B. ~~includes bleeding control kits in the emergency plans of the Cooperative, including the presentation and use of the bleeding control kits in all drills and emergencies;~~

C. ~~provides that all Cooperative schools have a minimum of five (5) individuals in each school building who obtain appropriate training in the use of the bleeding control kit, including:~~

1. ~~the proper application of pressure to stop bleeding;~~

2. ~~the application of dressings or bandages;~~

3. ~~additional pressure techniques to control bleeding; and~~

4. ~~the correct application of tourniquets;~~

D. ~~requires bleeding control kits in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kits are not expired and that any expired materials, supplies, and equipment are replaced as necessary; and~~

E. ~~requires a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.~~

~~The Cooperative's Stop the Bleed program must include each school in the Cooperative.~~

~~The Cooperative~~ **~~( )~~** ~~may~~ **~~( )~~** ~~shall~~ **~~[end of option]~~** ~~request direction to resources that are available to provide bleeding control kits to the Cooperative from~~ **~~( )~~** ~~the Department of Homeland Security~~ **~~( )~~** ~~the State Department of Education~~ **~~[choose one - end of option]~~** ~~:~~

I.C. 5-2-1-3
I.C. 5-2-1-9
I.C. 10-21-1-3
I.C. 10-21-1-9 School Safety Specialist
I.C. 10-21-1-10 School Safety Plan
I.C. 10-21-1-11 Executive Sessions for School Safety
I.C. 10-21-1-12
I.C. 10-21-1-14 Safe School Committee
I.C. 20-20-40 Restraining and Seclusion Committee
I.C. 20-26-5-31
I.C. 20-26-18.2
I.C. 20-30-5-11
I.C. 20-34-3-20
~~I.C. 20-34-3-24~~
I.C. 36-8-3-20
I.C. 36-8-10-10.6
Title IX, Section 9532 of the No Child Left Behind Act of 2001
20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)
511 IAC 4-1.5-7 Crisis intervention plans
511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning
513 IAC 1 Seclusion and Restraint in Schools

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Legal
I.C. 5-2-1-3
I.C. 5-2-1-9
I.C. 10-21-1-3
I.C. 10-21-1-9 School Safety Specialist
I.C. 10-21-1-10 School Safety Plan
I.C. 10-21-1-11 Executive Sessions for School Safety
I.C. 10-21-1-12
I.C. 10-21-1-14 Safe School Committee
I.C. 20-20-40 Restraining and Seclusion Committee
I.C. 20-26-5-31
I.C. 20-26-18.2
I.C. 20-30-5-11
I.C. 20-34-3-20
I.C. 36-8-3-20
I.C. 36-8-10-10.6
Title IX, Section 9532 of the No Child Left Behind Act of 2001
20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)
511 IAC 4-1.5-7 Crisis intervention plans

511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning
513 IAC 1 Seclusion and Restraint in Schools

VOLUME 38, NO. 2 - APRIL 2026

po8462

Revised Policy - Volume 38, No. 2 - April 2026 - CHILD ABUSE AND NEGLECT

Revised Policy - Volume 38, No. 2 - April 2026

8462- **CHILD ABUSE AND NEGLECT**

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

Each staff member and youth coach employed by this Cooperative, volunteer coach, and any volunteer 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, they shall make a report immediately to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and, if a crime is suspected, the appropriate local law enforcement agency. 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 and/or the appropriate local law enforcement agency. 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 and, if a crime is suspected, the appropriate local law enforcement agency to ensure that they have received the report and an investigation has begun.

[x] The building administrator shall secure prompt medical attention for any such injuries reported. ~~**[END OF OPTION]**~~

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, **(x)** the local prosecutor **x** ~~**[END OF OPTION]**~~, and, if a crime is suspected, the appropriate local law enforcement agency. If the parent or a member of the household is not the subject of the investigation, the Cooperative may notify the parents that a report was made.

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

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy also may 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, and, if a crime is suspected, 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 Director after making a report of suspected abuse or neglect as described above.

The Board requires that each Cooperative employee who is likely to have direct, ongoing contact with children within the scope of their 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:

~~**[Select one or more of the options listed below]**~~

A. (x) an in-person presentation;

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

C. (x) an individual program of study of designated materials;

D. (~~)~~ ~~**[insert training format]**~~ ~~_____~~.

~~**[END OF OPTIONS]**~~

The training required by this policy shall count toward the Board's requirements for professional development **(x)** and be provided during the Cooperative employee's contracted day or at a time chosen by the employee ~~**[END OF OPTION]**~~ ~~.~~ ~~**[DRAFTING NOTE: Any training required outside the workday for non-exempt employees is considered working hours for which the non-exempt employee must be compensated at the employee's hourly rate.]**~~ ~~In addition to the training req u ired for an initial license under I.C. 20-28-5-12.3, a Cooperative employee who is likely to have direct, ongoing contact with children within the scope of their employment and who holds a license or permit from the division of professional standards of the Indiana Department of Education shall, as a requirement for license or permit renewal, attend or participate in the training described above before the Cooperative employee's license or permit may be renewed.~~

Annually, the Cooperative shall provide age appropriate and research and evidence based instruction on child abuse and child sexual abuse to students in Kindergarten through Grade 12 who attend schools operated by the Cooperative. This instruction may be delivered by a teacher, school safety specialist, school counselor, school social worker, school psychologist, or any person with training and expertise in the area of child abuse and child sexual abuse.

~~Also, the Board requires each Cooperative 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;~~

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;~~

D. ~~( ) _____~~ **~~[insert other format]~~**

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

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)

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I.C. 20-26-5-35.5
I.C. 20-28-3-4.5
I.C. 20-30-5-5.7
I.C. 31-33-1-1

I.C. 31-33-5-1
I.C. 31-33-5-2(b)
I.C. 31-33-5-3
I.C. 31-33-5-5(b)
I.C. 31-33-22-1(a)

VOLUME 38, NO. 2 - APRIL 2026

po8510

Revised Policy - Volume 38, No. 2 - April 2026 - WELLNESS

~~**Revised Policy - Volume 38, No. 2 - April 2026**~~

~~8510 - **WELLNESS**~~

~~As required by law, the Board of Managers establishes the following wellness policy for the Cooperative as a part of a comprehensive wellness initiative and to comply with the regulations of the United States Department of Agriculture ("USDA") :~~

~~The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Cooperative's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the Cooperative's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.~~

~~Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.~~

~~The Board sets the following goals in an effort to enable students to establish good health , healthy nutrition, and physical activity - and nutrition habits:~~

A. ~~With regard to nutrition education:~~

~~**[Select one or more of the following:]**~~

1. ~~( ) Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.~~
2. ~~( ) Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.~~
3. ~~( ) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.~~
4. ~~( ) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.~~
5. ~~( ) The standards and benchmarks for nutrition education shall be behavior focused.~~

6. ( ) Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
7. ( ) Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
8. ( ) Nutrition education shall extend beyond the classroom by engaging and involving the Cooperative's food service staff.
9. ( ) Nutrition education posters, such as the Food Pyramid Guide -and USDA's MyPlate , will be displayed in the cafeteria -and other appropriate areas visible to students and others in the school community :
10. ( ) The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
11. ( ) Nutrition education shall extend beyond the school by engaging and involving families and the community.
12. ( ) Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate -and enjoyable :
13. ( ) Nutrition education benchmarks and standards include a focus on -media literacy as it relates to food marketing strategies -traditional and social media platforms (including podcasts, etc.) related to food marketing and literacy strategies :
14. ( ) Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, -lean meats, fish, poultry, plant-based proteins, -and low-fat and fat-free- milk and- dairy products.
15. ( ) Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
16. ( ) Instruction related to the standards and benchmarks for nutrition education shall be provided by- highly- qualified teachers.
17. ( ) The Cooperative shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
18. ( ) other: _____.
19. ( ) other: _____.
20. ( ) other: _____.

B. With regard to physical activity:

[It is recommended that one (1) or more of the following be selected from each of the two (2) categories of Physical Education and Physical Activity:]

1. **Physical Education**

a. ( ) A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
b. ( ) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
c. ( ) Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
d. ( ) Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
e. ( ) All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6 – 12.

[NOTE: The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

f. ( ) All students in grades ____ - ____, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (___) minutes **( )** daily **( )** _____ days per week for the entire school year.
g. ( ) All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (___) minutes **( )** per day **( )** _____ days per week for at least _____ semesters in grades ____ -12.
h. ( ) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
i. ( ) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
j. ( ) The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
k. ( ) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and

non- competitive team sports to encourage lifelong physical activity.

l. ( ) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.

m. ( ) Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

n. ( ) Physical education teachers shall be provided with annual professional development opportunities focused on the physical activity/physical education content area.

o. ( ) All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

[NOTE: NASPE includes this option in the definition of a quality physical education program.]

p. ( ) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

q. ( ) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

r. ( ) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

s. ( ) Planned instruction in physical education shall include cooperative as well as competitive games.

t. ( ) Planned instruction in physical education shall take into account gender and cultural differences.

u. ( ) Schools may not allow substitutions or exemptions for required physical education class time or credit for other courses, participation in school sports, or community activities. Exemptions due to disability, religious reasons, or medical conditions are permitted and should be considered on a case-by-case basis.

v. ( ) other: _____.

w. ( ) other: _____.

x. ( ) other: _____.

2. **Physical Activity**

a. ( ) Physical activity **( )** shall **( )** shall not be employed as a form of discipline or punishment.

b. ( ) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day (e.g., classroom physical activity breaks).

c. ( ) The Cooperative shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

d. ( ) All students in grades K- 5/6 shall be provided with a daily recess period at least _____ (___) minutes in duration. Recess shall not be used as a reward or punishment.

[NOTE: NASPE's recommendation is that all elementary school students should be provided with at least one (1) daily period of recess for a minimum of twenty (20) minutes.]

e. ( ) Recess, physical education, and any other form of physical activity shall not be revoked from students as a form of punishment or to complete unfinished class work.
f. ( ) The Cooperative shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
g. ( ) The Cooperative shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
h. ( ) The Cooperative shall provide students in grades ____ - ____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.
i. ( ) In addition to planned physical education, the Cooperative shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

[NOTE: This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).]

j. ( ) All students in grades ___ - ___ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
k. ( ) All students in grades ___ -12 shall have the opportunity to participate in interscholastic sports programs.
l. ( ) The Cooperative shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
m. ( ) All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.
n. ( ) The Cooperative shall discourage extended periods of student inactivity without some physical activity.
o. ( ) Schools are encouraged to develop active transport programs for students (Safe Routes to School) when appropriate.

p. ( ) other: _____.
q. ( ) other: _____.
r. ( ) other: _____.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

[Select one or more of the following:]

1. ( ) The Cooperative shall provide at least _____ (___) minutes daily for students to eat.

   [DRAFTING NOTE: The Centers for Disease Control and Prevention recommends at least twenty (20) minutes of seat time for school lunch.]
2. ( ) The Cooperative shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
3. ( ) The Cooperative shall provide attractive, clean environments in which the students eat.
4. ( ) Students at _____ **[insert name(s) of building(s)]** are not permitted to have drinks in the classroom.
5. ( ) Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water only in the classroom.
6. ( ) Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
7. ( ) The Cooperative **( )** may **( )** shall limit the number of celebrations involving serving food during the school day to no more than _____ (____) party(ies) per class per month.
8. ( ) Students, parents, and other community members shall have access to, and be encouraged to use, the Cooperative's outdoor physical activity facilities outside the normal school day.
9. ( ) An organized wellness program shall be available to all staff.
10. ( ) The Cooperative **( )** shall **( )** mayuse environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
11. ( ) The Cooperative **( )** shall **( )** may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
12. ( ) The Cooperative **( )** shall **( )** may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
13. ( ) Cooperative schools utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to

receive free and/or reduced meals.

14. ( ) Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
15. ( ) other: _____.
16. ( ) other: _____.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards. This includes marketing on school property, on educational materials, where food is purchased, in school publications and school media, and through fundraisers.

Additionally, the Cooperative shall:

[Select one or more of the following:]

1. ( ) encourage students to increase their consumption of healthful foods during the school day;
2. ( ) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:

    a. ( ) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
    b. ( ) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
    c. ( ) whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
    d. ( ) fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
    e. ( ) meals designed to meet specific calorie ranges for age/grade groups
3. ( ) eliminate -trans-fat from school meals -foods offered in program meals and those offered as part of Smart Snacks in Schools that are not free of added trans-fat
4. ( ) -require students to select a fruit or vegetable as part of a complete reimbursable meal -promote and encourage a variety of choices from the fruit component and vegetable component daily within the school lunch program
5. ( ) require students to select a fruit or vegetable as part of a complete reimbursable meal
6. ( ) designate wellness champions at each school that will promote resources through the Cooperative's website for wellness for students, families, and the community

7. ( ) provide opportunities for students to develop the knowledge and skills for consuming healthful foods
8. ( ) promote and encourage Farm to School efforts through its nutrition department in order to provide the healthy foods identified above;
9. ( ) require that all foods and beverages sold as fundraisers on the school campus during the school day shall meet the USDA Competitive Food regulations;
10. ( ) discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance ;
11. ( ) prohibit the sale of caffeinated beverages at the high school level;
12. ( ) utilize the following promotions/partnerships:

    a. ( ) _____
    b. ( ) _____

Furthermore, with the objectives of enhancing student health and well being and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA) :
D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the Cooperative or Cooperative staff for classroom parties or holiday celebrations are subject to this prohibition.

[DRAFTING NOTE: THE FINAL RULES STATE THAT A POLICY MUST HAVE STANDARDS FOR FOOD AND BEVERAGES 'PROVIDED' AT SCHOOL, SUCH AS PROVIDED FOR A CLASS PARTY OR AS A REWARD TO STUDENTS. THESE STANDARDS DO NOT HAVE TO MEET THE REQUIREMENTS IMPOSED ON FOOD SOLD AT SCHOOL. A COOPERATIVE CAN ADOPT THE SAME STANDARD AS THE STANDARD FOR SOLD FOOD OR ESTABLISH ITS OWN STANDARDS AS LONG AS IT HAS SOMETHING IN PLACE FOR FOOD PROVIDED IN SCHOOL OTHER THAN THROUGH SALE. THIS DOES NOT APPLY TO FOOD BROUGHT IN FOR INDIVIDUAL CONSUMPTION, I.E., A SACK LUNCH.]

E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the **( )** current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. **( )** food and beverage standards approved by the **( )** Director. **( )** Board. **( )** _____. **[END OF OPTION]**

F. ( ) following food and beverage standards:

_____

_____

_____

_____

_____

_____

[It is recommended that one (1) or more of the following also be selected:]

G. ( ) The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.

H. ( ) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.

I. ( ) The food service program will provide information to families about free/reduced meal eligibility (e.g. sending applications home with all students once a year, posting the application on the school website, etc.).

J. ( ) All food items and beverages available for sale to students for consumption on campus between midnight and **( )** thirty (30) **( )** sixty (60) minutes **[thirty (30) minutes is the required minimum]** after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including but not limited to competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or boosters clubs.

K. ( ) The Cooperative's food service program **( )** may **( )** shall **[END OF OPTION]** involve **( )** students, **( )** parents, **( )** staff, **( )** school officials in the selection of competitive food items to be sold in the schools.

L. ( ) Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

M. ( ) All foods available to students in Cooperative programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

N. ( ) Any food items sold **( )** for consumption on campus from thirty (30) minutes after the end of the last lunch period until **( )** thirty (30) minutes **( )** sixty (60) minutes **[END OF OPTION]** after the school day ends in a fundraiser by approved student clubs and organizations and Cooperative support organizations shall meet the current USDA Dietary Guidelines for Americans.

O. ( ) The Cooperative shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.

P. ( ) The food service program shall be administered by a qualified nutrition professional.

The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

Q. ( ) All food service personnel shall receive pre-service training in food service operations.

R. ( ) Continuing professional development shall be provided for all staff of the food service program in accordance with USDA professional standards.

S. ( ) other: _____.

T. ( ) other: _____.

The Board designates **( )** the Director **( )** the building level administrator as the individual(s) charged with operational responsibility for measuring and evaluating the Cooperative's implementation and progress under this policy.

The **( )** Director **( )** Board shall appoint a Cooperative wellness committee that includes **( )** meets at least four (4) times per year and includes parents, students, representatives of the school food authority, nutritionists or certified dietitians, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, the Board of Managers , building administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. School level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

[ ] The Director shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall:

A. assess the current environment in each of the Cooperative's schools;

B. measure the implementation of the Cooperative's wellness policy in each of the Cooperative's schools;

C. review the Cooperative's current wellness policy;

D. recommend revision of the policy, as appropriate; and

E. present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended.

Before the end of each school year the wellness committee shall submit to the Director and Board their report in which they describe the environment in each of the Cooperative's schools and the implementation of the wellness policy in each school, and identify any

revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations. The Director shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Cooperative's schools, their evaluation of wellness policy implementation Cooperative-wide, and the areas for improvement, if any, that the committee identified. The committee also shall report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

[NOTE: If the Board has established a coordinated school health advisory council pursuant to I.C. 20-26-9-18, the council may serve as the wellness committee for the Cooperative if it includes the members listed above and holds the responsibilities set forth above.]

The Director also shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Director shall:

A. ( ) distribute information at the beginning of the school year to families of school children
B. ( ) include information in the student handbook
C. ( ) _____
D. ( ) _____

and post the wellness policy on the Cooperative's website, including the assessment of the implementation of the policy prepared by the Cooperative.

The Cooperative shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Cooperative are in compliance with the Cooperative policy, the extent to which the Cooperative policy compares to model wellness policies, and the progress made in attaining the goals of the Cooperative Wellness Policy. To ensure continuing progress, the Cooperative will evaluate implementation efforts and their impact on students and staff using the following tool: **[select one (1) of the following options]**

[ ] https://www.cdc.gov/healthyschools/shi/index.htm
[ ] https://schools.healthiergeneration.org/
[ ] https://www.sat.org/
[ ] http://www.doe.in.gov/sites/default/files/nutrition/evaluation-checklist_0.pdf

The assessment shall be made available to the public

A. ( ) in the parent and staff handbooks.
B. ( ) in the Cooperative's Annual Report to the public.
C. ( ) on the Cooperative's website.
D. ( ) on each individual school's website.
E. ( ) in the Cooperative's calendar.
F. ( ) _____.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. Fax:
   (833) 256-1665 or (202) 690-7442; or
3. E-mail:
   program.intake@usda.gov

This institution is an equal opportunity provider.

The above nondiscrimination statement complements the Corporation's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment.

I.C. 20-26-9-18
42 U.S.C. 1751 et seq.
42 U.S.C. 1758b
42 U.S.C. 1771 et seq.
7 C.F.R. Parts 210 and 220

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Legal

42 U.S.C. 1751 et seq.
42 U.S.C. 1758b
42 U.S.C. 1771 et seq.
7 C.F.R. Parts 210 and 220