

MILL CREEK COMMUNITY SCHOOL CORPORATION



Board Policy

1

1000 ORGANIZATION

2

2000 PERSONNEL

3

3000 STUDENTS

4

4000 TRANSPORTATION

5

5000 INSTRUCTION

6

6000 HEALTH & WELFARE SERVICES

7

7000 BUSINESS MANAGEMENT

8

8000 SCHOOL - PARENT -
COMMUNITY RELATIONS

9

9000 SCHOOL - GOVERNMENT
AGENCY RELATIONS

10

ORGANIZATION

- 1100 Board of Education
- 1110 Composition of the School Board
- 1115 Resignation of Board Members
- 1120 School Board Authority
- 1130 Functions of the Board
- 1140 Code of Ethics
- 1141 Board Member Development Opportunities
- 1150 Board Member Group Insurance Participation
- 1160 Organization and Officers of the Board
- 1170 Meetings of the Board
 - A. Regular Meetings
 - B. Special Meetings
 - C. Emergency Meetings
 - D. Executive Sessions
 - E. Notice of Meetings
 - F. Quorum
 - G. Voting
 - H. Rules of Order
 - I. Agenda
 - J. Minutes
- 1172 Public Participation at Board Meetings
- 1200 Line and Staff Organization
- 1300 Complaints
- 1400 Board Policy Development
 - A. Preliminary Development
 - B. Adoption
 - C. Absence of Policy
 - D. Dissemination
 - E. Review of Evaluation
 - F. Review of Administrative Procedures
- 1500 Board Communications and Public Relations
- 1600 Community and Education Relation Goals
- 1700 Board Association Memberships
- 1800 School Corporation Attorney
- 1900 School Corporation Insurance Agent

- 2000 Personnel – Certified and Classified
 - 2010 General Policy
 - 2011 Professional Development Opportunities
 - 2012 Staff Ethics
 - 2020 Sexual Harassment Policy (same as #3030)
 - 2021 Non-Discrimination & Anti-Harassment (same as #3031)
 - 2025 Criminal History Information
 - 2030 Drug-Free Workplace
 - 2040 Employee Assistance Program
 - 2050 Staff Discipline Policy
 - 2060 Staff Performance Evaluation
 - 2080 Retirement Benefits for Deceased Employees

- 2100 Administrative Personnel
 - 2110 Superintendent
 - 2120 Assistant Superintendent
 - 2130 Principal
 - 2140 Administrative Director
 - 2150 Services for Educational and Community Foundations

- 2200 Certified Teaching Personnel
 - 2220 Prevention of Deletion of Area of Certification
 - 2230 Teacher Resignation Notice Requirement
 - 2240 Suspension of Teaching Personnel
 - 2250 Reduction in Force – Procedure and Recall
 - 2270 Voluntary Sick Bank for Certified Personnel
 - 2280 Substitute Teacher Policy

- 2300 Classified Staff
 - 2310 Hiring of Employees
 - 2320 Salary
 - 2321 Overtime Policy
 - 2322 Recognizing Previous Work Experience
 - 2330 Educational Support Department Director

- 2340 Leaves
 - 2341 Personal Illness and Family Illness Days
 - 2342 Personal Business
 - 2343 Bereavement Leave
 - 2344 Maternity Leave
 - 2345 FMLA
 - 2350 Retirement Policy
 - 2360 Jury Duty
 - 2370 Resignation

- 2390 Volunteers

3000 Students

3010 Equal Educational Opportunity

- 3020 Respect for Staff and Student Policy
- 3030 Sexual Harassment Policy - Reference Policy #2020
- 3040 Student Assistance Policy
- 3045 Moment of Silence
- 3050 Display of Flag and Pledge of Allegiance

3100 Entrance & Admission Policies

- 3110 Transfer Tuition Policy (previously Non-Admission of Cash Transfer Students) (previously titled Residence)
- 3120 Admission of New Students - Missing Children
- 3130 Admission of Transferring Students
- 3135 Assignment within the Corporation
- 3140 Early Entrance Procedure
- 3150 High School Entrance Age Requirement
- 3200 Attendance Policy
- 3210 Absence & Illness
- 3220 Verification of Student Absence
- 3230 Release of Pupils
- 3240 Habitual Truancy / Driver's License
- 3250 Withdrawal Policy

3300 Student Handbook

- 3310 Criminal Gangs and Criminal Gang Activity in Schools

3400 Student Rules of Conduct

- 3410 Bus/Corporation Vehicle Conduct
- 3415 School Bus Video Records
- 3416 Video Surveillance Policy
- 3420 Student Searches
- 3421 Student Locker Search
- 3422 Student Desk Search
- 3423 Student Personal Search
- 3424 Student Vehicle Search
- 3425 Use of Metal Detectors
- 3500 Student Behavior - Parent/Student Responsibilities
 - 3510 Student Discipline
 - 3520 Corporal Punishment
 - 3530 School Disturbances
 - 3540 Suspension & Expulsion / Due Process
 - 3541 Criteria For Denial of Board Consideration of Student Due Process Appeals
- 3600 Student Substance Use / Abuse
 - 3610 Student Substance Use / Abuse Assistance Program
 - 3620 Smoking/Drug (Alcohol) Use
 - 3630 Random Drug And Alcohol Testing
- 3700 Student Records and Lists
 - 3710 Records - Access & Public Disclosure
 - 3720 Records - Exempt From Public Disclosure
 - 3730 Student List Disclosure
- 3800 Student Health and Safety

3810 Wellness Policy

3815 Student Mental and Behavioral Services Records

3900 Students with Disabilities

3910 Least Restrictive Environment

3920 Student Discipline - Identified Special Needs
Students

3930 Educational Surrogate Parent

- 4000 Transportation
 - 4100 Transportation Handbook Policy
 - 4200 Chain of Command
 - 4300 Transportation Personnel
 - 4310 Alcohol and Controlled Substance Testing Policy for Commercial Drivers License (CDL) Employees
 - 4400 Substitute Bus Drivers
 - 4500 Student Discipline on School Buses
 - 4600 School Bus Routes/Route Assignment

5000	INSTRUCTION	
	5020	Instructional Goals and Student Achievement
	5030	Academic Freedom
5100		
	5110	Career Education
	5130	Vocational Education
	5140	Home/Hospital Bound Instruction
	5150	Summer School
	5160	Homeless Students: Enrollment Rights and Services
	5170	Indiana Course Access Program
5200		
	5210	Graduation Requirements
	5220	Curriculum Development
	5230	Textbook Adoption
	5235	Disposal of Textbooks
	5240	Controversial Instructional Materials
	5241	Right to Inspect Certain Instructional Materials
	5242	Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum
	5250	Instructional Material Rental Funds – Fees
	5260	Instructional Media Centers/Libraries
	5280	Access to Electronic Media
	5281	Acceptable Use Policy
5300		
	5310	Report Cards and Conferences
	5320	Homework
	5330	Testing
	5340	Graduation – Foreign Exchange Programs
	5350	Recognition of Outstanding Achievement
	5360	Promotion/Retention Policy
5400	SCHOOL ACTIVITIES	
	5410	Co-curricular and Interscholastic Programs
	5440	Interscholastic Athletics
	5450	Red-Shirt Retention
	5455	Extra-Curricular Academic Eligibility
	5460	Elementary School Athletics
	5470	Field Trips, Extra-Curricular and Co-Curricular Trips
5500		
	5510	Instructional Assistants
	5520	School Volunteers
	5530	Student Teachers
5600		
	5620	School and Department Handbooks
	5630	Student/Staff Publications

6000 HEALTH AND WELFARE SERVICES

Students – Staff – Patrons

- 6100 School Medical Advisory Board
- 6200 Universal Precautions for Communicable Diseases Policy
- 6210 Bloodborne Pathogens Exposure and Control Policy
- 6220 Acquired Immune Deficiency Syndrome Policy
- 6300 Policy for Medication at School
- 6400 Emergency Care & Transportation of Sick/Injured Person/Student
- 6410 Use and Care of Automated External Defibrillator
- 6500 Child Abuse & Neglect Policy
- 6510 Married and/or Pregnant Student Policy
- 6600 Corporation Crisis Policy
- 6700 Pest Control
- 6800 Animals in Classrooms
- 6900 Vehicle Idling Policy
- 6910 IAQ Chemical Management Policy

7000 BUSINESS MANAGEMENT BUSINESS-FACILITIES-FOOD SERVICES

7100

- 7105 Board of Finance
- 7110 Investment of Corporation Funds
- 7120 Signature Stamps
- 7130 Employee Bonds
- 7140 Financial Reports & Statements
- 7150 Petty Cash
- 7160 Extracurricular Accounts
- 7170 Fund Raising

7200

- 7210 Payroll Reporting
- 7220 Payroll Deductions
- 7230 Expense Approval and Reimbursement
Conventions-Conferences-Workshops-Mileage

7300

- 7310 Allocation of Materials and Supplies
- 7320 Purchase Quotations
- 7330 Purchase Orders
- 7340 Purchasing Authority
- 7350 Vendor Relations
- 7360 Credit Card

7400 Building and Grounds Management

- 7410 Building Security
- 7411 Keys to Buildings
- 7412 Fixed Asset Management Policy
- 7413 Reporting of Threat or Intimidation Against School Employees
- 7414 Possession of Firearms, Explosive or Incendiary Devices on School Property
- 7415 Threshold for Material Loss, Shortage, or Theft of School Funds or Property
- 7416 Internal Controls
- 7417 Collection and Forgiveness of Debt
- 7418 Uniform Guide for Federal Grants and Awards Administration
- 7420 Insurance
- 7421 Accident Injury
- 7422 Playground Equipment Safety
- 7425 Safe Schools Policy
- 7430 Emergency Preparedness
- 7431 Pandemic/Epidemic Events – Use of Facemasks
- 7440 Property Disposal
- 7450 Emergency School Closings
- 7460 Snow Removal
- 7470 Mail and Delivery Services
- 7480 Telephone - Long Distance
- 7490 Energy Management Conservation Policy

7500 Facilities Use Policy

7600 Food Services

7605 Food Services Code of Conducts

7610 Vending Machines

7700 Record Retention of Electronic Mail

7800 General Indemnification Policy

- 8000 School – Parent – Community Relations
 - 8100 Visitors to School
 - 8110 Restriction of Registered Sex Offenders on School Property
 - 8200 Public Conduct on School Property
 - 8300 Use of Tobacco on School Premises (Tobacco Free Campus)
 - 8400 Complimentary Tickets
 - 8500 Relations with Parent Organizations
 - 8510 Parental Involvement
 - 8600 Before/After School Child Care Policy
 - 8700 Community Use of School Buses
 - 8800 Political Advertising
 - 8900 Cancellation of Extracurricular Activities Due to Inclement Weather

9000 School Government Agency Relations

9100 Police-School Relationships & Procedures

9200 Child Abuse or Neglect Investigation

Policy Sections

1-9

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COMPOSITION OF THE SCHOOL BOARD

The Mill Creek Community School Corporation is a reorganized School Corporation consisting of Clay, Franklin, and Liberty Townships in Hendricks County, Indiana. Said school corporation was reorganized under the Acts of 1959 and became effective on July 1, 1962.

The Mill Creek Community School Corporation is to be administered by a five (5) member board; one member elected from each civil township (Clay, Franklin, and Liberty), and two (2) at-large members. The five member board shall be elected by popular vote, which election shall be held at the same times as the general election in November. Newly elected members upon qualification shall take office on January 1st of the calendar year as follows:

- a) All terms shall be for four (4) years or until a successor is qualified and elected. Any vacancy occurring subsequent to an election shall be filled by appointment of the remaining members of the board. Vacancies may occur by:
 1. Resignation of a member.
 2. Change of residence from the boundaries of the school corporation – relocation out of the school corporation.
 3. The order of any legally authorized person or persons.
 4. Death of a member.

- b) The member elected from the Franklin Township civil unit is elected on a staggered term and said member will not officially take office until one (1) year from the January 1st date following the general election. All other members elected will take office on the January 1st date following the general election.

The members of the Board of School Trustees shall receive compensation as and in the amount determined at their organizational meeting in January each year, but shall not exceed the amount authorized by Indiana Law. The amount shall be paid in equal payments in June and December of each calendar year.

Legal Reference: IC 20-23-4-29.1 IC 20-23-4-30 20-26-47
Reviewed/Revised: April 1994 Adopted: May 4, 1994
Reviewed/Revised: October 2012 Adopted: November 14, 2012
Reviewed/Revised: June 2013 Adopted: August 14, 2013

RESIGNATION OF BOARD MEMBERS

The resignation of any school board member shall be in writing and should be given to the superintendent or school board president except in the case of the board president whose written resignation shall be received by the superintendent. When the superintendent or the board president has received the written resignation he/she will so inform the board within 72 hours after receipt of the resignation. The board will decide at a meeting open to the public upon the process and procedures of filling the vacancy.

This process also applies to a leave of absence for military service requested by a board member who has been called to active duty.

The school board member who is resigning shall also give written notice of the resignation to the county circuit clerk of the county containing the largest percentage of population of the school corporation.

Legal Reference: IC 5-8-3.5-1(a)(4)
IC 5-8-3.5-1(b)
IC 5-9-4-7

Adopted: November 9, 2005
Reviewed/Revised: June 2013 Adopted: August 14, 2013

SCHOOL BOARD AUTHORITY

As a body created under the laws of the state of Indiana, the Board of School Trustees of the Mill Creek Community School Corporation has full authority within the limitations of the federal and state laws and interpretations of them to carry out the will of the people of school corporation on matters of education.

In addition, the Board of School Trustees may exercise any power it has when the power is not expressly denied by the Constitution of the State of Indiana, state and federal statutes and regulations including interpretations of them and is not expressly granted to any other entity. In accordance with the Indiana School Corporation Home Rule Act, the Board of School Trustees will develop written policy as needed to exercise its power under the Act. The board will follow the procedures established by it for the exercising of said power.

Board members have no authority over school affairs as individuals. They have authority only when acting as a body duly called in session.

Legal Reference: IC 20-26-3-1
IC 20-26-2-2

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

FUNCTIONS OF THE BOARD

The three major functions of the Board of School Trustees are described as policy making; executive; and appraisal.

Policy-making is that function which determines what shall be done, establishes procedures for the accomplishing of tasks, selects its executive officer and delegates to him/her the placing of plans and policies into operation and provides the financial means of their achievement.

Executive is that function which is concerned with placing into operation the plans and policies, keeping the Board of School Trustees informed, and furnishing creative leadership to the board and profession.

Appraisal is that function which is the attempt, through careful examination and study of facts and conditions, to determine the efficiency of operation of the general activities and the worth and value of results of the activities in relation to the value of instruction offered students.

In the performance of these duties it is urged that members be guided by the Code of Ethics. This code is a guide to school board members as they strive to render effective and efficient service to their respective communities.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

CODE OF ETHICS

A School Board member should honor the high responsibility that membership demands:

- **By** thinking always in terms of “children first.”
- **By** understanding that the basic function of the school board member is “policy-making” and not “administrative” and by accepting the responsibility of learning to discriminate intelligently between these two functions.
- **By** accepting the responsibility along with fellow board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.
- **By** refusing to play “politics” in either the traditional partisan sense, or in any petty sense.
- **By** representing at all times the entire school community.
- **By** accepting the responsibility of becoming well-informed concerning the duties of board members, and the proper function of public schools.
- **By** recognizing the responsibility as a State official to seek the improvement of education throughout the state.

A School Board member should demonstrate respectful relationships with other members of the Board:

- **By** recognizing that authority rests only with the board in official meetings, and that the individual member has no legal status to bind the board outside of such meetings.
- **By** recognizing the integrity of his predecessor and associates and the merit of their work.
- **By** refusing to make statements or promises as to how he or she will vote on any matter which should properly come before the board as a whole.
- **By** making decisions only after all facts bearing on a question have been presented and discussed.
- **By** respecting the opinion of others and by graciously conforming to the principle of “majority rule.”
- **By** refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all members do not have the opportunity to attend.
- **By** working with fellow board members and the administration to fairly determine the present and future education needs of the community.

A School Board member should maintain desirable relations with the superintendent of schools and other employees:

- **By** striving to procure, when the vacancy exists, the best professional leader available for the head administrative position.
- **By** giving the superintendent full administrative authority for properly discharging his professional duties, and by also holding him responsible for acceptable results.

- **By** acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel.
- **By** having the superintendent present at all meetings of the board except when his/her contract or salary is under consideration.
- **By** referring all complaints to the proper administrative office and by discussing them only at a regular meeting only after failure of administration solution.
- **By** striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
- **By** presenting personal criticism of any employee directly to the superintendent.

A School Board member should maintain a commitment to the community:

- **By** attempting to appraise fairly both the present and future educational needs of the community.
- **By** regarding it as a major responsibility of the board to interpret the aims and the methods of the schools to the community.
- **By** insisting that all school business transactions be on an open, ethical, and above-board basis.
- **By** vigorously seeking adequate financial support for the schools.
- **By** refusing to use his/her position on a school board in any way whatsoever for personal gain or personal prestige.
- **By** refusing to discuss personnel matters or any confidential business of the board in his/her home, on the street, or in his/her office.
- **By** winning the community's confidence that all is being done in the best interests of school children.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

BOARD MEMBER DEVELOPMENT OPPORTUNITIES
(School Board Member In-Service Activities)

The Board of School Trustees places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific inservice activities designed to assist board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the educational activities of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support this program. Individual board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. The board shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the media about the board's continuing inservice educational activities.

The board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in board conferences, workshops, and conventions conducted by the Indiana School Boards Association and National School Boards Association.
 - A. Participation in the ISBA C.A.P. program with each member to advance one level per year with the ultimate goal for each board member to reach the master level. It will be the goal for the entire board to reach the master level for the total board.
2. Indiana Department of Education board sponsored workshops.
3. Subscriptions to publications addressing the concerns of board members.
4. Board retreats.

Adopted: February 1, 1995

Reviewed/Revised: June 2013 Adopted: August 14, 2013

BOARD MEMBERS GROUP INSURANCE PARTICIPATION POLICY

It shall be the policy of the Mill Creek Community School Corporation to allow board members to participate at no cost to the school corporation in the same health and/or dental insurance programs available to employees. Retiring board members and former board members may continue this participation at no expense to the school corporation providing the board member had health and/or dental insurance through the school corporation insurance program when retiring from the board.

Reference: IC 5-10-8-2.6

Adopted: May 4, 1994

Reviewed/Revised: January 13, 2010

First Reading: January 13, 2010

Adopted: February 10, 2010

Reviewed/Revised: June 2013 Adopted: August 14, 2013

ORGANIZATION AND OFFICERS OF THE BOARD

Officers of the Mill Creek Community Board of School Trustees shall consist of a President, Vice President, and a Secretary. The Board of School Trustees shall appoint a treasurer each year, other than the superintendent of schools, who shall not be a member of the Board of School Trustees. The treasurer shall be the official custodian of all school corporation funds, shall issue all receipts, make all deposits, and issue all warrants as approved by the Board of School Trustees.

Duties of the Officers:

- A. The President of the Board shall have the usual powers recognized as being consistent with said officer in a public interest governing body. He/she shall appoint all board level committees unless otherwise directed by the board members.
- B. The Vice-President will serve in the absence of the President.
- C. The Secretary, or designee, shall keep records of all meetings, post all legal documents, and perform such other duties as may be prescribed.

Legal Reference: 20-26-4-1

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

MEETINGS OF THE BOARD

A. Regular Meetings

The Board of School Trustees shall hold regular meetings with the time and days determined annually at the reorganization meeting. The regular business meetings of the board shall be held each month at the same time and on the day determined at reorganization unless scheduled otherwise due to vacation or other conflicts.

All meetings of the board shall be held in the board room in the Administrative Services Center of the Mill Creek School Corporation unless otherwise specified in the notice or voted by the board. All meetings of the board shall be open to the public except as it may be stated in this policy. The public is encouraged to attend meetings of the board, listen and observe the deliberations of its members.

B. Special Meetings

In accordance with state law, special meetings may be held as called by the president or by the superintendent.

Notice of special meetings will be given in writing to board members at least 72 hours in advance of such meetings. Execution of a written waiver or a member's presence at the meeting waives this requirement.

A special meeting will be held in the location officially designated for regular meetings unless otherwise determined.

C. Emergency Meetings

Emergency meetings of the governing body may be called by its president or by the superintendent of the school corporation to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of the school's activity under the jurisdiction of the Board of School Trustees.

D. Executive Sessions

Executive sessions of the board may be held only in accordance with the Indiana Open Door Law. Final action must be taken at a meeting open to the public.

Public notice of executive session must state the subject matter by specific reference to the enumerated instance or instances for which executive sessions may be held under subsection (b). The governing body shall certify by a statement in the memoranda and minutes of the governing body that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

A governing body may not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting may not be recessed and reconvened with the intent of circumventing this subsection.

E. Quorum

At a meeting of the governing body, a majority of the members shall constitute a quorum. No action may be taken unless a quorum is present. A majority of the members present may adopt a resolution or take any action, with the exception of the school corporation entering into any contract, including but not limited to contracts for employment or contracts for goods and services, a majority vote of all of the members of the Board of School Trustees shall be required.

F. Voting

It is the duty of every board member to vote on every motion or resolution.

Refusal to vote means an absention, which counts in favor of the majority.

The board president can vote on all motions. Where his/her vote has the effect of breaking a tie, his/her announcement that the motion carried is sufficient to express his/her vote.

G. Rules of Order

Except as otherwise provided by law, by regulation of the Indiana State Board of Education, or by the board, meetings of the board shall be conducted in accordance with Robert's Rules of Order Revised.

Amendments, alterations, corrections or repeals of the rules may be made, or their operation may be suspended for the meeting at any regular or special meeting of the board by a vote of a majority of all members of the board.

H. Agenda Preparation

The superintendent shall prepare the agenda for all meetings of the board. In doing so, the superintendent shall consult with the board president and appropriate members of the executive staff.

Items of business may be entered by any board member or suggested by a staff member, student, or citizen of the corporation. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the superintendent. The agenda, however, shall always allow suitable time for remarks of the public who wish to speak briefly before the board.

The superintendent will prepare for each meeting a board action calendar. The calendar will report the status of any item of business current, past, or future which the board has or will formally act upon.

The board shall follow the order of business set up by the agenda unless order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider them. The board, however, may not revise policies or adopt new ones unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to board members sufficiently

prior to the board meeting, if at all possible, to permit them time to give items of business careful consideration. The agenda and appropriate agenda materials may also be made available to the press; to representatives of the community; staff and student organizations; and to others upon request.

I. Minutes

The minutes of board meetings should record all action taken by the board and discussions of the Board.

The board secretary shall review the rough draft of the minutes to ascertain that all necessary items have been included.

The format and style of the minutes should follow the agenda for the meeting. Each item of business should be numbered for easy reference.

Minutes of the proceedings of the board shall be prepared by the secretary of the board or designee.

All motions and seconds shall be recorded with names and results of the vote taken.

Copies of the minutes of a meeting shall be sent to the members of the board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are approved.

After adoption the minutes are to be stored as official board records.

All records of the Board of School Trustees shall be available to the public for inspection and reference. Custodian of these records shall be the superintendent and shall be reviewed in his presence or his designee.

Legal Reference: IC 20-26-4-1 (Organization)

IC 20-26-4-3 (Regular, statutory and special meetings)

IC 20-26-4-4 (Commencement & termination of terms of office; vacancies)

IC 5-14-1.5-6.1 (Executive sessions)

IC 5-14-1.5

IC 20-26-4-3

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

PUBLIC PARTICIPATION AT BOARD MEETINGS

The agenda will contain one or more periods during each public meeting for public participation. The agenda may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting shall deal with the evening's agenda items. Comments at special meetings must be related to the call of the meeting. .

Requests to make formal presentations before the board should be placed with the superintendent prior to noon on the Wednesday preceding the regular meeting date. Time will be given to present material to the board when the order of business comes to the item on the agenda.

It shall not be permissible to orally present or discuss complaints against individual employees or students of the Mill Creek Community School Corporation at any Board of School Trustees meetings. Such charges or complaints shall be presented to the board in writing and shall be signed by the person or persons making the charge or complaint. Executive session may be granted for the hearing of charges against individuals, whether students or employees.

The board chairperson will be responsible for recognizing all speakers. In any situation, the chairperson may limit the time of any presentation and if there are numerous requests to address the board on the same subject, the chairperson may select representatives to speak on each side of the issue. The chairperson may limit the time spent on comments from the visitors and may impose such reasonable regulations as may be necessary to maintain orderly deliberations.

Boisterous conduct shall not be permitted at any meeting of the Board of School Trustees, nor will defamatory or abusive remarks be tolerated. The chairperson may terminate the address of any speaker who violates this regulation.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

LINE AND STAFF ORGANIZATION

The Mill Creek Community School Corporation shall follow the Line and Staff organization of administration.

The Line and Staff organization is as follows:

- Board of School Trustees
- Superintendent of Schools
- Assistant Superintendent
- Principals
- Directors
- Teachers
- Students/Parents/Guardians

The Board of School Trustees delegates authority to the Superintendent of Schools. He/she delegates authority to the various principals. Each principal delegates certain authority to the teacher and to other personnel within his building. Conversely, the teacher becomes directly responsible to the principal who is directly responsible to the Superintendent of Schools, and who is directly responsible to the Board of School Trustees.

Only in extreme situations should any of the subordinate personnel seek a decision from the Board of School Trustees, in which case arrangements whereby the aggrieved person may present his/her case in person to the Board of School Trustees should be made through the Superintendent of Schools.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 August 14, 2013

COMPLAINTS

Neither the board as a whole, nor any individual member of the board will entertain or consider communications or complaints from teachers, parents, or patrons until they have first been referred to the Superintendent of Schools. Only in those cases where satisfactory resolution/solution cannot be made by the superintendent shall communications and complaints be referred to the board through the Superintendent of Schools.

The board will, if it deems advisable and providing proper request has been made to the superintendent to be placed on the agenda, grant a hearing to the interested parties at a regular board meeting.

All complaints must be in writing and submitted through the office of the Superintendent of Schools. No anonymous correspondence will be considered officially by the board members.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

BOARD POLICY DEVELOPMENT

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, buildings, materials and equipment for successful administration, application, and execution of its policies.

It is the intent of the Mill Creek Board of School Trustees to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient operation of the schools of the Mill Creek Community.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in or connected with the Mill Creek Community Schools.

The policies of the Mill Creek Board of School Trustees are framed and are meant to be interpreted under the authority and restrictions fixed by the Indiana General Assembly and all other regulatory agencies within our local, county, state, and federal levels of government.

A. Preliminary Development

Adoption of new policies or changing of existing policies is solely the responsibility of the School Board.

Proposals for new policies or changes to existing policies may be initiated by any board member, by the superintendent, or by any citizen of the School Corporation. Members of the staff may initiate consideration of policies which shall be processed through regular administrative channels. The proposals shall be made in writing to the superintendent and shall be placed on the agenda of a regular or special meeting for consideration.

The superintendent or his designee shall be responsible for transcribing group consensus about policy recommendation into acceptable written form for further deliberation and/or action by the Board of School Trustees.

The superintendent shall seek the counsel of the school attorney when there may be a question of legality in the development of a proposed School Board policy.

B. Policy Adoption

Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and distribution of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.

3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt shall follow by approximately two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board Policy Handbook.
2. Each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the School Corporation.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revised existing policies. When such immediate action is necessary, the superintendent shall inform concerned groups or individuals about the reasons for this necessity.

The Board expects compliance with its formally adopted policies. Failure to comply will be considered cause for disciplinary action.

C. Board Absence of Policy

The superintendent shall have the power to implement action within the school system if any emergency situation should develop for which the Board has no policy guidelines. However, the superintendent's decision shall be subject to review by the Board at its next regular or special meeting. It is the superintendent's duty to inform the Board of any such action and of need for an official policy.

D. Policy Dissemination

The Board shall file its adopted policies with the superintendent. Complete and up-to-date copies of the official policies and procedures of the School Corporation shall be provided to each board member. Other copies of board policies will be found in each administrative office and school library in the school system and in such other places as may be designated by the Board of School Trustees. The Board shall provide that its policies be made available for public inspection in the administrative office during regular office hours. Upon request, members of the public shall be entitled to copy one or more policies.

E. Board Policy Review and Evaluation

Changes in needs, conditions, purpose and objectives require revisions, deletions, and

additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development. Evaluation of current policies is a continuous process by School Corporation clients, staff members, and Board members.

The Board shall strive to keep its policies current by establishing an ongoing review procedure. To achieve this end the superintendent shall call to the Board's attention the policies that are in need of revision.

The Board shall evaluate periodically the execution and results of its policies and consider whether any modifications are required.

The superintendent/designee shall annually call in all Board Policy Manuals for the purpose of updating.

F. Policy Deletion

Except for policy actions to be taken on emergency measures, the deletion of Board policies shall follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and distribution of proposed deletion as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

G. Corporation-wide administrative regulations and procedures issued by the superintendent shall be available for review by the Board.

Should administrative regulations and procedures be inconsistent with Board policies, the Board reserves the right to change them.

Reviewed/Revised: April 1994 Adopted: May 4, 1994
Reviewed/Revised: January 2001 Adopted: March 14, 2001
Reviewed/Revised: June 2013 Adopted: August 14, 2013

BOARD COMMUNICATION AND PUBLIC RELATIONS

The Board of School Trustees of the Mill Creek Community School Corporation is aware that school corporations operate more successfully when the citizens support the schools. Therefore, the Board is committed to communicating with citizens, employees, and students of the Mill Creek School Corporation in order to maintain and improve community support by:

1. Encouraging attendance at regular school board meetings.
2. Involving citizens, staff, and students on problem solving, for example, ad hoc advisory committees.
3. Encouraging the creation and existence of PTOs and/or individual school advisory committees.
4. Cooperating with various news media.
5. Encouraging newsletters and bulletins from individual schools, and from teachers to parents.
6. Providing communication channels to the board for redress of grievances.
7. Encouraging visitation to the schools (in accordance with established procedures).
8. Encouraging parent-teacher conferences to discuss the strengths, weaknesses, needs and problems of children, both formally and informally.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

COMMUNITY AND EDUCATION RELATIONS GOALS

The board shall interpret the educational program to the community and invite discussions and suggestions on important educational policies and shall attempt at all times to represent the entire community rather than any single group or section. To this end the board establishes the following community and education relations goals:

1. To support with financial and human resources a comprehensive, systematic internal and external public information program directed by a qualified public information staff member.
2. To develop intelligent citizen understanding of the school system in all aspects of its operation.
3. To determine how the community feels about the school system and what it wishes the school system to accomplish.
4. To develop community understanding of the need for adequate financial support for a sound educational program.
5. To help patrons to assume a more direct responsibility for the quality of education the school system provides.
6. To earn the good will, respect, and confidence of the school community in the personnel and services of the school system.
7. To develop educational facilities to accommodate community use.
8. To promote a genuine spirit of cooperation between the board and community in sharing leadership for the improvement of the community.

Reference Source: Local Option

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

Organization
Code #1700

BOARD ASSOCIATION MEMBERSHIPS

The board will maintain annual membership in the Indiana School Boards Association and pay dues through the annual general fund budget as provided by law. Through this membership in the state association, the board maintains indirect membership in the National School Boards Association.

The Board shall seek to participate as fully as possible in the activities of these organizations.

Legal Reference: IC 20-26-5-8

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

Organization
Code #1800

SCHOOL CORPORATION ATTORNEY

The school corporation shall employ a competent attorney to give legal advice in corporation matters. He/she shall attend the board meetings upon the requests of the president of the board and/or the Superintendent of Schools.

Compensation for the attorney to the school board shall be determined each year at the organizational meeting of the board.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

SCHOOL CORPORATION INSURANCE AGENT

Insurance programs and coverage are normally reviewed in every three (3) year period. At that time any company interested in providing insurance coverage to the Mill Creek Community School Corporation may request information on the school corporation and submit its proposal for the board's consideration.

The Agent of Record shall keep the board currently informed on its insurance program and make recommendations for modifications on additions to its coverage. The Agent of Record shall also represent the corporation in the event of any loss and submit the necessary claims and reports as may be required.

Reviewed/Revised: April 1994

Adopted: May 4, 1994

Reviewed/Revised: July 2013

Adopted: August 14, 2013

- 2000 Personnel – Certified and Classified
 - 2010 General Policy
 - 2011 Professional Development Opportunities
 - 2012 Staff Ethics
 - 2020 Sexual Harassment Policy (same as #3030)
 - 2021 Non-Discrimination & Anti-Harassment (same as #3031)
 - 2025 Criminal History Information
 - 2030 Drug-Free Workplace
 - 2040 Employee Assistance Program
 - 2050 Staff Discipline Policy
 - 2060 Staff Performance Evaluation
 - 2080 Retirement Benefits for Deceased Employees

- 2100 Administrative Personnel
 - 2110 Superintendent
 - 2120 Assistant Superintendent
 - 2130 Principal
 - 2140 Administrative Director
 - 2150 Services for Educational and Community Foundations

- 2200 Certified Teaching Personnel
 - 2220 Prevention of Deletion of Area of Certification
 - 2230 Teacher Resignation Notice Requirement
 - 2240 Suspension of Teaching Personnel
 - 2250 Reduction in Force – Procedure and Recall
 - 2270 Voluntary Sick Bank for Certified Personnel
 - 2280 Substitute Teacher Policy

- 2300 Classified Staff
 - 2310 Hiring of Employees
 - 2320 Salary
 - 2321 Overtime Policy
 - 2322 Recognizing Previous Work Experience
 - 2330 Educational Support Department Director

- 2340 Leaves
 - 2341 Personal Illness and Family Illness Days
 - 2342 Personal Business
 - 2343 Bereavement Leave
 - 2344 Maternity Leave
 - 2345 FMLA
 - 2350 Retirement Policy
 - 2360 Jury Duty
 - 2370 Resignation

- 2390 Volunteers

GENERAL POLICY

It shall be the policy of the Mill Creek Community School Corporation to recruit and select for employment the best qualified applicant for each position without regard to race, color, or national origin; nor shall any person be denied employment solely because of age, sex, disability, marital status, or religion. Complaints for non-compliance with this criteria shall be directed to the assistant superintendent.

It shall be the policy of the Mill Creek Community School Corporation to maintain a Personnel Handbook which includes job descriptions, salary schedules and benefit package for employees. The Personnel Handbook will be reviewed, updated, and adopted on an annual basis by the Board of School Trustees.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

BOARD POLICY RELATING TO PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Today's dynamic and rapidly changing society, with its tremendous accumulation on new knowledge makes it imperative that all professional staff members be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide a quality educational program for all students being served by the Mill Creek Community School Corporation.

It is the policy of the Board of School Trustees that a program of professional development be established to provide an opportunity for the continuous professional and technical growth of staff members of the Mill Creek Community School Corporation.

As a result of the operation of this policy, staff members will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice when applicable.

The administrative staff, employing administrative and management techniques consistent with modern management development, will provide leadership which will assist each staff member to make a maximum contribution to the school corporation's effort to provide a quality educational program for all students.

Adopted: November 20, 1996

Reviewed/Revised: June 2013 Adopted: August 14, 2013

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of School Trustees expects all professional and educational support personnel to maintain high standards in their working relationships.

Professional and Classified personnel in their performance will:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the superintendent, or is necessary to protect the health and welfare of the student or others;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. recognize their responsibility to the students to be an acceptable role model in behavior and ethics;
- H. refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen; and
- I. avoid accepting anything of value offered by another for the purpose of influencing judgment.

Adopted: March 3, 1999

Reviewed/Revised: June 2013 Adopted: August 14, 2013

SEXUAL HARASSMENT POLICY
MILL CREEK COMMUNITY SCHOOL CORPORATION

I. THE POLICY

A. It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in *Section II*. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in *Section II*. The use of the term “*employee*” also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to any employee, or when made by any student to another student when;

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated by his or her conduct or verbal objection that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment as set forth in *Section II, (A)* may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions as described below.

2. Non-administrative and Non-supervisory Employees

- a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

III. SEXUAL HARASSMENT COMPLAINT PROCEDURES

A. It is the policy of the Mill Creek Community School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims. This may be done through the following procedures:

1. Any person who alleges sexual harassment by any employee or student in the School Corporation may use the reporting procedures explained below in *Section III (B)* or may complain directly to his/her immediate supervisor, building principal, or the *Title IX* complaint designee of the School Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate

allegations of misconduct and to continue to take corrective action when this conduct has occurred.

B. Reporting Sexual Harassment

All reports of sexual harassment should be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the school official where the alleged conduct took place. The school official shall inform the superintendent or his/her designee of all filed reports.
4. The school official who receives a report shall thoroughly investigate the alleged sexual harassment;
 - a. When investigating a report of sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated and reported.
5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action he/she deems appropriate.
6. The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
7. If the superintendent is the accused harasser, the Title IX coordinator or an administrator designated by the Board of School Trustees shall investigate and report to the board.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Mill Creek Community School Corporation and incorporated in each employee and student handbook.

Reviewed/Revised: 1-94 Adopted: 7-6-94

Reviewed/Revised: 5-02 Adopted: 6-12-02

Reviewed/Revised: June 2013 Adopted: August 14, 2013

NON-DISCRIMINATION & ANTI-HARASSMENT

The Mill Creek Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, creed, religion, sex, gender, gender identity, national origin, cultural or economic or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator

(Race, color, national origin)

Assistant Superintendent

6631 S CR-200 W Clayton, IN 46118

317-539-9217

TitleIX@mccsc.k12.in.us

Title IX Coordinator

(Sex, including sexual harassment/sexual assault, gender discrimination)

Assistant Superintendent

6631 S CR-200 W Clayton, IN 46118

317-539-9217

TitleIX@mccsc.k12.in.us

Section 504 Coordinator/Nurse

(Disability)

Assistant Superintendent

6631 S CR-200 W Clayton, IN

46118

317-539-9217

TitleIX@mccsc.k12.in.us

Non-discrimination Coordinator

(All other forms)

Assistant Superintendent

6631 S CR-200 W Clayton, IN 46118

317-539-9217

TitleIX@mccsc.k12.in.us

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

NON-DISCRIMINATION/ANTI-HARASSMENT PROCEDURES
(for reports/complaints *other than* student sexual harassment-see below for procedure for student sexual harassment reports/complaints)

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. The School prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the Corporation will not take action to regulate expression protected by the United States and Indiana Constitutions.

Harassment, hazing and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the Corporation. These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties.

“Hazing” as used in this Policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a target, shall not be considered in determining if hazing has occurred. See also I.C. 35-42-2-2.5.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The Corporation’s response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education (“FAPE”). The Corporation will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to students, parents of students, and employees. The Corporation will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the Corporation’s website.

Anyone who believes that a student, staff member or member of a school community has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination, hazing or harassment must report the behavior to his/her building level leader.

The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member's supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

Sexual conduct/relationships with students by Corporation employees or any other adult member of the Corporation community is prohibited, and any adult who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be in violation of crimes. Any employee accused of sexual relations with a student will be prohibited from communicating with students until at least the Corporation's investigation is completed. Proven sexual relationships with a student regardless of the age of the student will lead to a recommendation of employment termination.

If a report of discrimination or harassment is received by the Corporation, the Corporation will inform the reporter or target on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the Corporation's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, both building and corporation level coordinators will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The Corporation will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment or discrimination. If the alleged target insists that his or her name not be disclosed to the harasser or discriminator, the Corporation's ability to respond may be limited. The Corporation, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

Informal Process

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in a formal complaint. Mediation will not be permitted for complaints of sexual violence. All complaints involving a

Corporation employee or any other adult member of the Corporation community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

Formal Process

The formal complaint form is found here. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive and process formal complaints of discrimination or harassment based on the protected class. All investigations into formal harassment or discrimination complaints will be prompt, thorough, and impartial. Investigations will be completed within 60 days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating harassment include: target, witness, and accused interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the Corporation will make alternative arrangements to avoid targets being in the same room as the accused during formal proceedings. The Corporation will inform all parties at regular intervals of the status of the investigation.

Written notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the corporation coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the Corporation's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

Responses to Substantiated Harassment or Discrimination

In response to a complaint investigation, if the Corporation determines that harassment or discrimination has occurred, the Corporation will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the harasser/discriminator and the target, providing counseling for the target and/or harasser/discriminator, taking prompt disciplinary action against the harasser/discriminator, or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the target of the harassment or discrimination.

Disciplinary actions against the harasser/discriminator may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the Corporation will communicate with the target and all participants of the investigation regarding how to report subsequent problems. The Corporation shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the Corporation will proceed with an internal investigation of discrimination or harassment simultaneously designed not to interfere with the law enforcement investigation.

In the course of discrimination and harassment investigations, the Corporation will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the Corporation will respond in accordance with the applicable federal civil rights statutes and regulations. The Corporation shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the Corporation's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

PROHIBITION AGAINST RETALIATION

The Corporation prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The Corporation will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the Corporation's policy prohibiting retaliation. The Corporation will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The Corporation will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate coordinator for a protected class. Intentionally making false accusations about discrimination or harassment is also prohibited and should be reported in the same manner as suspected discrimination or harassment behavior.

Questions

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9
20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000d et seq., Titles VI and VII of the Civil Rights Act of 1964
42 U.S.C. 2000e et seq.
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 1983
29 C.F.R. Part 1635
34 CFR Part 106
20 USC § 1092, Clery Act
34 USC § 12291, Violence Against Women Act (VAWA)

Mill Creek Community School Corporation

Revised: April 2022

Adopted: May 11, 2022 (Emergency)

TITLE IX NOTICE OF NONDISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT FORM

INSTRUCTIONS: Complete and submit this form within 180 calendar days of the last act that you believe was discriminatory or harassing. Help in completing the form or answering follow-up questions is available by contacting the ASC administrative secretary/human resources. Please provide as much information as possible to enable the Corporation investigation. Refer to *Policy #2021 & #3031* for additional information. The completed form must be submitted with 180 calendar days of the violation to any administrator or to the appropriate Complaint Coordinator (see chart in *Policy #2021 & #3031*) at the Administrative Services Center.

ALLEGED BASIS OF HARASSMENT OR DISCRIMINATION (Check all that apply):

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Sex (including gender identity or sexual orientation)
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Religion	<input type="checkbox"/> Other (please specify)	

A. Target's Name _____ School/Building _____
Street _____ Apt # _____ City _____ Zip _____
Home Phone _____ Work Phone _____ Mobile _____

If you are submitting a complaint on behalf of a targeted student or employee, please complete the following about yourself:

Your Name _____

Your Relationship to the targeted student or employee _____

Street _____ Apt # _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Mobile/Pager _____

B. Target's Status: ___ Student ___ Parent/Guardian
 ___ Employee ___ Other (explain) _____

C. Complaint Information:

1. Date of Discriminatory Occurrence (if multiple, list all dates): _____

2. Location: _____

3. Name(s) of the offender: _____

4. Describe what happened that you believe was discriminatory. (Use extra paper if needed).

5. List names of school personnel who were involved: _____

6. If others were affected by the alleged violation/discrimination, please list their names:

7. If others witnessed the alleged violation, please list their names:

8. If you have had an initial discussion with a staff member or supervisor concerning the complaint, please give the date of discussion, summarize the conversation, and include the name of the person with whom you spoke.

9. If you wish, describe the corrective action(s) you would like to see taken

10. Additional Comments: _____

11. Are you interested in the informal resolution process (i.e., mediation)? ___ Yes ___ No

12. Do you have any documentation related to this complaint (i.e., notes, emails, text messages, etc.)? If so, please attach it to this form.

D. I certify that the above statements are true.

Complainant's Signature _____ Date Filed _____

FOR OFFICE USE ONLY

- ___ Date received
- ___ Date Complainant notified, request for additional information
- ___ Date outcome of investigation delivered
- ___ Appeal to Coordinator
- ___ Appeal to Board
- ___ Corrective Action

CRIMINAL HISTORY INFORMATION – APPLICANTS AND CONTRACTORS

To help ensure a safe environment and as required by state law, the Mill Creek Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The School Corporation will obtain an expanded criminal history check and an Indiana expanded child protection index check for each individual hired as an adjunct teacher or a driver of an appropriate vehicle, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The Indiana expanded child protection index check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than sixty (60) days after the individual's employment begins.

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law, or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

Each individual hired will be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any

questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation. The School Corporation will pay the costs for the expanded criminal history check for volunteer coaches.

Any volunteer who may have direct, ongoing contact with children when performing services for the school must provide to the Corporation a limited criminal history check. An expanded criminal history check and expanded child protection index check may be required prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining an expanded criminal history check and an expanded child protection index check. However, the School Corporation will pay the costs by way of reimbursement for volunteers who are selected for service.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories, expanded criminal history checks, and expanded child protection index checks for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories, expanded criminal history checks, and expanded child protection index checks. An individual who is working for such an entity may also be required to provide the individual's limited criminal history, expanded criminal history check, and an expanded child protection index check to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history, an expanded criminal history check, and an expanded child protection index check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10

I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-28-5-8(c)
I.C. 20-26-14-9(b)

Reviewed/Revised: July 1997	Adopted: August 13, 1997
Reviewed/Revised: March 2001	Adopted: April 11, 2001
Reviewed/Revised: July 2009	Adopted: August 12, 2009
Reviewed/Revised: June 2013	Adopted: August 14, 2013
Reviewed/Revised: June 2016	Adopted: July, 13, 2016
Reviewed/Revised: June 2017	Adopted: July 12, 2017 (Emergency)
Reviewed/Revised: June 2018	Adopted: July 11, 2018 (Emergency)
Reviewed/Revised: July 2019	Adopted: July 10, 2019 (Emergency)
Reviewed/Revised: July 2022	Adopted: August 10, 2022 (Emergency)
Reviewed/Revised: June 2023	Adopted: July 12, 2023 (Emergency)

CRIMINAL HISTORY CHECKS – SCHOOL EMPLOYEES

To help ensure a safe environment and as required by state law, the Mill Creek Community School Corporation will conduct an expanded criminal history check on each employee who is likely to have direct, ongoing contact with children as a result of the individual's position once every five (5) years, including adjunct teachers and drivers of appropriate vehicles. which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van. The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of an expanded criminal history check will be the responsibility of the employee unless otherwise collectively bargained with the exclusive representative of the employee.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The School Corporation may also conduct an expanded child protection index check on an employee every five (5) years. The school corporation will be responsible for the costs of obtaining the expanded child protection index checks on all employees.

The School Corporation may conduct an expanded criminal history check on an employee when the Corporation has reason to believe the employee has been convicted of or charged with certain crimes enumerated in state law or an expanded child protection index check when the Corporation has reason to believe the employee is the subject of a substantiated report of child abuse or child neglect.

Each employee may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the employee.

The School Corporation is prohibited from continuing to employ or contract with an individual who has been convicted of an offense which requires the revocation of a license under state law, or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. In addition, all individuals or entities that have contracts for services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the “attempted” crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10(f), (h), (i), and (j), and (k)
I.C. 20-26-5-11.2

Reviewed/Revised: June 2017
Reviewed/Revised: June 2018
Reviewed/Revised: July 2022
Reviewed/Revised: June 2023

Adopted: July 12, 2017 (Emergency)
Adopted: July 11, 2018 (Emergency)
Adopted: August 10, 2022 (Emergency)
Adopted: July 12, 2023 (Emergency)

DRUG-FREE WORK PLACE

It shall be the policy of the Board of School Trustees of the Mill Creek Community School Corporation to meet the requirements of federal law as it relates to employee substance abuse. This policy and related procedures may be modified at any time in order to comply with any applicable federal, state, or local laws or to better serve the needs of the school corporation.

The use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school related event is prohibited. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C., Section 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, or any substance that could be considered a "look-a-alike controlled substance. Any employee, full-time or part-time, who violates this policy will be subject to disciplinary action up to and including termination. When appropriate or required by law, the school corporation will also notify law enforcement officials. In addition, refusal to adhere to any part of the policy may be considered an act of insubordination and also may lead to disciplinary action up to and including discharge.

Early recognition and treatment of chemical dependency problems are important for successful rehabilitation, limited employment disruption, and reduced personal, family and social disruption. The school corporation supports sound treatment efforts and an employee will not jeopardize his/her employment if he/she conscientiously seeks help.

An Employee Assistance Team will be made up of the assistant superintendent, a principal, a counselor, substance abuse director, and school nurse. This will be the decision-making team for the Substance Abuse and Employee Assistance Programs. Constructive disciplinary measures may be used to motivate employees to seek help. Normal benefits, such as sick leave and the group medical insurance plan are available to help in the rehabilitation process. An employee should contact a member of the Employee Assistance Team, his/her supervisor, or a central office administrator whenever such help is needed.

Guidelines and procedures for this policy shall be found in the School Corporation Personnel Handbook.

Legal Reference: 41 U.S.C 701 et seq.

Reviewed/Revised: January 1994

Adopted July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

EMPLOYEE ASSISTANCE PROGRAM POLICY

General Policy

It is the policy of the Mill Creek Board of School Trustees to provide and maintain a school environment that is healthful, safe, and productive for all employees. The board recognizes that alcohol and other drug use and abuse is a significant problem among some employees in work places across the nation. Alcohol and other drug use in an employee's family may influence the employee's work. The board recognizes that use and abuse of alcohol and other drugs by employees is a behavioral/medical problem and can lead to a more serious condition of dependency.

Specifically, this policy is applied to employees who knowingly possess, use, transmit, or are found to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind during working hours in the workplace or outside the workplace to an extent that it interferes with the work expected of a school employee. This policy also applies to employees who become engaged in the unlawful selling of narcotics, or other violations of criminal law which constitutes a danger to other employees or students, or which constitutes an interference with school purposes.

The Employee Assistance Program will provide confidential services to employees who seek help in dealing with alcohol and/or other drug abuse or for other personal matters requiring confidential counseling. An employee's voluntary use of this service will not be disclosed outside the Employee Assistance Team without the employee's consent except where necessary to protect the safety of others.

An Employee Assistance Team will be made up of the assistant superintendent, a principal, a counselor, substance abuse director, and school nurse. This will be the decision-making team for the Substance Abuse and Employee Assistance Programs. Constructive disciplinary measures may be used to motivate employees to seek help. Normal benefits, such as sick leave and the group medical insurance plan are available to help in the rehabilitation process. An employee should contact a member of the Employee Assistance Team, his/her supervisor, or a central office administrator whenever such help is needed.

Whenever an employee's work performance is not satisfactory and there is a suspicion that the underlying reason might be chemical dependency, the employee shall be encouraged to contact the Employee Assistance Program Team. All referrals shall be confidential and shall not influence the employee's present standing or future opportunities for advancement. Referral to the Employee Assistance Program can be made by the employee who recognizes his/her own need for assistance or by the employee's supervisor.

Participation in the Employee Assistance Program by an employee of the Mill Creek Community School Corporation will be voluntary; however, the Board of School Trustees, with the support of the Mill Creek Classroom Teachers Association and the support staff council, encourages employees to take the necessary steps through the Employee Assistance Program to improve work performance when the need to do so is documented. Participation or lack of participation does not relieve the employee of the responsibility to rectify any work performance documented as needing improvement.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

STAFF DISCIPLINE

Disciplinary action is normally undertaken with the intent of bringing an employee's performance and conduct up to a satisfactory level. If a staff member does not respond within a suitable length of time, which will vary with different circumstances, the staff member may be subject to discharge in accordance with Indiana law.

Employees should have the opportunity to explain their view of the situation and should be given reasonable assistance in resolving any factors that may be affecting their job performance. These factors may be on-the-job (changes in equipment or work performed, changes in supervision, etc.). Unless unusual circumstances warrant special consideration, employees should be given a specific length of time in which to correct their shortcomings and should clearly understand that continued violation may lead to dismissal. When dealing with teachers or other staff members covered by union agreements, terms of such agreement apply and if dismissal is necessary, the procedures required by Indiana law will be utilized.

In cases of gross misconduct the employee involved shall be suspended without pay (teachers and other staff members covered by union agreement with pay) until a complete investigation can be made. The investigation and resulting recommendation shall take no more than sixty (60) days.

Reviewed/Revised: December 1994

Adopted: January 4, 1995

Reviewed/Revised: March 2001

Adopted: April 11, 2001

Reviewed/Revised: June 2013 Adopted: August 14, 2013

STAFF PERFORMANCE EVALUATION

It shall be the policy of the Mill Creek Community School Corporation to evaluate all staff on an annual basis or more frequently as circumstances may require.

Guidelines and procedures for staff evaluation shall include methods to accomplish the following criteria:

- Assessment of Capabilities
- Identification of Strengths and Weaknesses
- Recommendation of Ways for Improvement
- Establishment of Administrative Support
- Maintain On-Going Administrative Support

Guidelines and procedures for performance evaluation shall be contained in the Personnel Handbook. These guidelines and procedures shall conform to all current statutes and will be updated as change in statute requires. It shall be the responsibility of the assistant superintendent to maintain the Personnel Handbook.

Reviewed/Revised: December 1993

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

MILITARY EMPLOYEE LEAVE OF ABSENCE

In accordance with state law, the Mill Creek Community School Corporation will provide a leave of absence from the employee's respective duties, in addition to regular vacation period, without loss of time or pay for such time as the member is (1) on training duties of the State of Indiana under orders of the Governor as commander in chief; (2) a member of any reserve component under the order of the reserve component authority. The leave will be for consecutive or non-consecutive periods not to exceed a total of fifteen (15) days in any calendar year.

In addition, an employee who is a member of the Indiana national guard is entitled to receive a leave of absence from the member's respective duties, in addition to the member's regular vacation period, for the total number of days that the member is on state active duty.

Legal Reference: IC 10-16-7-6

Reviewed/Revised: 1-94 Adopted: July 6, 1994
Reviewed/Revised: 6-00 Adopted: July 12, 2000
Reviewed/Revised: June 2013 Adopted: August 14, 2013

**Personnel
Code #2080**

RETIREMENT BENEFITS FOR DECEASED EMPLOYEES

The estate of a person who dies while an employee of the Mill Creek Community School Corporation shall receive the school corporation's share of the retirement benefits providing that:

1. The employee has completed fifteen (15) years of employment with the Mill Creek Community School Corporation in good standing.
2. Calculation of the benefit will be based on years of experience and accumulated sick days at the time of death with a maximum as defined in the current Master Contract or current Personnel Handbook.

All requests must be approved by the board prior to payment.

Effective: January 1, 1994

Adopted: February 1, 1995

Reviewed/Revised: June 2013 Adopted: August 14, 2013

THE SUPERINTENDENT

Appointment:

The Board of School Trustees shall appoint the Superintendent of Schools. The superintendent shall be directly responsible to the Board of School Trustees and shall hold a valid Indiana Superintendent's license. In accordance with Indiana statute, the contract shall be for a minimum term of three (3) years.

The governing body of the school corporation shall give the superintendent written notice of its intent of non-renewal of said contract, in accordance with appropriate statutes.

The superintendent's contract may be altered or modified in favor of a new contract or terminated at any time by mutual consent of the governing body of the school corporation and the superintendent providing such modifications are not inconsistent with the appropriate statutes.

It shall be the discretion of the Board of School Trustees to interview any potential employees prior to appointment.

Specific information relating to qualifications, job description responsibilities, and benefits may be found in the Personnel Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

THE ASSISTANT SUPERINTENDENT

Appointment:

The Board of School Trustees shall appoint the Assistant Superintendent of Schools. The assistant superintendent shall hold or be eligible to hold a valid Indiana Superintendent's license. The assistant superintendent shall be directly responsible to the superintendent. The contract shall be for a period of at least two (2) years.

The governing body of the school corporation shall give the assistant superintendent written notice of its intent of non-renewal of said contract, in accordance with appropriate statutes. If notice is not given to meet appropriate dates per statute, the contract will be in force and reinstated automatically for a term of only one (1) year.

The assistant superintendent's contract may be altered or modified in favor of a new contract or terminated at any time by mutual consent of the governing body of the school corporation and the assistant superintendent providing such modifications are not inconsistent with the appropriate statutes.

It shall be the discretion of the Board of School Trustees to interview any potential employees prior to the appointment.

Specific information relating to qualifications, job description, and benefits may be found in the Personnel Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

THE PRINCIPAL

Appointment:

The Board of School Trustees shall appoint the building principals. The initial contract shall be for a period of at least two (2) years as stated by the Indiana statute. Subsequent contracts may be for a lesser number of years should the Board of School Trustees desire.

The governing body of the school corporation shall give the principal written notice of its intent of non-renewal of said contract, in accordance with appropriate statutes. If notice is not given to meet appropriate dates per statute, the contract will be in force and reinstated automatically for a term of only one (1) year.

The principal's contract may be altered or modified in favor of a new contract or terminated at any time by mutual consent of the governing body of the school corporation and the principal, providing such modifications are not inconsistent with the appropriate statutes.

It shall be the discretion of the Board of School Trustees to interview any potential employees prior to the appointment.

Specific information relating to qualifications, job description, responsibilities, and benefits may be found in the Personnel Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

ADMINISTRATIVE DIRECTORS

The Board of School Trustees shall appoint any/all administrative directors. The appointment of an administrative director may be made through the recommendation of the superintendent. The contract of an administrative director shall be for a period of time as determined by the Board of School Trustees. Contracts may be altered or modified in favor of a new contract, or rescinded at any time by mutual consent of the governing body of the school corporation and the administrative director.

The administrative director shall be the liaison between the respective area for which he/she is the director and the administration of the Mill Creek Community School Corporation. In addition, he/she shall be directly responsible to the school principal in the building where he/she is assigned and/or other administrators if circumstances so dictate.

It shall be the discretion of the Board of School Trustees to interview any potential employees prior to the appointment.

Specific information relating to qualifications, job description, responsibilities, salary and benefits may be found in the Personnel Handbook.

Review/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

Personnel - Administrative

Code #2150

SERVICES FOR EDUCATIONAL AND COMMUNITY FOUNDATIONS

Any school corporation administrator may perform services for an educational/community foundation which supports the school corporation and/or other local or state governmental entity during normal hours of employment with the approval of the administrator's supervisor. The educational/community foundation must be an organization that is exempt under section 501(c)(3) of the Internal Revenue Code. The total amount of hours for such performance shall be limited to 50 hours per calendar year.

The Board of School Trustees as the superintendent's supervisor grants its approval for the superintendent to perform such services as described in this policy up to a total amount of 50 hours per calendar year.

Legal Reference:

Adopted: November 10, 1999

Certified Teaching Personnel

It shall be the policy of the Mill Creek Community School Corporation to recruit and select for employment the best qualified applicant for each position without regard to age, race, color, creed, religion, sex, gender, gender identity, national origin, cultural or economic status, genetic information, disability, or marital status.

Qualifications and Employment:

The employment of all classroom teachers shall be considered at such times as they are deemed needed and become available for employment. The employee shall have such training and skills as may be required to successfully carry out the requirements of the position and must hold a valid Teacher's License in the State of Indiana.

The board directs the superintendent to use a committee interview process for positions as determined by the board which will include board members, teachers, staff members, parents, and community members. The committee members will provide feedback to the principal or administrator on each interviewee.

All teaching employees shall be recommended to the Board of School Trustees by the Superintendent, and approved by the board. It shall be the discretion of the board to interview any employee recommended by the Superintendent prior to board approval.

The board may reject the superintendent's recommendation and ask that others be submitted.

Legal Reference: 20 U.S.C 2000e et seq.
20 U.S.C. 621 et seq.
29 U.S.C. 794
IC 20-26-5-4.5

Revised/Reviewed: May 2021

Adopted: June 9, 2021

PREVENTION OF DELETION OF AREA OF CERTIFICATION

In order to achieve maximum flexibility in the assignment of teaching personnel, it is the policy of the Board of School Trustees of the Mill Creek Community School Corporation:

1. to emphasize during the recruitment and hiring process that an applicant be certified to teach in more than one area;
2. to give priority in hiring to the applicant with the most areas of certification, provided other relevant considerations are substantially equal; and
3. to require, as a condition of continued employment that each teacher maintain all areas of certification which the individual possessed when initially hired.

This policy shall apply to all certified teaching personnel employed by the Mill Creek Community School Corporation on or after the effective date of adoption of this policy. Current certified teaching personnel employed by the Mill Creek Community School Corporation shall be required to maintain all areas of certification in which certified as of the effective date of this policy.

Adopted: July 7, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

**TEACHER RESIGNATION
NOTICE REQUIREMENT**

The Mill Creek Community School Corporation requires a written notice of resignation to be filed with the Board of School Trustees from any member of the teaching faculty desiring to resign from a contract, regardless of whether the resignation is to become effective at the end of a school year, or during a current school year. Resignations should be submitted as quickly as a determination has been made by the employee, and should list the date resignation is to become effective.

Reference: IC 5-8-4

Reviewed/Revised: November 1993

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

**Personnel - Certified Teaching Personnel
Code #2240**

SUSPENSION OF TEACHING PERSONNEL

Authority is given and is made a policy of the Board of School Trustees for the superintendent of schools to suspend members of the teaching faculty with just cause for a period no longer than the next scheduled school board meeting. At this stated meeting, a full report will be made by the superintendent for further determination by the Board of School Trustees.

There will be no loss of pay during this suspension period.

Legal Reference: IC 20-28-9-21
IC 20-28-9-22

REDUCTION IN FORCE -- POLICY

Recognizing that it is the responsibility of the Board to supply a quality education to all students through employment of the best qualified staff at all times, the following policy shall be in effect should it be necessary to reduce educational programs, curricula, and/or certified staff due to financial difficulties.

Prior to commencing action to terminate teachers' contracts due to a Reduction in Force, the Board of School Trustees will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Leaves
5. Cancellation of teachers' contracts for other statutory reason (s).

Should it be necessary to reduce the number of certified personnel, the Board, upon the recommendation of the Superintendent, shall determine the curriculum area(s) to be affected through a reduction in force. The Superintendent has the responsibility to determine the personnel whose services shall be terminated. The superintendent shall follow the appropriate procedures for contract cancellation of such personnel.

Reduction in Force -- Procedure

RIF Criteria

The following guidelines will apply only to the probationary and professional teachers in the content area to be reduced when the teaching content area to be reduced has both established teachers and probationary and/or professional teachers assigned to the content area.

The cancellation of a teacher's contract due to a decrease in the number of teaching positions shall be determined on the basis of performance. In the teaching content area to be reduced a teacher certificated in the area who is rated less effective will be subject to non-continuance or cancellation before a teacher rated more effective will be subject to the same. The order of effectiveness from least to greatest is as follows:

1. Ineffective,
2. Improvement Necessary,
3. Effective, and
4. Highly Effective.

Teacher effectiveness will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at this school corporation.

In cases where the teachers' effectiveness categories are the same, the administrator will weigh the following factors before making a determination as to which teacher(s) shall be subject to the non-continuance or cancellation:

1. the numerical rating of the teachers' evaluation

2. the academic needs of the students in the school corporation
3. current instructional leadership roles
4. degrees earned
5. credit hours earned
6. teaching experience
7. any other relevant factors

If the teaching content area being reduced has only established teachers assigned to the area, the above guidelines apply to all teachers in the content area. Those established teachers who are licensed in another content area cannot be subject to the reduction in force if these established teachers are able to replace a probationary or professional teacher in the licensed area.

Recall

Teachers whose contracts were non-continued and/or cancelled and who received a rating of Highly Effective or Effective will be considered for re-hire before new applicants are given consideration. Teachers will remain on the recall list for a period of two years or until offered a teaching position.

Reviewed/Revised: 12-1993; 8-1997	Adopted: November 12, 1997
Reviewed/Revised: May 2009	Adopted: June 10, 2009
Reviewed/Revised: July 2009	Adopted: August 12, 2009
Reviewed/Revised: January 2012	Adopted: February 8, 2012
Reviewed/Revised: June 2013	Adopted: August 14, 2013
Reviewed/Revised: March 2015	Adopted: May 13, 2015

Reduction in Force: Procedure and Recall

1. Upon being notified by the School Board of a desire to reduce staff, the Superintendent shall determine the subject areas and the grade levels in which staff reduction is necessary and will determine the appropriate candidates to be released according to the guidelines set forth in section 3.
2. The Board shall discuss with the Association any proposed reduction in force. Subjects for discussion will include the need for the proposed reduction, curriculum changes, and the elimination of any positions.
3. In the event of a reduction in force, the following criteria shall be used by the Superintendent to determine the recommendation to the Board of School Trustees.
 - a. In each position, subject area, or grade level to have the number of teachers reduced, teachers receiving a designation of ineffective on their annual evaluation will be released before teachers who receive needs improvement, and those receiving a needs improvement determination will be released before effective teachers, and effective teachers will be released before highly effective teachers. Upon recommendation of the Superintendent, the board may exempt employees from the reduction in force requirement if their release results in a significant impairment in providing services or programs.

To determine the appropriate candidates in each group to be released, the criteria may include but not be limited to:

- (1) Evaluation by building principal
 - (2) Student achievement growth (as measured by ISTEP, NWEA, Advanced Placement, End of Course Assessments, or other achievement indicators)
 - (3) School achievement growth (as measured by ISTEP, AYP, PL221, or other indicators of growth)
 - (4) Service in extracurricular positions, both paid and volunteer
 - (5) Other beneficial services provided to the school system
 - (6) Additional certification and licensure
 - (7) Program enrollment (retention of students as well as success at subsequent levels)
4. Recall:
 - a. A teacher released because of a reduction in the number of teachers and who received an annual evaluation determination of effective or highly effective will be placed on a recall list for a period of two years after the date of such teacher's dismissal. After this period, the teacher shall have no recall privileges.
 - b. Teachers on the recall list shall be given first consideration if that teacher is certified in the vacant teaching area.
 - c. When a vacancy occurs, the appropriately licensed teacher will be notified by certified mail at the last known address of said teacher as reflected in said teacher's personnel file of open

positions. Failure to respond within ten (10) calendar days of the postmark date shall result in that teacher's name being removed from the recall list. A teacher employed under a teaching contract with another School Corporation after July 31st of the school year will forfeit recall status in the event the teacher declines a particular position offered to fill a vacancy arising during the school year. However, the teacher must respond appropriately, in writing, to the recall notice. It shall be the duty and responsibility of each teacher on the recall list to inform the Superintendent in writing of any change of address.

- d. Teachers on the recall list may serve as substitute teachers. Employment as a substitute teacher on a short term basis, or for a longer period of time, as in the case of a temporary vacancy, shall not terminate, extend or in any manner affect the length of a recall period as it applies to said teacher.

Reviewed/Revised: 12-1993; 8-1997	Adopted: November 12, 1997
Reviewed/Revised: May 2009	Adopted: June 10, 2009
Reviewed/Revised: July 2009	Adopted: August 12, 2009
Reviewed/Revised: January 2012	Adopted: February 8, 2012
Reviewed/Revised: June 2013	Adopted: August 14, 2013

**VOLUNTARY CATASTROPHIC ILLNESS LEAVE BANK FOR
CERTIFIED PERSONNEL OF THE MILL CREEK SCHOOLS**

Hendricks County

Purpose:

The purpose of the catastrophic illness leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury or incapacitation sufficiently severe that it would make their presence in school inadvisable. The extended sick leave policy is not designed to give unlimited sick leave to all teachers. Its primary purpose is to give a teacher substantial income protection in the event of a medical catastrophe. It is also designed to provide a maximum benefit to teachers who have utilized the regular sick leave days and personal days in a professional manner.

Structure:

1. The Bank will be operated on a **Voluntary** basis. A committee shall be formed to administer the Bank and to provide the information necessary to the corporation bookkeeping department. This committee shall be empowered to adopt the rules and regulations, and to make decisions required to administer the Bank so long as those rules, regulations, and decisions do not modify the agreement contained herein. This committee shall be titled the Mill Creek Voluntary Catastrophic Illness Committee (hereafter referred to as the (CIC). The CIC shall be composed of the following five persons, to be designated each year:
 - A. The Superintendent of the Mill Creek Community School Corporation, or his designee, an Administrator.
 - B. The president of the Mill Creek Classroom Teachers Association or designee, a teacher.
 - C. Three (3) Association members. These members are to be appointed by the President of the MCCTA and shall provide representation from the elementary, middle school, and the senior high levels.

2. Should a vacancy occur on the CIC, or on the Appeals Board, a replacement for the vacant position shall be appointed by the authority making the original appointment, and from the level of the original appointment.
3. One of the four Association CIC representatives will be selected to act as chairperson of the CIC. The President of the MCCTA shall designate the chairperson prior to the first meeting of the CIC.
4. The CIC shall be responsible for developing the forms needed to operate the Bank.
5. All decisions of the CIC shall be made by a majority vote of the entire committee.

Effective Date:

Voluntary enrollment will begin with the first day of school and end on September 30 of that school year. Teachers hired after this date will be given the opportunity to join. The new teacher shall have four (4) weeks to enroll. A confirmation of the date of the deduction will be sent to the teacher.

Rules and Regulations:

1. The Bank shall be established for all contributing licensed personnel of the Mill Creek Community School Corporation. Licensed personnel shall include teachers and administrators.
2. Participation is voluntary and any person wishing to participate in the Bank shall be required to donate one (1) day of his/her accumulated sick leave to the Bank. Additional days will be requested by the CIC as required by Rule and Regulation #3.
3. If the number of days in the Bank fall below thirty (30) days prior to May 31 in any school year, each participant shall be required to donate one (1) additional day of his/her accumulated sick leave to the Bank. A participant not able to donate the additional day will be required to donate a day as soon as new sick leave is granted.
4. A donation each year is not required by participating members unless the number of days falls below the minimum number as stated in Rule 3. New members will be required to donate one (1) day during their first year of voluntary membership. Donation of additional days shall follow Rule 3.

5. All days, once donated to the Bank, become the property of the, Bank.
6. All requests to receive grants from the Bank must be submitted in writing to the CIC on the prescribed Form. The earliest effective date shall be the date that the Form is received by the CIC. The CIC may waive written request if there are extenuating circumstances.
7. A person shall not be able to withdraw days from the Bank until his/her own accumulated sick leave and business days are depleted and a waiting period of five (5) days without pay is completed.
8. Days granted from the Bank shall be used only at the discretion of the CIC.
9. Any request for days from the Bank shall be acted upon by the entire CIC. The CIC shall review and recommend to the Corporation Bookkeeping Department approval or denial of all requests to draw on the Bank within five (5) working days after which such request is received by the committee. The CIC shall also make its decision known to the applicant in writing within five (5) days after a decision is reached.
10. All decisions of the CIC are subject to not more that one (1) appeal to the Sick Bank Appeals. Board.
11. If a request for the use of sick leave days is denied by the CIC, then the applicant may appeal the committee's decision to the Appeal Board within five (5) working days after the denial. All decisions of the Appeal Board must be a majority vote. If there is not a majority vote, the appeal will be denied. All decisions of the Appeal Board are final and binding. The Appeal Board will rule on any appeal within five (5) working days after receiving the appeal in writing.

12. APPEAL BOARD:

1. An Appeal Board will be established composed of the following five persons:
 - A. The Superintendent of Schools of the Mill Creek Community School Corporation or his designee.

- B. The MCCTA President or designee.
 - C. Three (3) members will be appointed by the MCCTA President, one (1) from each level.
2. The MCCTA President, or designee, will act as chairperson of the Appeal Board.
13. The Bank is excluded from the grievance procedure.
14. The CIC will review each case as required. The application shall be accompanied by a statement from the attending physician describing the nature of the disability and the approximate length of the disability, if known. The medical review will be at the expense of the member. The CIC reserves the right, if necessary to limit the number of days granted.
15. The maximum dollar expenditure from the Bank during the contract year cannot exceed 100 days X the substitute pay rate. If these amounts are reached at any time during the budget year, the CIC will meet and resolve the problem.
16. A recipient of days from the Bank who stays in the employment of the Mill Creek Schools shall be required to repay one (1) day per year (or more if they desire) until all days have been repaid.
- A. If a participant remains an employee of the Mill Creek Schools and decides to withdraw from the Bank, any days donated remain the property of the Bank, and any days owed the Bank shall be deducted the same as if the person was continuing to be an active member until these days are repaid.
 - B. Repayment will begin with the school year immediately following withdrawal of days from the Bank.
17. A recipient of days from the Bank who leaves the employment of Mill Creek Schools shall be required to repay all days in one of the following ways:
- A. The recipient will transfer any accumulated sick days to the Bank as payment of the loan, if sufficient to repay the loan.

B. The recipient will have the financial value of the remaining days owed deducted from his/her final checks at the daily rate of the substitute teacher at the time of his/her loan. The number of days repaid in this manner will be credited to the Bank.

18. In consideration of the benefits of participating in the Bank, each applicant for membership in the Bank shall, as a condition to such application, agree in writing substantially as follows:

"I specifically acknowledge and agree that the granting of days from the Voluntary Catastrophic Illness Bank shall be at the sole discretion of the Catastrophic Illness Committee or in the event of an appeal, the Appeal Board, and that all decisions of the Catastrophic Illness Committee or the Appeal Board will be final and binding. I further agree to abide by such decisions and to indemnify and hold harmless the Mill Creek Teachers Association, and the Mill Creek Community School Corporation, the Catastrophic Illness Committee, and the Appeal Board and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by any of the them concerning this application."

ANNUAL REPORT:

1. An annual report of the Bank will be published on or before May 31 for each budget year the Bank is in operation. This report will be published by the President of the Association and approved by the Superintendent of Mill Creek Community School Corporation prior to publication. The report will include a statement of:
1. The number of days contributed to the Bank
 2. The number of days remaining in the Bank
 3. The number of requests and number of approvals

SUBSTITUTE TEACHER POLICY

- I. Valid Regular Teacher License: A person who holds a valid Indiana teacher license and who meets all other local criteria for substitute teaching will not need to apply for a substitute teacher permit.
- II. Substitute Teacher Permit (and reciprocity): The Division of Teacher Licensing of the Indiana Professional Standards Board issues all new substitute teacher permits when the candidate is recommended by the superintendent of the school district. The Mill Creek Community School Corporation may recognize and accept any and all valid substitute permits regardless of issuance date; however, any license recommended by the superintendent after August 1, 1996, will be in compliance with the criteria contained in this policy.
- III. Education Requirements: The minimum education required for recommendation for a substitute teacher permit is a high school diploma. Prospective substitute teachers may be required to supply proof of the diploma. Education beyond high school is desirable.
- IV. Education Related Experience: Education is all about working with children; therefore, a prospective substitute teacher must have previous experiences of instructing and/or supervising children. Examples of these experiences are day care work, cadet teaching, camp work, life guarding, private or public school work, church youth work, etc.
- V. Reference Checks: Each prospective substitute teacher will be required to give both personal and previous employer references, especially those for previous education related experiences. The references may be checked and in addition the school district will conduct a criminal background check.
- VI. Application Process: Each applicant will be required to complete an application form for an Indiana Substitute Teaching Permit to be followed by an interview with the superintendent/designee. Reference and/or background checks will be conducted prior to recommending the applicant for a substitute teacher permit and/or acceptance of a certificate currently held by the applicant.
- VII. Substitute Teacher In-Service: Each properly licensed or certified substitute teacher will be required to meet with the principal or designee prior to working as a substitute teacher in that building. The principal will provide information about the following: lesson plans, textbooks and other teacher material, student lists and scaling charts, building maps, lunch procedures, safety, student handbooks (discipline), support resources, forms to be completed, etc.
- IX. Assessment Process: The principal/designee will visit the substitute teacher's teaching area at least three times during the first substitute teaching assignment in that building. The principal will immediately inform the superintendent/designee of any substitute who should not be employed again. Periodically, the Administrative Team will review the list of substitute teachers for assessment purposes.

Adopted: September 4, 1996

Reviewed/Revised: June 2013 Adopted: August 14, 2013

TEACHER APPRECIATION GRANTS

The Mill Creek Community School Corporation will distribute its Teacher Appreciation Grant monies received from the Indiana Department of Education to the teachers who meet the following criteria:

Definitions:

For purposes of this policy, the following shall apply:

The term "teacher" shall include a professional person whose position with a school corporation; special education cooperative established under IC 20-35-5; cooperative career and technical education program, special education program established by an interlocal agreement under IC 36-1-7; joint program agreement established under IC 20-26- 10; or charter school requires a license (as defined in IC 20-28-1-7) and whose primary responsibility is the instruction of students in the classroom or virtual classroom.

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

1. Employed in the classroom or directly provided education in a virtual classroom setting;
2. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and
3. Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies.

The School Corporation will allocate 0% of the total Teacher Appreciation Grant monies received to be used for supplemental awards to those teachers who received a Highly Effective or an Effective rating and who have less than five years of service as a teacher with the School Corporation. The amount of the individual supplemental award to be given to each qualifying teacher will be determined by the superintendent.

The School Corporation will distribute its Teacher Appreciation Grant monies as follows:

1. To All Effective Teachers: A stipend as determined by the superintendent
2. To All Highly Effective Teachers: A stipend in the amount of 25% more than the stipend given to Effective teachers

The School Corporation will distribute the stipends within 20 business days of the distribution date by the Indiana Department of Education of the Teacher Appreciation Grant monies to the School Corporation.

Adoption: July 12, 2023 (Emergency Adoption)

LEGAL REFERENCE: I.C. 20-43-10-3.5

Hiring of Classified Employees

Classified personnel shall have such training and skills as may be required to successfully carry out the requirements of the position.

Classified personnel shall be directly responsible for the duties assigned to them by their immediate supervisor. Chain of command for the supervision of personnel shall be found in the Personnel Handbook, in addition to specific information relating to the job description, qualifications, responsibilities, salary, and benefits.

The board directs the superintendent to use a committee interview process for positions as determined by the board which will include board members, teachers, staff members, parents, and community members. The committee members will provide feedback to the principal or administrator on each interviewee.

All classified personnel shall be recommended to the Board of School Trustees by the Superintendent, and approved by the board. It shall be the discretion of the board to interview any employee recommended by the Superintendent prior to board approval.

The board may reject the superintendent's recommendation and ask that others be submitted.

Legal Reference: IC 20-26-5-4.5

Adopted: July 6, 1994

Reviewed/Revised: June 2013

Adopted: August 14, 2013

Revised/Reviewed: May 2021

Adopted: June 9, 2021

SALARY

The salary of classified personnel is determined annually on a yearly basis by the Board of School Trustees following a review, evaluation, and recommendation of the supervisors and the Superintendent of Schools.

Less than twelve (12) month contracted classified employees shall be contracted on an annual basis. Contract renewal will be subject to funding and need.

Personnel on a twelve (12) month classified contract will be contracted on an annual year basis consistent with the salary review.

Increases in salary granted to classified personnel by the Board of School Trustees shall become effective with the first payroll following the July 1st date of each calendar year and based on the salary schedule in effect for the calendar year.

Current benefit package and salary schedule shall be maintained in the school corporation's Personnel Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

OVERTIME POLICY

It is the intention of the School Board to compensate classified employees for overtime work when such is previously approved and properly performed.

No overtime shall be worked without the prior written approval of the staff member's principal/supervisor. All overtime work must be expressly approved in writing by the superintendent/designee. Any employee working overtime that was not approved in writing will be subject to disciplinary action.

Overtime work is defined as hours worked during a workweek over forty (40) hours per workweek. For clarification of this policy, the workweek begins at 12:01 a.m. on Sunday and extends through midnight on Saturday. The use of sick days, vacation days, personal days, etc. does not enter into the calculation of hours worked for purposes of this policy.

Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and principal/supervisor and submitted to the business office.

The superintendent/designee will review work records of employees on a regular basis to make an assessment of overtime use.

Legal Reference: 29 U.S.C. Section 201 et seq.

Adopted: November 9, 2005

Reviewed/Revised: June 2013 Adopted: August 14, 2013

RECOGNIZING PREVIOUS WORK EXPERIENCE

The Board of School Trustees may recognize previous work experience of a new employee. The experience must be similar in nature to the new job assignment. The experience must be evaluated and documented by the superintendent/assistant superintendent. Board approval will be required as part of the personnel report. Acceptance of previous work experience may result in improved salary and benefits.

Reviewed/Revised: January 1996

Adopted: February 7, 1996

Reviewed/Revised: June 2013 Adopted: August 14, 2013

CLASSIFIED STAFF DEPARTMENT DIRECTORS

The Board of School Trustees shall appoint any/all Classified Department Directors. The appointment of a classified staff director may be made through the recommendation of the superintendent. The contract of a classified department director shall be for a period of time as determined by the Board of School Trustees. The contract may be altered or modified in favor of a new contract or rescinded at any time by mutual consent of the governing body of the school corporation and the classified department director.

The classified staff department director shall be the liaison between the respective area for which he/she is the director and the administration of the Mill Creek Community School Corporation. In addition, he/she shall be directly responsible to the school principal in the building where he/she is assigned and/or other administrator if circumstances so dictate.

It shall be the discretion of the Board of School Trustees to interview any potential employees prior to the appointment.

Specific information relating to qualifications, job description, responsibilities, salary, and benefits may be found in the school corporation's Personnel Handbook.

Current classified support directors are:

Maintenance
Transportation
Health Services

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

CAFETERIA PERSONNEL

All personnel employed by the Mill Creek Community School Corporation in the cafeterias of the school corporation are directly responsible for the duties assigned to them by their immediate supervisor. Mill Creek Community School Corporation cafeteria employees shall be subject to all appropriate local, state, and federal health and safety rules and regulations.

Specific information relating to job description, qualifications, responsibilities, salary, and benefits may be found in the Mill Creek Community School Corporation Personnel Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

PERSONAL AND FAMILY ILLNESS DAYS

Sick days for classified staff of the Mill Creek Community School Corporation shall be allowed with no loss of compensation for such leave in accordance with schedules found in current Personnel and/or Employee Handbooks. Said sick days are to be used for the employee's own personal illness or injury, legal quarantine, or an illness or injury in the employee's immediate family. Immediate family in this category is defined as parents, siblings, spouse, children, grandchildren, and anyone living in the household and under the care of the employee.

The use of sick days may also be granted for illness in the extended immediate family to include in-laws, aunts, uncles, and grandparents in the event of a serious illness, surgery, or accident.

Sick leave days are accumulative to the maximum total number of days allowed in accordance with the existing salary and benefit schedule.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

PERSONAL BUSINESS DAYS

Classified personnel employed by the Mill Creek Community School Corporation shall be entitled to be absent from work for personal business a designated number of days each school year with no loss of compensation. The school year being designated as from July 1st and ending on June 30th of each calendar year.

A request for the aforementioned personal business days should be made by the employee to his/her supervisor in advance of the date requested if at all possible. Personal business days may be requested in half-day and full-day increments.

Current schedules of the number of days awarded for personal business may be found in the Personnel and/or Employee Handbook.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

BEREAVEMENT LEAVE

In the case of death(s) within the immediate family, classified staff shall be provided with a leave of five (5) work days to be used within ten (10) working days and shall receive full compensation for such leave. Immediate family shall mean parents, spouse, children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, brothers and sisters.

A leave of five (5) work days to be used within ten (10) working days with full compensation shall be granted, if the classified employee is in charge of funeral arrangements for any person other than immediate family.

In addition, classified staff shall be given a leave of up to three (3) consecutive work days with full compensation to attend the funeral of a relative other than immediate family and up to one (1) work day with full compensation to attend the funeral of a close personal friend.

A bereavement leave may not exceed five consecutive work days for each request.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

EDUCATIONAL SUPPORT MATERNITY LEAVE

Any request for maternity leave by classified staff is to be made in writing to the Superintendent of Schools or designee and the Board of School Trustees as early as possible. Maternity leave will be granted in accordance with appropriate law.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

FMLA POLICY

Family Medical Leave

1. A number of leaves qualify as leaves entitled to protection under the Family and Medical Leave Act. All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave as defined in board policy and/or this family leave section.
2. An unpaid leave of absence up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this policy.

B. Qualifying Events

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:
 - a. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.
 - b. To care for the employee's spouse, child, or parent who has a serious health condition.
 - c. For a serious health condition that causes the employee to be unable to perform his/her job.
2. Leaves may begin before the birth of a child if a medical condition exists that makes the teacher unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

C. Employee Notice Requirement

If the leave is foreseeable, thirty (30) days written notice is required. If the need for the leave is not foreseeable, the employee must give notice to the office of the superintendent as soon as possible.

D. Certification Requirement

Any employee's request for leave due to a serious health condition or due to the serious health condition of a qualifying family member must be supported by a timely certification issued by a health care provider. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. If the superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the leave or denial of the continuation of the leave. Recertification may be required on a reasonable basis. Medical certification shall be on forms provided by the school corporation.

E. Request Procedure

Requests for leaves of absence and extensions must be requested in writing and on the prescribed form available from the office of the superintendent unless impossible due to an emergency.

F. Leave Substitution

Any accrued vacation, personal, sick or any other qualifying paid leave of the employee will be substituted for the unpaid FMLA 12-week leave entitlement.

The employee will be notified of any such substitution. However, the use of paid leave by the employee under circumstances which do not qualify as family medical leave cannot be counted against the twelve (12) weeks of family medical leave to which the employee is entitled.

G. Maintenance of Group Insurance

During the family medical leave, eligible employees may maintain coverage under the employee's group health plan including employee dental and vision coverage, life, accidental death and dismemberment insurance at the same level and under the same conditions for which coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining an employee's health plan coverage during any period of unpaid leave if the employee fails to return from leave after entitlement has expired, provided the employee fails to return to work for a reason other than the continuation, recurrence or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

H. Restoration to Position and Benefits

Eligible employees returning from family or medical leave within twelve (12) weeks will be returned to the position that they held when they went on leave or they may be placed in equivalent positions with equivalent benefits, pay and other terms and conditions of employment.

I. Return to Work

Employees returning from any form of leave of absence must be able to assume

all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

- J. Failure to Return from Leave
An employee granted a leave of absence pursuant to this policy who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."
- K. Intermittent or Reduced Schedule Leave
During the twelve (12) weeks of leave for a serious health condition (either an employee's own or that of a qualifying family member), intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must produce medical certification issued by a health care provider. Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.
- L. Leave Entitlement Period
The twelve (12) month period in which the twelve (12) weeks of family leave entitlement occurs will consist of the twelve (12) month period measured forward from the date the particular employee's FMLA leave begins.
- M. Status Reports
During the leave, employees may be required to provide periodic reports on his/her status and intent to return to work following the leave. Requested information must be provided within fifteen (15) days of the request.
- N. A total of twelve (12) weeks of FMLA leave will be granted to jointly employed spouses regarding birth or adoption of a child or to care for a sick parent. If the FMLA leave request is for his or her own illness, each spouse would be entitled to twelve (12) weeks of FMLA.

Legal Reference: 29 U.S.C. Section 2601 et. seq.

Adopted: January 11, 2006

Reviewed/Revised: June 2013 Adopted: August 14, 2013

**RETIREMENT POLICY
CLASSIFIED STAFF**

Retirement pay shall be granted to those classified staff employees who meet the following conditions:

1. Written notice of retirement shall be given to the superintendent three months before the date of retirement. In the event an employee who is eligible for retirement as recognized by INPRS, is unable to give the required notice of retirement and is forced to retire as a result of accident, ill health or some other unforeseen event, then the requirement may be waived by the board.
2. To qualify for retirement compensation, an employee shall have attained the age of sixty-two (62) years of age and have a total of at least fifteen (15) years of service to the Mill Creek Community School Corporation prior to retirement.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

JURY DUTY

In the event a classified staff employee is called for jury duty or is subpoenaed to appear as a witness in court, he/she shall be released from school duties and paid the difference between his/her regular salary and the salary paid for such jury duty. A court receipt of the salary paid for this duty should be submitted to the payroll clerk of the school corporation in order that the difference in salary may be computed and paid to the employee.

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

RESIGNATION

Classified employees wishing to resign from an active contract should file a written notice of the resignation with the superintendent to be presented to the Board of School Trustees. This notice should be filed at least two (2) weeks prior to the effective date for the resignation.

Reference: IC 5-8-4

Reviewed/Revised: January 1994

Adopted: July 6, 1994

Reviewed/Revised: June 2013 Adopted: August 14, 2013

VOLUNTEERS

The Mill Creek Board of School Trustees recognizes the importance of the many contributions that volunteers make to a wide range of school programs and activities and the board supports the utilization of volunteers in appropriate circumstances. The board expects principals to carefully screen and select volunteers and to exercise good judgment in assigning volunteers. All volunteers in the Mill Creek Community School Corporation serve at the pleasure of the appropriate principal and any volunteer may at any time be relieved of his/her volunteer assignment at the discretion of the appropriate principal. All volunteers must serve under the direction of a Mill Creek employee as designated by the appropriate principal.

Reviewed/Revised: October 1995

Adopted: January 17, 1996

Reviewed/Revised: June 2013 Adopted: August 14, 2013

3000 Students

3010 Equal Educational Opportunity

- 3020 Respect for Staff and Student Policy
- 3030 Sexual Harassment Policy - Reference Policy #2020
- 3040 Student Assistance Policy
- 3045 Moment of Silence
- 3050 Display of Flag and Pledge of Allegiance

3100 Entrance & Admission Policies

- 3110 Transfer Tuition Policy (previously Non-Admission of Cash Transfer Students) (previously titled Residence)
- 3120 Admission of New Students - Missing Children
- 3130 Admission of Transferring Students
- 3135 Assignment within the Corporation
- 3140 Early Entrance Procedure
- 3150 High School Entrance Age Requirement
- 3200 Attendance Policy
- 3210 Absence & Illness
- 3220 Verification of Student Absence
- 3230 Release of Pupils
- 3240 Habitual Truancy / Driver's License
- 3250 Withdrawal Policy

3300 Student Handbook

- 3310 Criminal Gangs and Criminal Gang Activity in Schools

3400 Student Rules of Conduct

3410 Bus/Corporation Vehicle Conduct

3415 School Bus Video Records

3420 Student Searches

3421 Student Locker Search

3422 Student Desk Search

3423 Student Personal Search

3424 Student Vehicle Search

3500 Student Behavior - Parent/Student Responsibilities

3510 Student Discipline

3520 Corporal Punishment

3530 School Disturbances

3540 Suspension & Expulsion / Due Process

3541 Criteria For Denial of Board Consideration
of Student Due Process Appeals

3600 Student Substance Use / Abuse

3610 Student Substance Use / Abuse Assistance
Program

3620 Smoking/Drug (Alcohol) Use

3630 Random Drug And Alcohol Testing

3700 Student Records and Lists

3710 Records - Access & Public Disclosure

3720 Records - Exempt From Public Disclosure

3730 Student List Disclosure

3800 Student Health and Safety

3810 Wellness Policy

3900 Students with Disabilities

- 3910 Least Restrictive Environment
- 3920 Student Discipline - Identified Special Needs Students
- 3930 Educational Surrogate Parent

EQUAL EDUCATIONAL OPPORTUNITY

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, it shall be the policy of the Mill Creek Community School to foster an educational environment that provides equal educational opportunity for all students.

The Board reaffirms the principle that every child regardless of race, creed, religion, sex, cultural or economic background, or handicap should be given maximum educational opportunity for educational development.

The Board designates the superintendent/designee to serve as the school corporation's multicultural, nonsexist compliance officer and will publicize the name, office address, and business telephone number of the school corporation's designee. Inquiries about the enforcement of this nondiscrimination policy can be directed to the superintendent.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

RESPECT FOR STAFF AND STUDENTS

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes, so long as the expression of such is in conformity with generally accepted community values and is without regard to another's race, sex, religion, national origin, handicap, and/or economic status. Consequently, administrators, teachers, educational support staff, students, and members of the general public while visiting corporation-owned property shall make all reasonable efforts to treat staff members and students in a respectful manner. Speech or conduct that ridicules or personally demeans another person sets a negative example, reduces self-esteem, and, therefore cannot be tolerated. All staff members and students are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

The Board designates the Assistant Superintendent as the Compliance and Grievance Officer for the corporation. It will be the function of the designated officer to establish complaint procedures, and monitor and facilitate the processing of complaints.

Adopted: December 7, 1994
Reviewed/Revised: February 11, 2014 March 11, 2014

**SEXUAL HARASSMENT POLICY
MILL CREEK COMMUNITY SCHOOL CORPORATION**

I. THE POLICY

- A. It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in *Section II*. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in *Section II*. The use of the term “*employee*” also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to any employee, or when made by any student to another student when;

1. Submission of such conduct is made either explicitly or inexplicitly a term or condition of an individual’s employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property or sexual assault, dating violence, or stalking as defined in federal law.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated by his or her conduct or verbal objection that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment as set forth in *Section II, (A)* may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions.
2. Non-administrative and Non-supervisory Employees
 - a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions.

III. SEXUAL HARASSMENT COMPLAINT PROCEDURES

- A. It is the policy of the Mill Creek Community School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims.
1. Any person who alleges sexual harassment by any employee or student in the School Corporation should use the reporting procedures set out in Title IX Sexual Harassment Investigation Procedures.
 2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to continue to take corrective action when this conduct has occurred.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Mill Creek Community School Corporation and incorporated in each employee and student handbook.

Reviewed/Revised: 1-94 Adopted: 7-6-94
Reviewed/Revised: 5-02 Adopted: 6-12-02
Reviewed/Revised: 6-13 Adopted: 8-14-13
Reviewed/Revised: June 2020 Adopted: 7-8-20 (Emergency)

STUDENT ASSISTANCE POLICY

This policy of the Mill Creek Community School Corporation establishes a Student Assistance Program whose mission is to provide a systematic, caring approach to help children who are displaying behavior that interferes with their education.

The goals and objectives of this program are:

1. To provide interventions and strategies for students experiencing difficulties related to educational, behavioral, emotional, and social concerns.
2. To provide a systematic school method of identifying and referring students experiencing difficulty.
3. To provide intervention strategies by utilizing the skills, experience, and perspective of a multidisciplinary team.
4. Increase the capacity of the entire school staff and parents to handle student problems.
5. Share the burden of responsibility for decisions which greatly impact the lives of others.
6. Create a positive school climate in which all students are valued and all staff supported.
7. Endeavor to provide a bridge between the students, staff, and community in an attempt to impact problems facing our youth in a positive manner.

The Student Assistance Program shall be available to all Mill Creek Community School Corporation students.

Each building's Student Assistance Program Team will consist of, but not be limited to, the following individuals:

the Principal
teachers

counselors
school nurse

social workers teachers
other staff members

Procedures - Identification and Process

Any concerned person can refer a student thought to be experiencing difficulty to the building core team designee. Such reports shall be documented on the Student Assistance Referral Form and additional information will be collected for further assessment. Once information has been gathered, a team meeting will be called where the problems are evaluated and an action plan is developed and implemented. As necessary, needed adaptations will be explored.

Confidentiality

Confidentiality is a core principle of the Student Assistance Program. All information shared concerning individual referrals will remain within the confines of the team meeting. Team members will sign the

confidentiality policy form and will be held accountable for any breach of this policy.

Records of Student Assistance Team interventions will be kept separate from permanent records and will be expunged upon the student's graduation from high school.

Any records pertaining to participation in the Student Assistance Program will be accorded the highest degree of confidentiality. Release of any of the student's records will be in strict accordance with state and federal law. They will not be disclosed to anyone other than the student and/or the student's parent/guardian and other school personnel permitted by law. Only under court order compelling disclosure or a written request signed by the student or the student's parent/guardian, will the records be released.

Expenses

Any services or materials provided by school employees shall be without charge to the student. Any services or materials provided by professionals other than school personnel will be at the student's and his/her parent or guardian's cost. The school corporation will assume no responsibility for payment of such costs, except if the services are covered under a school contract with an outside agency.

The Board of School Trustees of the Mill Creek Community School Corporation directs the Superintendent to establish all forms, guidelines and procedures required to implement and regulate this policy.

Reviewed/Revised: 12-94

Adopted: January 4, 1995

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

MOMENT OF SILENCE

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

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other activity under this policy.

The superintendent may establish procedures to implement this policy.

Legal Reference: IC 20-30-5-4.5

Date Adopted: August 31, 2005

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

Display of the United States Flag

The United States flag shall be displayed in each classroom of every school in the school corporation.

Pledge of Allegiance

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts.

The superintendent may establish procedures to implement this policy.

Legal Reference: IC 20-30-5-0.5

Date Adopted: August 31, 2005

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

Transfer Students

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the Mill Creek Community School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not with the boundaries of the Mill Creek Community School Corporation.

Requests for transfer made by any school employee who resides in Indiana and whose annual salary is at least \$8000 or who earns \$3,000 due to being included as an employee in the extracurricular portion of the school corporation's current collective bargaining agreement for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees. If there is not adequate capacity in a grade level to accept all of the transfer requests, a publicly verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Mill Creek Community School Corporation, but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to Mill Creek Community School Corporation Superintendent's Office.
Applications will be accepted during the following two timelines: November 1 - December 15 for the second semester of the current school year and March 1 - June 1 for the following school year.
Transfer requests received after June 1 will be accepted based on remaining capacity by level and school for that school year.

Once a student has been accepted and maintains transfer request criteria, they no longer are required to submit an application for transfer each year/semester.

2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a publicly verifiable random selection process will be necessary to determine who will be accepted. The random selection process will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

The Building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The Student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The Student was suspended or expelled for violating a drug or alcohol rule.
5. The student has a history of unexcused absences and based upon the location of the student's residence, attendance of the student would be a problem if enrolled in the school corporation.
6. Under no circumstances will a transfer student be accepted for athletic reasons.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or to those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements and/or assignments to schools on the basis of later information, class sizes, testing or investigation.

The Superintendent shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal Reference: I.C. 20-26-11-2,6,6.5,32
I.C. 20-26-11-32

Reviewed/Revised: February 1994
Adopted: August, 1994

Reviewed/Revised: December 2008
Adopted: February 11, 2009

Reviewed/Revised: February 11, 2014
Adopted: March 11, 2014

Reviewed/Revised: January 2017
Adopted: February 8, 2017

Reviewed/Revised: June 2017
Adopted: July 12, 2017 (Emergency)

Reviewed/Revised: September 2018
Adopted: October 10, 2018 (Emergency)

Reviewed/Revised: May 2020
Adopted: June 10, 2020 (Emergency)

Reviewed/Revised: July 2023
Adopted: August 9, 2023 (Emergency)

**ADMISSION OF NEW STUDENTS; MISSING CHILDREN
(Implementation of the Law on Locating Missing Children)**

Students initially enrolling in the Mill Creek Community School Corporation in any grade must provide the name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth. If the birth certificate or other proof of the student's date of birth is not provided to the school within thirty (30) days of the student's enrollment or if it appears inaccurate or fraudulent, the school principal or his/her designee shall notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-8953 and the Hendricks County Child Protective Services. Once satisfactory proof of age has been provided, it will be returned to the student or his/her parents. The school principal or his/her designee shall within fourteen (14) days of a student's enrollment request the student's records from the last school the student attended, if any.

If any law enforcement agency reports to a school that a present or former student is missing, the principal or his/her designee shall attach a notice to the student's records stating that the child has been reported missing. This notice shall be removed whenever the school is notified that the child has been found or the child reaches eighteen (18) years of age.

The principal or his/her designee upon receiving a request for records from another school shall promptly send the records to the requesting school; however, if a notice has been attached to the records that the child has been reported missing, the principal or his/her designee shall immediately notify the Clearinghouse (1-800-831-8953) and may not send the records without prior authorization from the Clearinghouse. Whenever the principal or his/her designee receives a request for student records from any individual and a notice has been attached to the student's records that the child has been reported missing, the principal or his/her designee shall obtain the name, address, and telephone number of the person making the request and the reason the person is making the request, and the principal or his/her designee shall immediately notify the Clearinghouse (1-800-831-8953). If a request for the school records of a missing child is received, the principal or his/her designee may not issue a copy of those records without prior authorization from the Clearinghouse.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

Admission Policy of Students Transferring Into the Mill Creek Community School Corporation

It is the policy of the Mill Creek Community School Corporation Board of School Trustees to enroll public and private school students according to the following regulations.

Mill Creek Schools have the responsibility to do everything possible to ensure that all its students are properly placed in the system. To fulfill this responsibility to students transferring into the Mill Creek Community Schools the following shall apply:

1. Definition of Accredited

A transferring school will be considered accredited if it meets standards set forth by the Performance Based Accreditation of the Indiana State Board of Education, or in the case of a transferring school outside Indiana, by the equivalent governmental agency in that jurisdiction.

2. Transferring from an Accredited School

Credit earned in an accredited school will be considered as equivalent to credit earned in the Mill Creek Community Schools. Determination of the application of courses at the transferring school to course or courses of study requirements at the Mill Creek Community Schools shall be made by the school's principal or designee within ten (10) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information for proper academic evaluation and placement of the transferring student.

3. Transferring from Non-Accredited School

Credit earned in a non-accredited school will be evaluated on the basis of substantial equivalency to courses or course of study offered by the Mill Creek Community Schools. It is the responsibility of the parent or guardian to obtain adequate information on which to base a decision concerning substantial equivalency from the transferring school. The determination of substantial equivalency shall be made by the school's principal or designee within ten (10) days after receipt of this information. In determining substantial equivalency the Mill Creek Community Schools shall consider:

- (a) the degree of similarity between subject matter and education objectives of the course at the transferring school and the equivalent course at Mill Creek Community Schools; and
- (b) the degree to which the similar educational objectives were achieved by the transferring student.

The principal or designee of the school may require a series of tests from the Corporation's testing program to assist in determining grade placement and/or credit. Tests will be administered under the auspices of the enrolling principal or designee and he/she shall use these results in assisting to determine proper placement.

Admission Policy of Students Transferring – continued

Home schools registered by the state of Indiana will be considered non-accredited schools. An appeal from any determination concerning academic placement of a student shall be directed to the superintendent or designee. The appeal must show in writing that the facts do not support the determination of the school's principal or designee or that the recommended academic placement is not in the best interest of the child.

Legal Reference: IC 20-33-2-12

Reviewed/Revised: February 1994

Adopted: August 3, 1994

Reviewed/Revised: December 2008

Adopted: February 11, 2009

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

Partial Enrollment

The superintendent (designee) may grant approval per state law for students from non-accredited, non-public, or non approved schools, including home-educated students partial enrollment. Students approved for enrollment may participate in co-curricular and interscholastic programs, except interscholastic athletics.

Legal Reference: IC 20-33-2-12

Reviewed/Revised: February 1994

Adopted: August 3, 1994

Reviewed/Revised: December 2008

Adopted: February 11, 2009

Reviewed/Revised: February 2014

Adopted: March 11, 2014

Reviewed/Revised: May 2022

Adopted: July 13, 2022 (Emergency)

Assignment Within the Corporation

The School Board directs that the assignment of students to schools within this Corporation be consistent with the best interests of students and the best use of the resources of this Corporation.

The Board shall determine periodically the school attendance areas of the Corporation and shall expect the students who reside within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by:

- A. consideration of safe student transportation and travel;
- B. convenience of access to schools;
- C. financial and administrative efficiency;
- D. the need to maintain racial, ethnic, or socioeconomic balance;
- E. the effectiveness of the instructional program;
- F. a wholesome and educationally sound balance of student populations.

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and in the best interest of the student.

The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

Bus transportation will not be provided for elementary students to and/or from caregivers who reside outside the student's attendance district.

Legal Reference: IC 20-26-5-4
IC 20-26-11-1

First Reading: September 9, 2009
Second Reading: October 14, 2009
Adopted: October 14, 2009
Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

Early Entrance Procedure

Any child who attains the age of five (5) on or before August 1, of a school year will be admitted to the kindergarten program of the Mill Creek Community School Corporation. If the child is younger than five (5) years of age and the parent(s)/guardian(s) of the child wish to enroll the child in the kindergarten program they may do so by making application to the superintendent. Such application should be made no later than twenty (20) days prior to the first day of school. The superintendent will make the determination of whether the child will be admitted to the kindergarten program based upon the recommendation of the elementary school principal.

In evaluating the early admission application(s), the superintendent will base his/her decision on the following:

1. Whether or not there is space available in the kindergarten program at the school which the child will attend. In determining the availability of space the superintendent may consider whether the admittance of the child will cause the school's Primetime teacher-pupil ratio to be exceeded.

If there are more applicants than the number of spaces available and it is determined that an excess number of applicants qualify for early entrance space available, the determining factor for acceptance shall be the birthdate of the child; children with birthdates closest to the August 1, cutoff date will be admitted to the kindergarten program.

If no space is available or it is determined that it is not in the best interest of the school or the children to admit additional students, no early application(s) will be accepted.

2. The parent/guardian of the child shall submit all other information along with the application. Such information should include age equivalent scores and assessment of the following domains and areas of development: cognitive, motor skills (fine and gross), social/emotional adaptive behavior, academic readiness skills, motor development, perceptual development, and physical development.

All measures used to determine readiness for school must be standard, approved by the School Corporation, and administered by a professional qualified to interpret such tests. Each child should be tested prior to the application being made.

The superintendent shall make his/her determination based on all the information and whether early entrance is in the best interest of the child.

3. There is no board level appeal process for this procedure/decision.

Early Entrance Procedure – continued

4. A child coming into Mill Creek Community Schools from an out-of-state kindergarten program (public or private) or an in-state kindergarten (public or private) and who does not meet the Indiana state age-eligibility requirements should be admitted to the kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

I.C. 20-33-2-7

Reviewed/Revised: 3-94	Adopted:	August 3, 1994
Reviewed/Revised: 6-00	Adopted:	July 12, 2000
Reviewed/Revised: 6-01	Adopted:	July 3, 2001
Reviewed/Revised: 2-06	Adopted:	April 12, 2006
Reviewed/Revised: February 11, 2014	Adopted:	March 11, 2014

HIGH SCHOOL ENTRANCE AGE REQUIREMENT

To be enrolled as a student at Cascade High School a student must be under twenty (20) years of age as of the first day of that school year. If a student is over twenty (20) years of age, a counselor will advise the student about adult school programs and other alternatives.

The principal may waive this requirement for a child that has documented unusual circumstances related to illness or injury.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

**MILL CREEK COMMUNITY SCHOOLS
ATTENDANCE POLICY**

Regular attendance is essential for normal progress and to receive maximum benefit from the educational experience. Attendance at Mill Creek Community Schools is governed by the Indiana Code and local policy adopted by the Board of School Trustees. The state of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon the Mill Creek Community School Corporation to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom, whether in person or in a virtual setting, can never be completely retrieved. The dialogue between the teacher and the students in a classroom, whether in person or in a virtual setting, can never be completely duplicated.

Since business, industries, and the professions expect and demand a high level of attendance and time-on-task, the education of students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goal of punctuality, self-discipline and responsibility can be developed as we prepare our students for entry into the adult world.

Mill Creek Community School Corporation considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that education achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

A very high positive correlation exists between formal learning and school attendance; thus the Mill Creek School Corporation will enforce the attendance policy stipulated in each school's policy handbook.

Reviewed/Revised: June 1998

Adopted: July 8, 1998

Reviewed/Revised: February 11, 2014

Adopted May 11, 2014

Reviewed/Revised: November 2021

Adopted December 8, 2021 (One reading)

ABSENCE AND ILLNESS

A school absence caused by sickness in the family is valid only if approved by the principal. All absences resulting from reasons listed as valid will be considered as excused. The principal shall have exclusive jurisdiction in determining the classification of excuses and penalties for absence or tardiness.

Illness of the pupil, death in the immediate family, and certain emergencies (to be interpreted by the principal or attendance officer) are the only legal excuses for absence.

A pupil who is truant may be suspended from school/class until the accompanied to the principal's office by a parent or guardian.

Reviewed/Revised: February 1994

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

VERIFICATION OF STUDENT ABSENCES

It shall be the policy for each school attendance officer or designee to make a reasonable effort to verify a student's unexplained absence from school during any part of day if any of the following conditions apply:

1. The student or the student's parent or guardian had not made prior arrangements for the student to be absent during the time not in attendance.
2. No other known reason exists for the student to be absent, i.e. late bus arrival, approved late arrival.
3. The student's absence from school has not been verified through regular attendance procedures, i.e., no pre-approved absence from class such as a field trip.
4. Enough time has elapsed that the student should be in attendance at school or in class other than the reasons listed in 1 through 3.

When the above conditions apply, the attendance officer or designee will attempt to contact the student's parent or guardian by telephone at a daytime number and state why the contact is being made. During the conversation, it should be ascertained as to why the student is not at school. If contact is not made on the first attempt, a second and if necessary, a third attempt will be made. Contact means actually speaking to the parent or guardian; it does not mean leaving a message on a machine, a beeper, a voice mail system, or a similar device. Leaving a message with an adult person is sufficient when it is apparent that the parent or guardian cannot be contacted personally.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

RELEASE OF PUPILS

Occasionally, divorced parents or other relatives request permission to take a child from school. In case there is a question about the right of the parent or relative to take the child from school, the principal is justified in requesting the person to show evidence that he or she is acting within the custodial agreement of the child, or permission of the legal guardian.

A pupil should never be released to an unidentified person.

Reviewed/Revised: April 1994

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

HABITUAL TRUANT

A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without parental request filed with the school in one school year.**

All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

Legal Reference: IC 20-33-2-11

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

**I.C. 20-33-2-11(b)(1) requires the definition of a habitual truant to be a student who has more than 10 days of unexcused absences in a school year, which is in conflict with the definition in I.C. 20-20-8-8. This policy reflects the definition in I.C. 20-20-80-8.

WITHDRAWAL FROM SCHOOL

Once a student has expressed a firm desire to withdraw from school, that student and a counselor shall meet for the purposes of discussing the reasons for leaving school and pertinent future plans. Students transferring to another school will be advised of procedures necessary to transfer academic records.

For those who are dropping out of school, a meeting with the counselor, principal, and student must be held. The counselor will provide suggestions to the student for educational and occupation alternatives. Also, the principal must meet with the student before he can withdraw. Students who voluntarily withdraw or who are expelled two times for attendance or discipline reasons will be required to earn at least two credits from an approved program before being allowed to re-enroll for a third time. Students must provide proof in the form of two credits earned at another school – either a regular day school, night school or summer school.

Exit Interview

Under Indiana law, any student who is at least sixteen (16) years of age but not eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian is conducted with the appropriate school employee.

A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

Consent of the parent, principal, student is also required.

The Board of School Trustees for the Mill Creek Community School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school:

Cascade High School	Principal Guidance Counselor
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Cascade Middle School	Principal Guidance Counselor
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Legal Reference: IC 20-33-2-9

Reviewed/Revised – 4/1994

Adopted – August 3, 1994

Reviewed/Revised – 11/1994

Adopted – December 7, 1994

Reviewed/Revised – 10/2006 Adopted: December 13, 2006

Reviewed/Revised: February 2014 Adopted: March 11, 2014

STUDENT HANDBOOK

It shall be the policy of the Mill Creek Community School Corporation for each school to maintain a Student Handbook. The Student Handbook shall include such information and policies as they pertain to students.

It shall be the responsibility of the building principal to maintain this handbook. The principal shall review this handbook annually or more frequently, if required, with the Assistant Superintendent and update as necessary. All changes shall be presented to the Board of School Trustees for approval.

It shall be the responsibility of the building principal to provide each student and each employee in his/her building a copy of this handbook and also see that a copy is placed in the respective school office.

Reviewed/Revised 2-94 Adopted: August 3, 1994

Reviewed/Revised February 2014 Adopted: March 11, 2014

Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Mill Creek Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; 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.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Adoption: May 11, 2016

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5 IC 35-45-9-1

STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY TEACHER:

a) A middle, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.

b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

2. SUSPENSION FROM SCHOOL PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.

3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self Defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any

disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against

another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.

5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

~~6. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.~~

7. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

8. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

9. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

10. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

11. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

12. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

13. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

14. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86
 I.C. 35-47.5-2-4 I.C. 35-47-1-5

Reviewed/Revised: February 2014
Reviewed/Revised: June 2018
Reviewed/Revised: June 2023

Adopted: March 11, 2014
Adopted: July 11, 2018 (Emergency)
Adopted: July 12, 2023 (Emergency)

SCHOOL BUS VIDEO RECORDS

It is the policy of the Board of School Trustees of the Mill Creek Community School Corporation to authorize the installation and use of video cameras to create a record of conduct on its buses. Recorded information from these cameras [“bus videos”] showing students shall be treated as an “education record” when the video is used to discipline the student and shall not be produced outside of the school district except pursuant to a subpoena, court order or release in accordance with the Family Educational Rights & Privacy Act [“FERPA”, 20 United States Code 1232 (g), 34 CFR Part 99]. Bus videos showing employees engaging in conduct which violates school rules or state law shall be treated as personnel file information under the Indiana Access to Public Records Act.

1. Installation and Operation of Cameras
 - a. Each school district bus with a capacity of sixteen (16) or more passengers may be equipped with a video camera capable of recording video and audio of the passengers, driver, and staff. Cameras shall be activated and operated at the discretion of the Director of Transportation and may be in operation at all times.
 - b. Cameras shall not be activated or deactivated by the driver of a bus during the transport of students; however, a driver may request that the Director of Transportation insure that the events on a particular route on a particular day be recorded.
 - c. Safety arm cameras may also be added to the buses. Each camera will be activated at all times the bus is operating on a public street or highway.
2. No Expectation of Privacy

All speech and conduct on a school corporation bus is subject to being recorded, preserved, and examined by means of a bus video. No person on a school corporation bus shall have a legitimate expectation of privacy with respect to his/her conduct or speech on a school corporation bus.
3. No Guarantee of Recording

By this policy, the school corporation does not guarantee that every bus will be equipped with a video camera, that the video camera on a specific bus will be in operation at a specific time, or that a video camera will record specific conduct or expression.
4. Collection and Preservation of Bus Videos
 - a. Bus videos shall be collected and maintained under the supervision of the Director of Transportation or designee and may be released for re-use unless a written request to preserve a specific bus video is received by the Director of Transportation or designee within three (3) school days of the day the bus video is made. For purposes of calculating this three (3) day period, the day on which the bus video is made shall not be counted. The three (3) day period expires at 3:00 p.m. on the third day.

- b. When the Director of Transportation receives a written request to preserve a bus video, the bus video shall be preserved for an additional thirty (30) calendar days. For purposes of calculating this thirty (30) day period, the day on which the Director of Transportation received the initial written request shall count as day one. If a written follow-up request to view/copy the bus video is not received by the Director of Transportation within this thirty (30) day period the Director of Transportation may release the bus video for re-use or destruction.
5. Production of a Bus Video Outside the School Corporation
- a. A bus video made pursuant to this policy may be used in support of the discipline of a student or employee.
A parent/guardian of a student pictured on a bus video may be permitted by the Director of Transportation to view a bus record if it has been preserved pursuant to Section 4 of this policy. A person requesting production of a bus video for a non-school use shall produce a subpoena duces tecum issued pursuant to a “Third Party Motion to Produce” responded to in accord with Board Policy.
6. Administrative Guidelines and Forms
The Superintendent is authorized to adopt forms and administrative guidelines to implement this policy.

Adopted: July 27, 2005
Reviewed/Revised: May 2019
Adopted: June 12, 2019 (Emergency Adoption)
Reviewed/Revised: May 2020
Adopted: June 10, 2020 (Emergency Adoption)

Video Surveillance Policy

It is the policy of the Board of School Trustees of the Mill Creek Community School Corporation to authorize the installation and use of video cameras on district property to ensure the health, welfare, and safety of all, staff, students, and visitors to district property, and to safeguard district facilities and equipment.

Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Recorded information from these cameras showing students shall be treated as an “education record” when the recording is used in the discipline of students and shall not be produced outside of the school district except pursuant to a subpoena, court order or release in accordance with the Family Educational Rights & Privacy Act [“FERPA”, 20 United States Code 1232 (g), 34 CFR Part 99].

Recorded information from these cameras showing employees engaging in conduct which violates school rule or state law shall be treated as personnel file information under the Indiana Access to Public Records Act.

The Superintendent is authorized to adopt forms and administrative guidelines to implement this policy.

Reviewed/Revised: February 2020

Adopted: April 8, 2020

STUDENT LOCKERS

All lockers made available for student use on the school premises, including, but not limited to lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and the art and music classrooms, are the property of the school corporation. These lockers are made available for student use in storing supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student should not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers, subject to the approval of the Superintendent.

Legal Reference: IC 20-33-8-32

Adopted: August 3, 1994

Reviewed/Revised: February 2014 Adopted: March 11, 2014

STUDENT DESK SEARCH

All desks made available for student use on the school premises are the property of the school corporation. These desks are made available for student use for storing school supplies and personal items necessary for use at school. The desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student should not expect to have privacy in a desk or its contents.

The student's use of the desk does not diminish the school corporation's ownership or control of the desk. The school corporation retains the right to inspect the desk and its content to ensure that the desk is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the desk to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Each school shall develop rules and procedures for the inspection and maintenance of school desks, subject to the approval of the Superintendent.

Adopted: August 3, 1994

Reviewed/Revised: February 2014 Adopted: March 11, 2014

PERSONAL SEARCH

The principal or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

- (1) searches of the pockets of the students,
- (2) any object in the possession of the student such as a purse or briefcase, and/or
- (3) a "pat down" of the exterior of the student's clothing

If searches of the person of a student requires removal of clothing other than a coat or jacket and when reasonable suspicion warrants such search it shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three (3) additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Adopted: August 3, 1994

Reviewed: February 2014 Adopted: March 11, 2014

VEHICLE SEARCH

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow access to a motor vehicle. Refusal by the student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to sub-section G of this section.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

- (1) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
- (2) returned to the parent or guardian of the student from whom it was seized, or
- (3) turned over to any law enforcement officer.

Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

- (1) returned to the parent or guardian of the student from whom it was seized, or
- (2) turned over to any law enforcement officer.

The principal or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

- (1) search any area of the school premises, any student, or any motor vehicle on school premises;
- (2) identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Adopted: August 3, 1994

Reviewed/Revised: February 2014 Adopted: March 11, 2014

USE OF METAL DETECTORS
(Reasonable Suspicion)

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

USE OF METAL DETECTORS
(Administrative Search)

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy

and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.

- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

Reviewed: July 2018
First Reading: August 8, 2018
Adoption: September 12, 2018

STUDENT DISCIPLINE

The Mill Creek Board of School Trustees believes that discipline is an essential condition for learning to occur.

The Board of School Trustees authorizes the Superintendent of Schools to establish written regulations of general application to implement this policy governing student conduct in all schools. In addition, each principal may establish additional written rules and regulations applicable to his/her school with the approval of the Superintendent and Board of School Trustees.

The Mill Creek School Corporation does not discriminate on the basis of race, religion, sex, or national origin in regard to disciplinary actions against students who choose to violate Mill Creek School Corporation rules and regulations.

Legal Reference: IC 20-33-8-1 et seq

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2013 Adopted: March 11, 2014

Use of Seclusion and Restraints

The Board of School Trustees believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees and school resource officer within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees and school resource officer must make every effort to prevent the need for use of restraints and seclusions on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees and school resource officer in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees and school resource officer who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's behavior poses and imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Seclusion

"Seclusion" means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited. An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

"Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of manual hold to restrict freedom of movement of all or part of a student's body to restrict normal access to the student's body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;
3. Other less restrictive interventions were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms or restraints are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee and school resource officer using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as developed by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

Adopted: April 13, 2011

Reviewed/Revised: May 2014 Adopted: June 10, 2014

Reviewed/Revised: January 2018 Adopted: March 14, 2018

Legal Reference: IC 20-20-40

CORPORAL PUNISHMENT

Corporal punishment is not prohibited. It should be used after other plans have failed, and when there is a reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control. The principal must approve the use of corporal punishment. The teacher may expect compliance with all reasonable rules and enforce obedience by inflicting corporal punishment in a reasonable manner upon a pupil for disobedience. It is mandatory that a witness always be present when administering corporal punishment.

Reviewed/Revised 2-19-97

Adopted: March 5, 1997

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

SCHOOL DISTURBANCES

Students have a right to an education and this school system intends to protect that right through the maintenance of an uninterrupted educational program. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. All necessary steps will be taken to protect students, school personnel, and property.

It is the policy of the Board of School Trustees to ask the assistance of the Police Department, Sheriff's Department, or the Indiana State Police whenever disturbances interrupt regular school activities. Uniformed law enforcement personnel will be present when and where necessary to insure the safety and welfare of each student at school. Students involved in school disruptions, vandalism, violence, or other illegal acts will be subject to suspension or expulsion from school.

The Board of School Trustees requests that each student, each teacher, and each parent assume personal responsibility to encourage sober civil relationships so that the young men and women of this community may pursue their education and develop the knowledge, understanding, and tolerance necessary in today's society.

DENIAL OF BOARD CONSIDERTATION OF STUDENT DUE PROCESS APPEALS

The Board of School Trustees of the Mill Creek Community School Corporation shall not hear appeals of a student's expulsion.

Reviewed/Revised: July 1997

Adopted: August 13, 1997

Reviewed/Revised: August 2006

Adopted: August 9, 2006

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

STUDENT SUBSTANCE USE/ABUSE

It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful, safe, and productive for students. The Board recognizes that alcohol and other drug use and abuse of alcohol and other drugs by students is a behavioral/medical problem, and can lead to a more serious condition of dependency. Although, chemical dependency is chronic and progressive, it is treatable. Student athletes who have used alcohol or other drugs at any time will find participation in athletics limited or denied under the provisions of the Athletic Code of Conduct.

The penalty of suspension or expulsion will be imposed as a punitive and deterrent influence for those found in violation of this policy. In order to advance the educational progress of the students in the Mill Creek School Corporation, a strategic effort will be made to provide students with behavioral/medical deficiencies with help, guidance, and referral opportunities designed to help overcome these deficiencies. There is concern when an individual student exhibits or admits to alcohol or other drug use/abuse which affects the student's welfare and performance during the school day, on the school grounds, or during school related activities, and may endanger the property, health and safety of others.

It will be essential to include parents/guardians in the process of serving the students who are identified and for those admittedly having a problem with alcohol and other drugs.

Specifically, this policy is applied to students who knowingly possess, use, transmit, or are found to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: on school grounds during and immediately before or after school hours, on school grounds at any other time when the school is being used by any school group, or off school grounds at a school activity, or event. This policy also applies to students who become engaged in unlawful selling of narcotics, or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

Student drug or alcohol possession or use will be reported to the law enforcement authorities as required by law.

Use of a drug authorized by a medical prescription from a certified physician, and which has been registered with school officials, shall not be a violation of this policy.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

STUDENT SUBSTANCE USE / ABUSE ASSISTANCE PROGRAM

It shall be the policy of the Mill Creek Community School Corporation to establish and maintain a Student Substance Use / Abuse Assistance Program. The Student Substance Use / Abuse Assistance Program will be available to assist students, parents and other staff members who become involved with a student's alcohol or other drug use/abuse problem. The services of this special program will be available to serve students who are identified through their school participation, or who, on their own, admit to a need of assistance in dealing with an alcohol or other drug problem. A student should contact a member of the Student Assistance Team, his/her teacher or a central office administrator whenever such help is needed.

The Student Substance Use / Abuse Assistance Program will provide confidential services to students who seek help in dealing with alcohol and/or other drug abuse or for other personal matters requiring confidential counseling. A student's voluntary use of this service will not be disclosed outside the Student Assistance Team without the student's consent except where necessary to protect the safety of others.

The Student Assistance Team to administer this program shall consist of the Assistant Superintendent, a principal, a counselor, Substance Abuse Director, and school nurse. This will be the decision-making team for the Student Substance Use / Abuse Assistance Program. Constructive disciplinary measures may be used to motivate students to seek help and/or treatment.

Whenever a student's work performance is not satisfactory and there is suspicion that the underlying reason might be drug and/or alcohol dependency or personal problems rather than lack of ability, the student shall be encouraged to contact the Student Assistance Program Team.

Any records pertaining to participation in the Student Substance Use / Abuse Assistance Program will be accorded the highest degree of confidentiality. Release of any of the student's records will be in accordance with state and federal law. They will not be disclosed to anyone other than the student or the student's parent/guardian and other school personnel permitted by law. Only under court order compelling disclosure or a written request signed by the student or the student's parent/guardian, will the records be released.

Confidentiality is a core principle of the Student Assistance Program. All information shared concerning individual referrals will remain within the confines of the team meeting. Team members will sign the confidentiality policy form and will be held accountable for any breach of the policy. Records of Student Assistance Team interventions will be kept separate from permanent records and will be expunged upon the student's graduation from high school.

Reviewed/Revised: 12-94 Adopted: 1-4-95

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

SMOKING/DRUG (ALCOHOL) USE

The use of tobacco / drugs (alcohol) by students is prohibited at all times. Smoking / drug (alcohol) use is not permitted in school buildings, on school property, or in corporation owned vehicles at any time.

Reviewed/Revised 2-94

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

**MILL CREEK COMMUNITY SCHOOL CORPORATION
RANDOM DRUG AND ALCOHOL TESTING POLICY**

INTRODUCTION

Safety is a necessity any time students are involved in and are en route to a school-sponsored activity. Drug-free students are essential for a positive school experience...in athletic activities, and in other competitive and/or performing arenas. The positive school experience cannot exist if our students' minds are dulled by substance abuse. The risks associated with substance abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest potential. Substance abuse is a local and national problem. It is illegal, a danger to physical health, and an obstacle to learning.

DRUG TESTING PROGRAM OBJECTIVES

The Mill Creek Community School Corporation's random drug and alcohol testing program emphasizes three primary objectives.

1. To promote the safety of the students.
2. To create a positive school environment.
3. To encourage students representing Mill Creek Community School Corporation to be drug-alcohol-and tobacco-free.

SECTION I

PURPOSES OF THE PROGRAM

- A. Students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration must sign (along with parents/guardians) a drug-testing consent form to be eligible to participate in these activities. All Mill Creek Community School Corporation students in grades 6-12 may participate in the random drug, tobacco and alcohol testing program.
- B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.
- C. Mill Creek Community School administrators have designed this program to:
 1. Direct students away from substance abuse.
 2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities.
 3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse.
 4. Assist participants who might be tempted to use illegal substances.

5. Prevent injury, illness, and harm as a result of substance abuse.
6. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants
7. Expose and educate participants about a drug testing program frequently and increasingly used in the workplace.

SECTION II RANDOM TESTING PROGRAM

- A. A laboratory certified under the auspices of the National Instituted Drug Act (NIDA) and certified as a medical laboratory by the State Board of Health and the federal agency which governs medical laboratories under NIDA (later referred to as the testing administrator) will supervise the testing program, provide training, set up the testing environment, guarantee samples, and supervise the chain-of-custody. To maintain anonymity, a student's number, not a student's name, shall be used in conjunction with testing samples.
- B. Each student shall be provided with a consent form. The consent form must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to participate in the activities listed in section I-A. By signing the consent form, the student agrees to provide, at any time requested, a urine or oral fluid (saliva) sample to be tested for drugs, tobacco and alcohol.
Those students who are drivers only will not be tested for nicotine. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. The Mill Creek Community School Corporation administration, in conjunction with the testing agency shall use a procedure to ensure the privacy rights of individual students will be protected.
- C. Any student who will be involved in any activity outlined in section I-A must sign a consent-to-test form within ten (10) days of the first day of school. New students will have ten (10) days after enrolling to sign the consent form. Failure to sign and return the consent-to-test form shall result in non-participation until the consent-to-test form is complete with signature.
- D. Participants, with the support of their parents, will be encouraged to choose a drug free lifestyle. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem. Each sponsor/coach/director will reinforce this program, and the harmful consequences of drug, tobacco, and alcohol use to all participating students.

SECTION III TEST RESULTS

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing him/her from participation in the activities listed in section I-A.
- B. The principal or student assistance coordinator will be notified in the event of a positive test. The administration representative will notify the student and his/her parent/guardian within a week of receiving notification of the positive result.
- C. No individual shall be suspended or expelled from school as a result of a positive test from the MCCSC Random Drug and Alcohol Testing Program.

SECTION IV CONSEQUENCES

FIRST POSITIVE: If a student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified. The student will be suspended immediately from driving privileges. The student will also forfeit 25% of his/her current or future extra-curricular contests. The student may participate in practices, not contests/performances. The *Carry Over Rule will be used in instances where needed. If requested, drug counseling information will be provided.

SECOND POSITIVE: If a second time the student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified. The student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning for a period of 365 calendar days. Drug counseling information will be provided.

In order for a student to regain eligibility, he/she must provide evidence of successful completion of a valid drug/tobacco prevention program determined by the school administration. The student must also pay for and submit to a drug test given at school, and must test negative for all substances.

THIRD POSITIVE: If a student tests positive a third time, the student will permanently forfeit all activities listed in section I-A for the remainder of his/her school career. Drug counseling information will be provided.

*Carry Over Rule: The student's suspension will begin the first official day his/her practice begins. If the student commits the offense during summer break or any other time when the student is not participating in his/her sport/activity season, the consequence will start on the first official practice day of his/her sport/activity. Should a student be suspended from participation in the middle of the extra-curricular season, he/she will finish out the remainder of the suspension when they participate in another sport/activity.

General:

1. According to the IHSAA policy, if an athlete misses five (5) to ten (10) days of practice due to testing positive, the athlete will be required to practice at least four (4) days prior to further participation. If an athlete misses more than ten (10) consecutive days of practice, then a minimum of six (6) practice days will be required prior to participation.
2. A student's refusal to test or altering of the test sample will be considered a positive test result and penalties will be enforced according to the drug testing policy.

SECTION V
APPEAL

- A. The student or his/her custodial parents/guardians may appeal the test results by requesting that the remaining portion of the sample be tested again by the laboratory or another accredited laboratory at a cost to the student or his/her custodial parents/guardians. If such a request is made to have another accredited laboratory test the sample, the laboratory used by the school will forward the chemical specimen directly to the new laboratory, which must be NIDA approved. If the result from the re-testing is negative, the student's record will reflect that result, and the suspension imposed will be revoked.
- B. Within seventy-two (72) hours of being informed of a positive test result, the student may present evidence to the testing administrator that the positive test result was caused by the legitimate use of a prescription or non-prescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be dropped.

The Board of School Trustees authorizes the superintendent to develop guidelines to implement this policy.

Adopted: 6-9-99

Reviewed/Revised: 6-30-99

Adopted: 7-14-99

Reviewed/Revised: 10-99

Adopted: 12-15-99

Reviewed/Revised: 6-01

Adopted: 7-3-01

Reviewed/Revised: 5-02

Adopted: 6-12-02

Reviewed/Revised: 4-06

Adopted: 5-10-06

Reviewed/Revised: February 2014

Adopted: March 11, 2014

Reviewed/Revised: December 2017

Adopted: February 14, 2018

Administrative Procedures for Drug Testing

Section I

A. The selection of students to be tested periodically will be done by the testing laboratory. Each student will be assigned a number that will be placed in the drawing. Numbers will be drawn randomly by the laboratory from two pools of those agreeing to be tested. One pool will consist of high school students; one pool will consist of middle school students. Selections will be made from time to time throughout the school year. Testing may occur on any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

B. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

C. Upon being selected for a urinalysis test under this policy, either by random draw, request of a parent/guardian (at parent/guardian's expense), or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

D. The randomly selected students will be requested to come to the nurse's office through the normal method of a student pass and will be accompanied by one of the following: principal, assistant principal, athletic director, or school nurse. The student should bring all books, coats, jackets, and other materials with him/her to the test site and shall not be allowed to go to his/her locker before going to the testing area.

E. The School Administrator or Student Assistance Coordinator will not call all the students drawn for the pool to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, so that important learning or activity time is not lost. The students will sign in and, as soon as called by the representative of the testing laboratory, provide a urine specimen.

F. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for the remainder of the current school year. He/she may reenter the testing pool with a properly signed "Consent Form" at the beginning of the next school year.

CONFIDENTIALITY: The testing results shall remain confidential. The results of a positive test of any student participant may be disclosed only to the school administrative or student assistance coordinator. The principal or designee will notify the student and his/her parents.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the above listed activities and programs for one full calendar year. This will be reported to the parent/guardian. Urine specimens that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible.

The school nurse will work in conjunction with school administration to verify student identification with random number selection and also drug testing results.

Section II

Urine Test Procedures

A. The urine specimen will be given on site. All students will remain under school supervision. If unable to produce a urine specimen the student will be given eight ounces of fluid. If still unable to produce a urine specimen after given the eight ounces of fluid, the student will be given an oral fluid (saliva) test.

B. Before the student's urine is tested by the laboratory, the student shall agree to complete, sign and date a Chain of Custody Form. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication and may provide proof of the prescription in effect. The student shall sign in and, as soon as called by the representative of the collection laboratory, provide a urine specimen.

C. For the purposes of urine testing, the following additional procedures shall be followed:

1. The representative of the testing laboratory will give each student being tested a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the representative. The student and representative will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.

2. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the laboratory, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible until further testing.

3. Students will be instructed to remove all coats and wash their hands in the presence of the laboratory representatives prior to entering the rest room. The door will be closed so the student is by himself/herself in the restroom to provide the urine specimen. The representative will wait outside the restroom. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

4. After the specimen bottle has been sealed, the specimen will be transported to the testing laboratory by lab personnel. Each specimen will be tested for alcohol, nicotine,

and “panel 9 drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). “Performance enhancing” drugs such as steroids may also be tested for.

5. In order to maintain confidentiality, the container with the urine specimen to be tested will not indicate the name of the student. Instead, the student’s random identification number will appear on the sample and the student will initial the container. Also, the results for the urinalysis will be reported to the principal with no name attached; only the students’ random identification number will appear on the results sheet.

6. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee(s) must time and sign the pass.

Section III

Oral-Saliva Test Procedures

A specimen of saliva is collected following this process: (Collector witnesses all steps in the process.)

- a. The drug testing custody and control form is completed by the student and collector.
- b. Before starting the collection, confirm that the student has not had anything in his or her mouth for 10 minutes prior to providing the sample.
- c. Check the expiration date on the Collection Device packaging and open the outer packaging containing the collection pad and the Oral Specimen Vial. Then place the specimen vial on a flat surface in view of the student. Have the student remove the collection device from the packaging sleeve.
- d. Instruct the student to place the collection pad between the lower cheek and gum, and then gently rub the pad back and forth along the gum line until the pad is moist. Once moist, leave the collection pad between the cheek and gum for 5 minutes. Then have the student open the specimen vial in an upright position, with the tip pointed downward, by gently rocking the cap back and forth to avoid spilling the contents.
- e. Instruct the student to push the collection pad into the specimen vial as far as it will go and snap the collection wand at the scored line against the side of the vial. Instruct the student to not tilt the vial to avoid spilling the fluid inside.
- f. Instruct the student to place the cap onto the vial until it snaps to ensure a secure fit. Have the student place the tamper-evident seal across the top of the specimen vial and down the sides, then date and initial the seal. Place the specimen vial and any required chain of custody form into the specimen bag.

To be added to student handbooks, not included in the random drug testing policy!

Reasonable Suspicion and Drug Testing

In addition to drug testing under the above random testing program, students could be tested for reasonable suspicion. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal first-hand knowledge, shall constitute reasonable suspicion. Students who are drug tested on reasonable suspicion will be addressed under the Cascade High School discipline code and will likely face a recommendation for expulsion from the school if they indeed test “positive” for the presence of drugs or alcohol. A breath alcohol test would be administered for the reasonable suspicion of alcohol use by a student.

Breath Alcohol Test Procedures

1. Breath alcohol tests shall be conducted by staff using equipment from the school. Only staff trained in the use of breath alcohol tests shall perform these tests. All testing using breath alcohol test equipment shall be in accordance with the instructions from the manufacturer.
2. MCCSC shall ensure that any breath alcohol test equipment used in the school is calibrated in accordance with the manufacturer’s specifications. Recalibrations shall be made in accordance with the manufacturer’s specifications.
3. Breath alcohol tests may be used prior to any extra-curricular events, such as Prom. Students and guests testing positive will be denied admission to the event and reported to the Police. Refusal to submit to testing at any extra-curricular events will result in denied admission.
4. Staff administering breath alcohol tests shall ensure the privacy of the student as much as possible and shall keep the results of all tests confidential. Positive test results shall be provided to the Principal or designee as soon as possible after the test.

Records – Access and Public Disclosure

The Superintendent, or his/her designee, shall be the records access officer and he/she shall assume responsibility for public records decisions.

All requests for access to public records shall be made in person and received on regular business days and hours. Requests must identify, on forms provided by the Corporation, the record for which disclosure is sought.

State law provides certain records may not be released as the records are confidential. State law provides certain records may be released at the discretion of the records access officer. If non-disclosure of the record is based upon one of the above reasons, the records access officer will certify the appropriate reason on the request form.

Records may be inspected only at the office or location where they are regularly maintained.

Fees for copies shall be in alignment with Indiana law. Fees are payable before any record is duplicated and may be paid in cash or money order payable to Mill Creek Community School Corporation.

With respect to records which are determined to be not available, the records access officer will certify upon the request form that the Corporation does not possess the record or that it could not be found after a diligent search, and return one copy of the form to the requestor.

Reviewed/Revised: February 2014 Adopted: March 11, 2014

Reviewed/Revised: May 2020 Adopted: June 10, 2020 (Emergency)

Board Policy #3720 – deleted and combine/revised with Board Policy #3710

SEE NEXT POLICY
THIS HAS BEEN REVISED.

Code # 7110

INVESTMENT OF SURPLUS FUNDS

Whenever there occurs a cash balance in any active fund which, though allocated to a specific use, is temporarily not needed, it is the policy of the Board that such a balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

To ensure that interim deposits will not remain idle, the Board will pass an annual resolution authorizing their investment by the treasurer.

Reference Source: Burns IC-21-2-8-1
Accounting Manual - State Board of Accounts

Adopted: December 7, 1994

INVESTMENT OF CORPORATION FUNDS

The Board of School Trustees for the Mill Creek Community School Corporation supports and authorizes a safe and sound investment program. Such a program is viewed as an important ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other corporation revenues for the support of the educational program of the corporation.

The treasurer for the Mill Creek Community School Corporation manages the various funds of the school corporation. This includes the funds to which local and state tax dollars are received, as well as federal and community grant funds.

The objectives, in priority order, of the investment program are:

1. the safety of principal and funds,
2. the liquidity of the portfolio sufficient to enable the corporation to meet all cash flow and other operational requirements, and
3. the attainment of the highest rate of return through fiscal and economic cycles, within the boundaries of statutory constraints, cash flow requirements, and the primary objects of safety and liquidity.

Whenever there occurs a cash balance in any active fund, which, though allocated to a specific use, is temporarily not needed, the balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

INVESTMENT GUIDELINES

A. Deposit Accounts

The treasurer may deposit funds only with the financial institutions designated by the state Board of Finance as depositories and by the local board of finance.

B. Certificate of Deposits

Investments of this type will be made based on quotes obtained first from depositories designated for the corporation's geographical area.

C. Maturity

Investments must have a stated maturity of not more than two (2) years.

Investment of Corporation Funds - continued

D. Repurchase Agreements

The treasurer is permitted to enter into repurchase agreements with designated depositories. In general, the collateral securities are restricted to interest bearing obligations issued or fully insured or guaranteed by the United States. The collateral involved is not subject to the two year maturity limitation.

The treasurer shall prepare a monthly report summarizing the financial activities that occurred during the previous month.

Adopted: March 5, 1997

Legal Reference: I.C. 5-13-8-1 et seq.
I.C. 5-13-9-1 et seq.

RECORDS EXEMPT FROM PUBLIC DISCLOSURE

The following records, and/or items, shall be exempt from public disclosure (unless access to such is specifically required by a state or federal statute or is ordered by a court order under the rules of discovery).

- (1) Records declared confidential by state statute
- (2) Records required to be kept confidential by federal law
- (3) Records containing trade secrets or confidential financial information
- (4) Investigatory records of law enforcement agencies
- (5) The work product of attorneys representing the Corporation, the Board Members, or any employee
- (6) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again, either by Mill Creek Community School Corporation or by any other school corporation.
- (7) Scores of tests or license examinations if the person is identified by name and has not consented to the release of his/her scores
- (8) Records that contain intra-agency or interagency advisory or deliberative material that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision making
- (9) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal
- (10) Personnel files of school employees and files of applicants for employment, except for:
 - (a) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the School Corporation
 - (b) information relating to the status of any formal written complaint or charge made against the employee
 - (c) information concerning disciplinary action in which final action has been taken and that resulted in the employee being disciplined or discharged

However, all personnel file information shall be made available to the affected employee or his/her representative.

- (11) Administration or technical information that would jeopardize the Corporation's record-keeping or security system
- (12) Computer programs, computer codes, computer filing systems, and other software that are owned by the Corporation or entrusted to it
- (13) Records specifically prepared for discussion, or developed during discussion in an executive session under I.C. 5-14-1.5-6.1
- (14) The identity of a donor of a gift made to the corporation if the donor or his/her family requires nondisclosure of his/her identity as a condition of making the gift
- (15) Library records which can be used to identify any library patron.

Legal Reference: I.C. 5-14-3-1 et seq.

Adopted: August 3, 1994

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

STUDENT LIST DISCLOSURE

The Board of School Trustees of the Mill Creek Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the School Corporation. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all School Corporation employees when a request for a student list is made by a commercial organization.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local or school board office or the outcome of public question.

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Legal Reference: IC 5-14-3-3 (f); IC 20-33-10-2; 20 U.S.C. 7908; 10 U.S.C. 503

Adopted: August 3, 1994

Reviewed/Revised: July 1997

Reviewed/Revised: June 2000

Reviewed/Revised: August 2006

Reviewed/Revised: February 11, 2014

Adopted: August 13, 1997

Adopted: July 12, 2000

Adopted: September 13, 2006

Adopted: March 11, 2014

Wellness Policy on Physical Activity and Nutrition

The Board of School Trustees of the Mill Creek Community School Corporation supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

I. Coordinated School Health Advisory Council

The board will engage students, parents/guardians, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A. In accordance with state law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food service director and/or staff
- Teachers of Physical Education
- Students
- Health care professionals/Registered dietitians/School Nurse
- School board members
- School administrators
- Any interested member of the public
- Representatives of interested community organizations

Other potential members of the Council include teachers, teaching assistants, SNAP-Ed educators, and community representatives such as recreation professionals, city planners, industry professionals and voluntary service workers.

B. The Advisory Council shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C. The Advisory Council shall report at least once every three years to the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

II. Nutrition Education and Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

- A. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other person for such events as birthdays and classroom celebrations. (A Guide to Smart Snacks in School, 2018-19)
Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.
- B. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

V. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 20 of the recommended 60 minutes of physical activity per day.

VI. Other Activities that Promote Student Wellness

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The board will notify the public of the results of the three-year assessment and evaluation. Policy language will be assessed and revised as needed.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b
7CFR Part 210
I.C. 20-26-9-18.5

Adopted: May 2014

Reviewed/Revised: May 2017

Reviewed/Revised: April 2020 Adopted: May, 13, 2020 (Emergency)

Administrative Regulations:

I. Nutrition education and Nutrition Promotion

1. Health education will be provided as part of a comprehensive health education program and taught by a licensed educator.
2. The school corporation will provide nutrition education training opportunities to teachers and staff for all grade levels.
3. Nutrition promotion will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
4. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens, reading food labels and maintaining a caloric balance between food intake and physical activity/exercise).
5. Nutrition promotion resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
6. Nutrition educators will partner with school staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.
7. Nutrition labels will be provided on all foods to allow students to easily identify healthier foods.
8. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

II. Standards for USDA Child Nutrition Programs and School Meals

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
 - Be appealing and appetizing to children;
 - Meet, at a minimum, the nutrition and meal pattern requirements established by the USDA for federally funded programs;
 - Contain 0 percent trans fats;
 - Offer a variety of fruits and vegetables;
 - 100 percent of the grains offered are whole grain-rich.
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural and ethnic favorites.
5. The food services department shall provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*.
7. The food services department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families.

B. School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.
2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, serving “grab-and-go” breakfasts and arranging transportation schedules to allow for earlier arrival times.
3. Schools will inform families of the availability and location of Summer Food Service Program meals, in accordance with the Healthy, Hunger-Free Kids Act of 2010. Schools in which more than 50 percent of students are eligible for free or reduced-priced school meals will sponsor the Summer Food Service Program when feasible.
4. Schools will provide the After School Meal Program, when it becomes available, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

C. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
2. To the extent possible, Elementary schools will schedule recess before lunch.
3. School meals will be served in clean and pleasant settings.
4. Students will have convenient access to hand-washing and sanitizing stations.
5. Potable (drinking) water must be readily available at all mealtimes.
6. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

D. Professional Development

1. Professional development and training will be provided at least annually to food service managers and staff on proper food handling techniques and healthy cooking practices.

III. Nutrition Standards for Competitive and Other Food and Beverages

A. Approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007).

1. K-12 à la carte, school vending machines accessible during the school day and other foods outside of school meals shall be limited to:
 - No more than 30 percent of total calories from fat,
 - Less than 10 percent of total calories from saturated fats,
 - 0 percent trans fats,
 - No more than 35 percent of calories from total sugars
 - No more than 200 milligrams of sodium per portion as packaged,
 - No more than 200 calories per package, and
 - 100 percent of the grains offered are whole grain-rich.
2. K-12 à la carte, school vending machines accessible during the school day and other beverages outside of school meals shall be limited to:
 - Water without flavoring, additives, or carbonation,
 - Low-fat and nonfat milk (in 8- to 12-ounce portions),
 - 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (2 portions) for high school, and
 - All calorie free beverages other than water, milk or juice shall be no larger than 20 ounces.

B. Availability

1. In accordance with Indiana Code 20-26-9-19, a vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
2. Vending machines accessible during the school day in middle and high schools:
 - Will contain items that meet the approved nutrition standards.
 - Will not be available during mealtimes.
3. Vending machines for school staff will not be accessible to students.
4. Food and beverages will not be sold in school stores.
5. Students and staff will have free, potable (drinking) water for consumption available in water fountains throughout the school building.
6. Staff vending machines will contain at least 50 percent healthy choices as outlined in the approved nutrition standards.
7. At least 50 percent of the food options available at staff meetings may meet the approved nutrition standards. During meetings lasting longer than one hour, staff will have the opportunity to stretch and be physically active.

C. Concession Stands

1. The concession items sold at school-sponsored events to participants, fans and visitors may include at least 50 percent healthy beverages and foods, according to the approved nutrition standards.

D. Classroom celebrations and birthday parties

1. These celebrations and parties will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
2. Classroom celebrations that include food will be limited. Food items must be store purchased and prepackaged, and consistent with the Smart Snacks standards for foods and beverages sold in the school.
3. Schools shall inform parents/guardians of the classroom celebration guidelines.

E. Food as a Reward or Consequence

1. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
2. School staff will not withhold food or drink at mealtimes as a consequence.

F. Fundraisers

1. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards. Fundraisers subject to this rule are those sold during the school day on school grounds. School day is defined as from midnight the night before to 30 minutes after the end of school.
2. At the discretion of the building principal, each school building may have two exempt fundraisers per year.

G. Non-sold food and beverages:

1. Non-sold food and beverages will comply with federal nutrition standards.

H. Marketing

1. Signage or similar media on school campus during the school day may only advertise food and/or beverages provided and sold by the school that meet the competitive foods standards for foods sold in schools (Smart Snacks).

IV. Physical Activity and Physical Education

A. Physical Education K-12

1. All students in grades K-12 will participate in physical education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of physical education required for all Indiana diplomas.
2. Physical education classes may have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.
3. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.
4. Physical education will be taught by a licensed physical education instructor.
5. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.

B. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.
4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teachers will give students periodic breaks for moderate physical activity.

C. Physical Activity Opportunities Before and After School

1. Schools may offer intramurals, clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.
2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.

D. Physical Activity and Remedial Activities/Consequence

1. To the extent possible, students will not be removed or excused from physical education to receive instruction in other content areas.
2. School staff will not use physical activity as a consequence.

V. Other School Based Activities

A. Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.
2. To the extent possible, the school corporation will make improvements so it is safer, easier and more enjoyable for students to walk and bicycle to school.
3. The school corporation will explore the availability of both local and federal funding (e.g., Safe Routes to School funds administered by the Indiana Department of Transportation) to finance such improvements.
4. Schools will promote walking and bicycling to school, including the promotion of International Walk to School Day, which falls on the first Wednesday of October each year.

B. Use of School Facilities Outside of School Hours

1. Approved school spaces and facilities, such as the playground, pool, and track, may be made available to students, staff and community members before, during and after the school day; on weekends; and during school vacations. School policies concerning safety will apply at all times.

C. Staff Wellness

1. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff. Presentations on health and wellness may be provided each school year.

2. The school corporation will work with local fitness centers to offer reduced membership fees.

3. Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.

4. Staff will be encouraged to participate in community walking, bicycling or running events.

5. Physical education will be taught by a licensed physical education instructor.

6. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.

7. Schools will promote breastfeeding by making reasonable efforts to provide a private location for employees to express breast milk in accordance with IC 22-2-14-2.

VI. Evaluation of Wellness Policy

A. Implementation and Data Collection

1. The school corporation may use an evidence-based assessment tool to track the collective health of students over time by collecting data such as body composition (height and weight), aerobic capacity, and/or muscular strength, endurance and flexibility.

2. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, but the principals shall ensure that their individual schools are in compliance with the corporation's wellness policy every three school years by assessing wellness implementation strategies. The principals shall provide a written report to the superintendent, who will provide the report to the school board. The principal's report shall contain the following information: the school's progress toward meeting the wellness goals over the previous three school years; the website address for the wellness policy and how the public can receive a copy of the policy; a description of the progress in meeting the goals, a summary of the event or activities related to the implementation of the policy; the name, position, and contact information of the school official coordinating the health advisory council or the school's wellness team; and information on how individuals and the public can get involved with the school's wellness team.

3. The evaluation of the wellness policy and implementation will be directed by the Coordinated School Health Advisory Council and will be responsible for the three-year assessment of each school's compliance with the policy and its regulations. The three-year assessment must measure the implementation of this policy and its regulations; the extent to which each school is in compliance with the policy; the extent this policy compares to other model school wellness policies; and a description of the progress made in attaining the goals of the wellness policy. As a result of this assessment and evaluation the policy and regulations will be revised as needed.

4. The three-year assessment and evaluation report will be made available to the public by posting it on the school corporation website

B. In addition to the goals included in the areas of Nutrition Education, Nutrition Promotion, Physical Activity, and Other School Based Activities, students and staff will be surveyed in March of each school year to assess engagement in physical activity and healthy food consumption.

1. During each school year, all staff will engage in at least 20 minutes of physical activity at least 3 times per week as age and medically appropriate. (Survey)
2. During each school, all students will engage in at least 20 minutes of physical activity at least 3 times per week as age and medically appropriate. (Survey)
3. During each school year, all staff will consume foods meeting or exceeding the nutrition standards at least 2 times per day. (Survey)
4. During each school year, all students will consume foods meeting or exceeding the nutrition standards at least 2 times per day. (Survey)

School Wellness Policy Evaluation Checklist
Indiana Department of Education, School and Community Nutrition

At a minimum, school wellness policies are to include:	Meets Requirements	In Development	Needs Improvement
1. Wellness Coordinator: Has identified at least one person as responsible for monitoring the local wellness policy Title of Person: <u>SUPERINTENDENT</u>	✓		
2. Stakeholder Participation: Allow parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, evaluation and update of the local school wellness policy	✓		
3. USDA Requirements for School Meals: Has assured School Meals meet the USDA requirements	✓		
4. Nutritional Guidelines for all foods and beverages sold: Has set Nutritional Guidelines for foods and beverages sold on the school campus during the school day	✓		
5. Nutritional Guidelines for non-sold foods and beverages: Has set Nutritional Guidelines for foods and beverages not sold but made available on the school campus during the school day	✓		
6. Food & Beverage Marketing: Allow marketing on the school campus during the school day of only those foods and beverages that meet the competitive food/beverage requirements (Smart Snacks)	✓		
7. Nutrition Education: Has at least 2 goals for Nutrition Education (For example: Team Nutrition materials)	✓		
8. Nutrition Promotion: Has at least 2 goals for Nutrition Promotion (For example: Smarter Lunchroom techniques)	✓		
9. Physical Activity: Has at least 2 goals for Physical Activity	✓		
10. Other Activities: Has at least 2 goals for Other School-Based Activities that promote student wellness	✓		
11. Evaluation: Every three years has evaluated the local wellness policy with an Evaluation Tool and has notified the public of the results. The evaluation will determine: <ul style="list-style-type: none"> • to what extent the Local Educational Agency (LEA) is in compliance with the district policy • the extent to which the local wellness policy compares to model school wellness policies • the progress made in attaining the goals of the local wellness policy Name of Evaluation Tool Used: <u>FOOD TOOL</u>	✓		
12. Communication: Annually inform and update parents, students, staff, and the community about the content and implementation of the local wellness policy, including the evaluation of the policy and provide a way for additional stakeholders to be able to participate	✓		

USDA requires a minimum of 2 goals for nutrition education, promotion, physical activity, and other activities, but it is up to each LEA to determine the content of the goals. LEAs are required to review and consider evidence-based strategies in determining these goals.

Evaluated on: 4/15/2020

Annual Report 2020

The Advisory Council (Wellness Committee) shall report annually to the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

The Advisory Council convened on April 15, 2020 during the current school year. The Advisory Council plans to convene again, as needed, during the 2020-21 SY.

The Advisory Council consists of 25 members representing students, parents, teachers, nurses, administrators, board members, community health organizations, and other interested community members. Members are actively engaged with the Advisory Council through email communications and/or attendance at the meetings. Minutes for each meeting are reviewed and sent to all members. The wellness policy and administrative regulations, principal reports, survey results, food service menus, and policy examples are reviewed with comments/discussion from members. The Advisory Council maintained two goals for the 2020-21 SY. The attainment of the goals was measured through online survey results of K-12 students and teachers/staff members on their Chromebooks. The survey results have been used to guide goals for the 20-21 SY.

The Advisory Council supports the wellness policy in addressing nutrition education, nutrition programs and school meals, nutrition standards for competitive/other foods and beverages, physical activity and physical education, staff wellness, and evaluation.

STUDENT MENTAL AND BEHAVIORAL SERVICES RECORDS

Student Mental and Behavioral Services Records

Student Mental and Behavioral Services (SMBS) records are reports, notes, diagnosis, and/ or appointments relating to a student who was referred to by school officials to receive mental or behavioral services as provided by state law or under a school corporation's memorandum of understanding with a mental or behavioral services provider and is receiving or has received mental or behavioral services and maintained by the school corporation. SMBS records are the property of the school corporation and are confidential medical records.

Custody and Protection of SMBS Records

Place SMBS Records are kept

SMBS records are to be maintained in separate student files only and shall not be filed or maintained in the student's permanent cumulative educational files.

Control of SMBS Records

SMBS records shall be maintained and secured in the office of the school official who is responsible for the referral process and parent conference under the school corporation's procedures for referral of students to mental or behavioral services due to demonstrated repeated patterns of aberrant or abnormal behavior.

Access to Education Records

SMBS records of a student shall not be shared with other school officials who are not maintaining SMBS records of the student.

Legal Reference: IC 20-34-3-21

Reviewed: April, 2020
Date Adopted: June 10, 2020

Least Restrictive Environment

Students with disabilities, including those in public or private residential institutions and other care facilities located in the attendance area of the school corporation, shall be educated and participate in academic, nonacademic, and extracurricular activities with nondisabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effect of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes, with the use of supplementary aids and services, cannot be satisfactorily achieved. If necessary, a continuum of alternative education placement shall be available to meet the individual needs of students with disabilities.

Legal Reference: 511 I.A.C. 7-42-10

Adopted: August 3, 1994

Reviewed/Revised: July 2009

Adopted: August 12, 2009

Reviewed/Revised: February 11, 2014 Adopted: March 11, 2014

- 4000 Transportation
 - 4100 Transportation Handbook Policy
 - 4200 Chain of Command
 - 4300 Transportation Personnel
 - 4310 Alcohol and Controlled Substance Testing Policy for Commercial Drivers License (CDL) Employees
 - 4400 Substitute Bus Drivers
 - 4500 Student Discipline on School Buses
 - 4600 School Bus Routes/Route Assignment

TRANSPORTATION HANDBOOK POLICY

It shall be the policy of the Mill Creek Community School Corporation to maintain a Transportation Handbook. The Transportation Handbook shall include all policies as adopted by the Board of School Trustees as they pertain to transportation. It shall also include information, guidelines, procedures, forms, and laws that pertain to school transportation.

It shall be the responsibility of the Director of Transportation to maintain this handbook. The Director of Transportation shall review this handbook annually or more frequently if required, with the Superintendent/Designee and update as necessary. All changes shall be presented to the Board of School Trustees for approval.

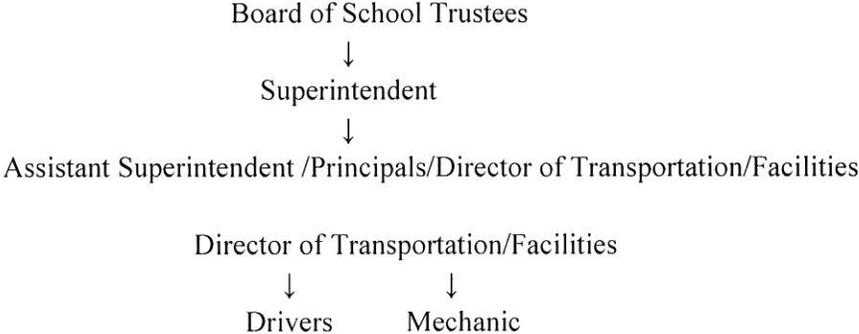
It shall be the responsibility of the Director of Transportation to provide each employee of the transportation department a copy of this handbook and also see that a copy of the handbook is placed in each corporation owned vehicle.

Reviewed/ Revised : February 1994

Adopted: July 20, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

CHAIN OF COMMAND



Reviewed/Revised: February 1994

Adopted: July 20, 1994

Reviewed/ Revised: March 2014 Adopted: April 8, 2014

TRANSPORTATION PERSONNEL

Transportation personnel shall be governed by the guidelines and procedures as defined in the Transportation Handbook and such policies of the Mill Creek Community School Corporation which may apply.

Mill Creek Community School Corporation transportation employees shall be subject to all appropriate laws, rules, and regulations of the state of Indiana and the Indiana Department of Education.

All personnel in the transportation department of the Mill Creek School Corporation are directly responsible for the duties assigned to them by the Director of Transportation. In addition, bus drivers shall also be guided by the direction of the building principals. If conflict arises; follow the direction of the principal (refer to chain of command) and bring such items to the Director of Transportation.

Specific information relating to job description, qualification, responsibilities, salary and benefits may be found in the Mill Creek School Corporation Personnel Handbook.

Reviewed/Revised: February 1994

Adopted: July 20, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

**ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY
FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES**

The Board of School Trustees for the Mill Creek Community School Corporation recognizes the critical and growing problem alcohol and controlled substance abuse poses to the transportation of its students. It is the policy of the school corporation to provide and maintain a safe, healthy and productive work environment for our drivers. This policy applies to all drivers and applicants for driver positions for the school corporation who must have a Commercial Drivers License (CDL) to operate school vehicles.

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 6 hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the school corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in accordance with the School Corporation's leave policies.

The execution and enforcement of this policy will follow set procedures to screen body fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation (USDOT) reportable accident or who are periodically or randomly selected pursuant to this policy. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

The Superintendent [Transportation Director] is authorized to implement this policy and program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

The Superintendent [Transportation Director] is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Superintendent [Transportation Director] is designated to answer questions about this policy and all other matters involved in alcohol and controlled substance testing of CDL drivers.

Drug and Alcohol Clearinghouse Checks for CDL Drivers

Prior to employment the school corporation will conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. The school corporation will also contact prior employers where the applicant was a CDL driver for information to determine the driver's eligibility to perform safety-sensitive functions. Prior employers' inquiries will continue until January 2023.

The school corporation will conduct a limited query of the Clearinghouse for current CDL drivers who are employees on at least an annually basis. If information exists in the Clearinghouse about a driver, the school corporation will conduct a full query within 24 hours to determine if the driver is eligible to perform safety-sensitive functions. If the school corporation fails to conduct the full query within 24 hours, the driver will not be allowed to perform any safety-sensitive functions until the full query is conducted and it is determined the driver may perform safety-sensitive functions.

The school corporation will report the following information collected and maintained on each CDL driver to the Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to any test required by this policy or the CDL drug testing program;
4. An employer's report of actual knowledge of the following:
 - a. On duty alcohol use;
 - b. Pre-duty alcohol use;
 - c. Alcohol use following an accident; and
 - d. Controlled substance use.
5. A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

SAFETY-SENSITIVE FUNCTION -- DEFINED

Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A safety-sensitive function is defined as:

1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school corporation.
2. All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
3. All driving time spent at the driving controls of a motor vehicle in operation.
4. All time, other than driving time, in or upon any motor vehicle.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.
6. All time spent performing the driver requirements relating to an accident.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

PROHIBITED CONDUCT

The following shall be considered prohibited conduct for purposes of this policy:

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater.
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform a safety-sensitive function within 6 (six) hours after using alcohol.
5. No employee required to take a post-accident test shall use alcohol for 8 (eight) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
7. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance except when the use is pursuant to the written instructions of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the school corporation with proof of such medical advice. The transportation director can decide if the employee can remain at work or what work restrictions are necessary.
8. Any employee who is using a prescribed drug or other medication which is known or advertised as possibly affecting or impairing judgment, coordination, or other sense, or which may adversely affect the employees ability to perform work in a safe and productive manner, must notify the transportation director prior to starting work. The transportation director will decide if the employee can remain at work or what work restrictions are necessary.
9. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

TESTING OF DRIVERS

All drivers will be tested for alcohol and drugs in accordance with the USDOT-approved procedures when directed by the Superintendent [Transportation Director].

Drivers will be tested under the following circumstances:

A. Pre-Employment

Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test. Any individual who refuses to submit to such a test or has a positive controlled substance test result will not be considered for employment with the school corporation.

B. Random

The school corporation will conduct random drug and alcohol tests. The corporation will submit all employees' names to a random selection system. Random selections will be spread throughout the year. The corporation will drug test 50% of the number of employees in each calendar year or at a rate established by the USDOT for the given year. The corporation will alcohol test 25% of the number of employees in each calendar year or at a rate established by the USDOT for the given year.

If an employee is selected at random for either test, the superintendent [transportation director] will notify the employee. Once the employee is notified, he or she must proceed to the designated collection site immediately. If the employee does not go to the collections site as soon as possible after notification, such may be considered a refusal to test.

C. Post-Accident

Drivers are required to submit to drug and alcohol testing as soon as possible following a "DOT" accident that involves

1. A fatality; or
2. The employee receives a citation for a moving violation arising from the accident that involved: a) bodily injury to a person who, as a result of the injury, receives medical treatment away from the scene of the accident; or b) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

A driver who is subject to post-accident testing shall remain readily available for such testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a

period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the school corporation.

D. Reasonable Suspicion

The School Corporation is required to test for the use of alcohol and controlled substances upon "reasonable suspicion". A reasonable suspicion test is required when based upon specific, contemporaneous, and articulable observation concerning the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. A supervisor or the Transportation Director who is so trained in accordance with the USDOT regulations must witness the conduct. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use by observing a person's behavior. The witness shall not conduct the alcohol test of the driver.

Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the workday of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

E. Return to Duty Testing

A return to duty test will be required for all employees who have violated this policy and is allowed to return to duty to perform safety-sensitive functions. The employee may not return to duty until he or she passes a drug test and/or tests below a .02 for breath alcohol and the

medical review officer (MRO) or the substance abuse professional (SAP) and the school corporation have determined that the employee may return to duty.

Drug and Alcohol Clearinghouse Checks for CDL Drivers

Prior to employment the school corporation will conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. The school corporation will also contact prior employers where the applicant was a CDL driver for information to determine the driver's eligibility to perform safety-sensitive functions. Prior employers' inquiries will continue until January 2023.

The school corporation will conduct a limited query of the Clearinghouse for current CDL drivers who are employees on at least an annually basis. If information exists in the Clearinghouse about a driver, the school corporation will conduct a full query within 24 hours to determine if the driver is eligible to perform safety-sensitive functions. If the school corporation fails to conduct the full query within 24 hours, the driver will not be allowed to perform any safety-sensitive functions until the full query is conducted and it is determined the driver may perform safety-sensitive functions.

The school corporation will report the following information collected and maintained on each CDL driver to the Clearinghouse:

9. A verified positive, adulterated, or substituted drug test result;
10. An alcohol confirmation test with a concentration of 0.04 or higher;
11. A refusal to submit to any test required by this policy or the CDL drug testing program;
12. An employer's report of actual knowledge of the following:
 - a. On duty alcohol use;
 - b. Pre-duty alcohol use;
 - c. Alcohol use following an accident; and
 - d. Controlled substance use.
13. A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
14. A negative return-to-duty test; and
15. An employer's report of completion of follow-up testing.

F. Follow-Up Testing

Any employee who has returned to work following a violation of this drug and alcohol policy will be subject to follow-up testing. At a minimum six follow-up tests will be required within the first 12 months following an employee's return to work and less frequently during the next 4 years. Employees will be tested in accordance with USDOT regulations and the recommendations of the SAP.

TESTING PROCEDURES

The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the school corporation in order to carry out its drug and alcohol testing program.

Controlled substance testing procedures include the following:

1. Chain of Custody

Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures will require an approved chain-of-custody form.

2. Preparation for Testing

A. Use of tamperproof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.

B. Use of shipping container in which one or more specimens and associated paper work may be transferred and which can be sealed and initialed to prevent undetected tampering.

3. Specimen Collection

Specimen collection will be done at collection sites designated by the School Corporation.

4. Laboratory Analysis

Laboratory analysis of all specimens collected will be done by Midwest Toxicology under all federal guidelines.

Controlled Substance Testing Protocol

Urine Collection Procedures:

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the USDOT as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by USDOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to have been tampered with.
6. Observed collections are required on return to duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

Laboratory Procedures:

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of the following drugs or classes of drugs:

1. Marijuana metabolites;
2. Cocaine metabolites;
3. Amphetamines;
4. Opioids; and
5. Phencyclidine (PCP).

The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primal specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive it will be reported to the Medical Review Officer (MRO) as a positive.

Validity Testing:

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test as required.

All laboratory results will be reported by the laboratory to a MRO designated by the Company or its agents.

MRO Procedures:

1. All tests results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the school corporation by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
 - a. Before reporting a positive, adulterated or substituted test result to the school corporation, the MRO will attempt to contact the employee to discuss the test result.
 - b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
 - c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a

specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.

- d. If the MRO is unable to contact the employee directly, the MRO will contact the Superintendent [Transportation Director] who shall contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
 - e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the Superintendent [Transportation Director], or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
 - f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
 - g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.
4. Diluted Specimens: If a specimen is reported diluted by the laboratory, the MRO will report this information to the Superintendent [Transportation Director]. The school corporation requires an immediate recollect for another test. The result of this test will stand as the final result.

Medical Information Disclosure:

Pursuant to USDOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the school corporation. Individual test results for applicants and employees will be released to the school corporation and will be kept strictly confidential unless consent for the release of the test result has been obtained.

Split Specimen Testing Protocol

An employee may request that the "split" portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. The school corporation will withhold the amount of the cost of testing the split specimen from the employee's pay unless other arrangements are acceptable to both the employee and the school

corporation. If the employee makes a timely request to the MRO for the split portion to be tested, the MRO shall immediately make arrangements with the laboratory to initiate the process.

Alcohol Testing Procedures

1. Testing Devices

Alcohol tests are to be conducted with only evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on their Conforming Products List (CPL). The rules allow the use of EBT's for the initial screening test that is on the CPL, that does not meet the additional requirements for the confirmation test (e.g. sequential numbering and print-out capability).

2. Test Administrators

Only a Breath Alcohol Technician (BAT) that has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.

3. Test Procedures

The BAT will perform an initial alcohol screen. If the initial screen results in a Blood Alcohol Concentration (BAC) of .02% or above, a confirmation test is required. Any tests resulting in a BAC of less than .02% will be considered negative. The BAT will wait a minimum of 15 minutes, before administering the confirmation test. Confirmation tests must be performed within 30 minutes. If the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Employees with test indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during or just after performing a safety sensitive function.

REFUSAL TO TEST

Refusal to submit to the types of drug and alcohol test required by this policy will be grounds to discipline CDL employees. A refusal to test include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.

5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot produce a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the corporation's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the USDOT regulations.
6. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the transportation director as part of the "shy bladder" or "insufficient breath" situation.
7. Failure or declining to take a second test as required by USDOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector or behave in a confrontational way that disrupts the collection process.
9. For an observed collection, fail to follow the observer's instruction to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if any type of prosthetic or other device that could be used to interfere with the collection process is present.
10. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
11. Admission by the employee to the collector or the MRO that the employee adulterated or substituted their specimen.
12. Refusing to sign step two of the alcohol testing form.
13. A report from the MRO that the employee has a verified adulterated or substituted test result.

CONFIDENTIALITY

All information obtained in the course of testing of drivers shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the direct written consent of the driver.

Employees are entitled upon written request to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

The school corporation may release information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, and USDOT agency, or any state or local official with regulatory control over the corporation or its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings including lawsuits involving wrongful discharge action, grievances, administrative proceedings brought on by or on behalf of an employee and resulting from a positive DOT drug or alcohol test or a refusal to test, and/or criminal or civil actions.

DISCIPLINARY ACTIONS FOR POLICY VIOLATIONS

Drivers found to commit any conduct prohibited by this policy, including refusal to test, and/or testing positive for alcohol (.04 or greater) or for a controlled substance shall be prohibited from driving or performing a safety-sensitive function for the school corporation. Such employee will be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs) who are approved by the school corporation. To be able to return to duty the employee must complete the following steps:

1. Complete an evaluation with a SAP.
2. Complete any rehabilitation and/or evaluation required by the SAP.
3. Be re-evaluated by the SAP and obtain written confirmation of satisfactory completion of all recommendations.
4. Complete a return to duty test that is issued with a negative result.
5. As a condition of continued employment, the employee will be required to submit to a minimum of 6 unannounced follow-up tests in the next 12 months after returning to work.

Follow-up testing is separate from and in addition to the reasonable suspicion, post-accident, and random testing. The schedule of follow-up testing shall be unannounced and in accordance with the instructions of the SAP. The cost of any SAP evaluation, prescribed treatment and follow-up testing shall be paid for by the employee. In addition, the employee will be subject to any school corporation policy dealing with the use of alcohol and controlled substances.

Drivers testing .02 or greater but less than .04 shall not drive or perform safety sensitive functions for the school corporation, nor shall the school corporation permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The driver also becomes subject to any other school corporation policy dealing with the use of alcohol and controlled substances.

EDUCATIONAL MATERIALS

The school corporation will provide education materials that explain the requirements of Federal Motor Carrier Safety regulations, consequences of violating the regulations, and the corporation's policies and procedures with respect to meeting these requirements. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life. Employees are required to attend an educational meeting to discuss the corporation's policies and procedures and to review all materials covered by this policy. Each employee is required to sign a statement certifying that he or she has received a copy of these materials. The corporation will provide these materials to employees prior to the start of the testing required by this policy and to any employee who is hired or transferred into a position requiring a CDL.

TRAINING OF SUPERVISORS AND DRIVERS

Supervisor Training:

Transportation Directors and Supervisors are the key to a drug-free work environment. At a minimum, the Transportation Director and Supervisors will receive basic training and orientation on:

1. The identification of behavioral and physiological signs of alcohol and drug abuse.
2. How to recognize, council and document employees whose performance has deteriorated.
3. How and when to suggest and/or require the services of the Employee Assistance Program (EAP), or any other drug/alcohol assistance program.

Driver Training:

The drivers training program will consist of:

1. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.

2. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
3. Information and materials required by federal regulations.

The training of both supervisors and drivers will be documented.

RETENTION OF RECORDS

The following records relating to the school corporation's drug and alcohol testing program are required to be maintained:

(1) Records related to the collection process:

- Collection logbooks
- Documents related to the random selection process
- Calibration documentation for EBT's
- Documentation of Breath Alcohol Technician (BAT) Training
- Documentation of reasoning for reasonable suspicion testing
- Documentation of reasoning for post-accident testing
- Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing
- Consolidated annual calendar year summaries

(2) Records related to the driver's test results:

- Employer's copy of the alcohol test form, including results
- Employer's copy of the drug test chain of custody and control form
- Documents sent to the employer by the Medical Review Officer
- Documentation of any driver's refusal to submit to a required alcohol or controlled substance test
- Documents provided by a driver to dispute results of test

(3) Documentation of any other violations of controlled substance use or alcohol misuse rules

(4) Records related to evaluations and training:

- Records pertaining to substance abuse professional's (SAP's) determination of driver's need for assistance
- Records concerning a drivers compliance with SAP's recommendations

(5) Records related to education and training:

- Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse
- Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials
- Documentation of supervisor training

- Certification that training conducted under this rule complies with all requirements of the rule

(6) Records relating to drug testing:

- Agreements with collection site facilities, laboratories, medical review officers (MRO's), and consortia
- Names and positions of officials and their role in the employer's alcohol and controlled substance testing program
- Monthly statistical summaries of urinalysis
- The employer's drug testing policy and procedures

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the school corporation's central office within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

LEGAL REFERENCE: 49 C.F.R. Part 382

Reviewed/Revised: March 2014

Adopted: April 8, 2014

Reviewed/Revised: April 2014

Adopted: May 9, 2018 (Emergency)

Reviewed/Revised: January 2020

Adopted: February 12, 2020 (Emergency)

STUDENT DISCIPLINE ON SCHOOL BUSES

School bus drivers are responsible at all times for student discipline and conduct. Drivers have the responsibility to establish reasonable rules and regulations for student conduct and will be supported by the administration in the fair application of these rules and regulations. Drivers should follow established procedures for referring discipline problems to building principals including completion of discipline referral slips. The following rules and procedures should be enforced at all times.

1. Drivers must ensure that students are seated at all times. Drivers have the option of assigning seats.
2. Students shall not stand or move about the bus during the course of the trip.
3. Loud, boisterous or profane language, or indecent conduct shall not be tolerated.
4. Scuffling and roughhousing shall not be tolerated.
5. Windows and doors will be opened or closed only by permission of the driver.
6. No passenger shall get on or off the bus until it has come to a complete stop.
7. Students should make every effort to be prompt at bus arrival and departure times and locations.
8. Drivers may suspend a student from riding a bus for one day without principal approval. A principal must suspend a student for more than one day. If a student rides the bus in the morning, he/she cannot be suspended for the afternoon. It must be for the next day. The driver must notify the suspended student's parents before a one day suspension begins.
9. Copies of all student bus conduct reports issued by driver must be turned in to the appropriate principal's office.
10. Drivers will determine pick-up and drop-off locations for pupils, with approval of the Director of Transportation.
11. Principals are to notify drivers of all students suspended from school.

Reviewed/Revised: February 1994

Adopted: July 20, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

SCHOOL BUS ROUTES/ROUTE ASSIGNMENTS

School bus routes and route assignments will be prepared annually by the Director of Transportation subject to the approval of the assistant superintendent. Adjustments or routes may be made from time to time during the school year by the Director of Transportation. The following procedures and policies are in effect.

1. Buses will travel on state and county maintained roads.
2. Pick-up and drop-off points for riders will be designated places only. A reasonable distance between stops will be maintained.
3. When practical, children who board first in the morning will be dropped off first in the afternoon.
4. Children residing within town limits and who live within a mile of school may be required to walk.
5. Private and parochial school pupils living on a regular route may ride a bus to its unloading point nearest the said school or pick-up point.
6. Buses will not unload students at any school more than fifteen (15) minutes before school starts. Each principal shall determine procedure for bus arrival and departure.
7. The superintendent or assistant superintendent shall annually review all bus routes and make recommendations to the Board of School Trustees for modifications and/or additions.
8. The superintendent or assistant superintendent, at their discretion, may deviate from the above policies and procedures when in their opinion such action is necessary or in the best interest of children or the school corporation.

Reviewed/Revised: February 1994

Adopted: July 20, 1994

Reviewed/Revised: March 2014 April 8, 2014

5000	INSTRUCTION
	5020 Instructional Goals and Student Achievement
	5030 Academic Freedom
5100	
	5110 Career Education
	5130 Vocational Education
	5140 Home/Hospital Bound Instruction
	5150 Summer School
	5160 Homeless Students: Enrollment Rights and Services
	5170 Indiana Course Access Program
5200	
	5210 Graduation Requirements
	5220 Curriculum Development
	5230 Textbook Adoption
	5235 Disposal of Textbooks
	5240 Controversial Instructional Materials
	5241 Right to Inspect Certain Instructional Materials
	5242 Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum
	5250 Instructional Material Rental Funds – Fees
	5260 Instructional Media Centers/Libraries
	5280 Access to Electronic Media
	5281 Acceptable Use Policy
5300	
	5310 Report Cards and Conferences
	5320 Homework
	5330 Testing
	5340 Graduation – Foreign Exchange Programs
	5350 Recognition of Outstanding Achievement
	5360 Promotion/Retention Policy
5400	SCHOOL ACTIVITIES
	5410 Co-curricular and Interscholastic Programs
	5440 Interscholastic Athletics
	5450 Red-Shirt Retention
	5455 Extra-Curricular Academic Eligibility
	5460 Elementary School Athletics
	5470 Field Trips, Extra-Curricular and Co-Curricular Trips
5500	
	5510 Instructional Assistants
	5520 School Volunteers
	5530 Student Teachers
5600	
	5620 School and Department Handbooks
	5630 Student/Staff Publications

Instructional Goals and Student Achievement

Students are the first concern of the Board of School Trustees of the Mill Creek Community School Corporation and must receive the primary attention of all staff members. To this end, the Board and the staff will work together to establish an environment conducive to the very best learning achievement for each student through the following goals regarding students.

The Mill Creek Community School Corporation shall develop and implement a curriculum for grades K-12 that provides a planned sequence of learning experiences of adequate breadth and depth to:

1. Develop individual responsibility for learning and personal actions
2. Address the unique needs, personal interests, and capabilities of each student
3. Provide for the mental physical well-being of each student
4. Contribute to each student's intellectual, social, vocational, artistic, and expressive growth
5. Provide opportunities for students to recognize their potentials and be prepared for a lifetime of learning

In applying these general principles, the Mill Creek Community School Corporation is committed to improving the academic achievement of all of its students at every grade level. The Board recognizes the importance of involvement of staff, parents, and community members in improving student achievement through the use of the school improvement plan at each building level.

The Board recognizes the need to achieve and will support fostering the accomplishments of the following concepts to aid the improvement plan for each individual student.

1. Provide students with a solid foundation in the skills of reading, writing, communication, and problem solving.
2. Provide the opportunities for students to learn, think, reason, retrieve information, use technology, and work effectively in groups.
3. Provide for rigorous academic content standards and instruction in mathematics, science, social studies, and English.
4. Provide students with instruction in health, physical education, fine arts, and practical arts.
5. Emphasize involvement of parents and community in the total education of students.
6. Provide students with the educational background that shall ensure success in a constitutional republic.
7. Support and promote high student achievement in all academic areas.
8. Develop instructional programs that ensure continuous improvement for all of the school corporation's students.
9. The Board requires student achievement measurements. Building level goals shall be annually established, reviewed, and approved by the building principal and the Superintendent.

Goals will be made and measured in each of these areas:

1. Achievement
 - Students shall be tested as required by state law and/or by locally designated assessments.
2. Student attendance rate
3. Graduation rate (high school only)

Reviewed/Revised: February 2002

Adopted: March 13, 2002

Reviewed/Revised: October 2014

Adopted: December 9, 2014

Reviewed/Revised: May 2022

Adopted: July 13, 2022

ACADEMIC FREEDOM

The Board recognizes that the freedom to teach carries with it the academic responsibility to teach in accordance with the basic standards of the community. Discussions and analysis of controversial issues shall be conducted within the framework of the fundamental values of the community as they are expressed in the policies of the Board.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

CAREER EDUCATION

The Board supports the goal that a comprehensive career education program provides students with the opportunity to make career path decisions based on what they know about themselves and about the world through collaborative efforts of students, parents, teachers, community members and representatives business and industry. Students should be encouraged to learn about career choices, make open-minded career decisions and develop an appreciation for the value of work.

Career education is a necessary part of the total curriculum and should be integrated into every course of study with varying degrees of specification at different levels. Every student should realize why he/she is taking a course or studying a topic, how the material can be used after graduation and what lifetime skills can be acquired or fulfilled from the contents of the course of study.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

VOCATIONAL EDUCATION

The Board supports the belief that vocational education provides students an opportunity to acquire marketable job skills and contemporary occupational knowledge. It encourages in the students a desire to learn, pride in accomplishment and a belief in the dignity of work.

Vocational education is a necessary part of the total curriculum and should provide courses ranging from a general level to a highly complex and technical level of instruction.

The Board expects all 11th and 12th grade students to be given the opportunity to elect an approved vocational program of studies offered through the Area 31 Vocational School. The Board also expects the administration to develop a student selection process for selecting qualified students to participate in vocational educational credit courses when numbers of interested students exceed available classroom spaces or budget appropriation.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

HOMEBOUND INSTRUCTION

The Board will consider homebound instruction or similar programs for students unable to attend school because of physical disabilities or special health problems provided that all other reasonable possibilities have been exhausted. The Board will require a medical doctor's statement indicating that because of the disability the student will be confined to home for a period of time that exceeds at least twenty (20) consecutive school days or an aggregate of at least twenty (20) school days during the school year. Homebound instruction may continue through the summer months if such instruction is necessary for the student to be promoted to the next grade level.

Legal Reference: 511 I.A.C. 7-42-12

Adopted: November 2, 1994

Reviewed/Revised: July 2009

Adopted: August 12, 2009

Reviewed/Revised: November 2014 Adopted: December 9, 2014

Homebound Instruction Regulations

Homebound instruction is provided to students who because of illness or disability will not be able to attend school for an extended period of time.

1. The parents of the qualifying student must request homebound instruction for their child in writing. The student's physician must provide a written statement listing the student's disability or illness and the estimated time school attendance is not possible.
2. The principal or guidance counselor is responsible for arranging the teacher(s) to handle the homebound instruction. Such teachers shall hold an Indiana license in the subject area in which they are assigned to teach.
3. Homebound instruction may be provided at a student's home, at the hospital or a similar medical facility where the student is admitted, or at a different site. Homebound instruction may be done in person or by any other technological means or system.
4. Homebound instruction is limited to one (1) hour per day, five (5) days per week, twenty (20) hours per month for children in elementary schools. Secondary students may receive one (1) per day, five (5) days per week, twenty (20) hours per month for each subject in which the student is enrolled

SUMMER SCHOOL

The Board will consider on an annual basis the establishment of summer school programs for students of the Mill Creek Community School Corporation.

The summer school curriculum shall be established in accordance with the student needs and state mandated programs. The administration shall have the right to cancel announced summer courses for which there is insufficient enrollment and to refund fees in non-mandated programs.

The Board expects the superintendent to develop procedures for the establishment of the summer curriculum and the selection of the teaching staff members.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the school corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
8. Are migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the school corporation's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living. Attendance rights by living in attendance areas, other student assignment policies, or intra-district choice options are available to homeless families on the same terms as families resident in the school corporation.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent, guardian, or unaccompanied youth shall be informed of the school corporation's decision and their appeal rights in writing. The school corporation's liaison will carry out the dispute resolution as provided by state rule.

Homeless Students – continued

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the corporation liaison is directed to assist in this process. Records from the student's previous school shall be requested from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school corporation, or a homeless student is living in another school but will attend his or her school of origin in this corporation, the two school corporations will coordinate the transportation services necessary for the student, or will divide the costs equally.

The school corporation's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the education rights of homeless students in schools, family shelters and soup kitchens. The corporation's liaison will also review and recommend amendments to corporation policies that may act as barriers to the enrollment of homeless students.

Legal Reference: 42 U.S.C. Section 11431
IC 20-50-1

Date Adopted: December 14, 2005

Reviewed/Revised: November 2014 Adopted: December 9, 2014

INDIANA COURSE ACCESS PROGRAM

The Board of School Trustees of the Mill Creek Community School Corporation supports providing its students with opportunities to meet individual academic needs by expanding learning and curriculum options and diversifying its curricula. Participation in the Indiana Course Access Program provides these opportunities to the students enrolled in the schools of the school corporation. This program provides for online courses students of the corporation may enroll in for credit toward graduation or completion of an approved industry certification. The Indiana Department of Education (IDOE) administers the program on the state level by approving the providers and courses available to the students and provides guidance for the local administration of the Program.

Indiana Course Access Program Support Team (iCAP)

The superintendent or designee shall appoint the following positions, whose duties will be those as set out in the IDOE guidance for iCAP.

1. iCAP Point of Contact
2. iCAP Mentor(s)
3. iCAP Support Team – members include the Point of Contact and the iCAP mentors and may include guidance counselor(s), technology director, technology coordinators, and building administrators.

The superintendent must identify one person who will serve as the Lead Contact for IDOE whose duties and responsibilities are those set out in the IDOE guidance for this position.

The iCAP Support Team has the authority to make decisions on the selection of courses offered to students, identification and selection of online students, application process and criteria for approval to enroll in iCAP courses, support for and of online students, and monitoring and implementing the school corporation's online learning policies and procedures. The application process may include parental permission, teacher's recommendations, minimum academic standards, or commitment to complete the course. Procedures for the iCAP program, including guidelines for teachers, parents, and students concerning participation in the program may be developed and distributed to parents and students eligible for the program.

The superintendent has the responsibility to inform school employees of the duties and responsibilities of the iCAP Point of Contact, and the iCAP Mentors.

Students who complete iCAP courses will be given appropriate credit toward graduation or completion of an approved industry certification. The completed iCAP courses will be included on the student's transcript.

Students will be allowed to enroll in any iCAP course upon application and approval of the iCAP Point of Contact.

Students can be disapproved only for one of the following reasons:

1. The course is not in furtherance of the student's graduation or certification requirements.
2. The student's enrollment in the iCAP course would exceed the normal full course load for a student.

Students who are denied approval of an iCAP course may appeal the denial to the IDOE. The iCAP Point of Contact will provide the students and parents the IDOE appeal procedures.

If a parent agrees to pay the course fees, the student will be allowed to enroll in the iCAP course. The building administrator and superintendent will be responsible for making arrangements with the parent for payment of the iCAP course.

Each student who is enrolled in an iCAP course will be assigned an iCAP mentor to help the student have a successful and positive experience in completing the course.

The superintendent is responsible for the development of administrative procedures to implement this policy and the Indiana Course Access Program for the school corporation.

Legal Reference: IC 20-30-16

Reviewed/Revised: May 2018 Adopted: June 13, 2018

Graduation Requirements

In order for a student to qualify for a diploma in Mill Creek Community School Corporation, s/he must have satisfactorily completed the requirements set forth in the Cascade High School Handbook and Course Description.

The Board shall award a high school diploma to every student enrolled at Mill Creek Community School Corporation who meets these requirements of graduation as approved by the board and set by the State of Indiana.

For special education students, who have completed and/or are ready to exit appropriate programs, the Board shall award a diploma or certificate of achievement.

Each student is required to meet the following:

- State of Indiana adopted Core 40 course and credit requirements
- Demonstrate college and career readiness through an established Graduation Pathways
- Any additional requirements established by this Board of School Trustees

Parents may request that their child be exempted from the Core 40 requirements. By state law, the student would be required to complete the general curriculum to graduate.

Some students, through individual pursuit of educational goals, may complete graduation requirements prior to the date set for their designated class. Application for early graduation will be honored if all graduation pathways requirements have been fulfilled. Such students may participate in graduation ceremonies with their class, if all other rules for participation are met.

Graduation exercises will include those students eligible for a high school diploma, certificate of achievement or certificate of course completion as certified by the high school principal. Students who have completed those requirements for graduation will not be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony if warranted by personal conduct. A student may also be required to obtain the graduation certificate through a conference with the administration if warranted by student misconduct or substantial disobedience during the ceremonies. A graduating senior must attend and participate in the graduation ceremonies unless excused by the High School Principal.

LEGAL REFERENCE: IC 20-32-4-1 et seq.

511 IAC 6-7.1

Edited 9/18/07

Adopted: November 14, 2007

Reviewed/Revised: November 2014

Adopted: December 9, 2014

Reviewed/Revised: August 2018

Adopted: September 12, 2018 (Emergency)

Reviewed/Revised: May 2022

Adopted: July 13, 2022 (Emergency)

CURRICULUM DEVELOPMENT

The Board subscribes to the rule established by the Indiana State Board of Education related to the essential steps required for the development of curriculum materials. The superintendent, as the instructional leader for the corporation, is authorized to develop a procedure and ensure its implementation by outlining the essential steps of the Curriculum Development Cycle.

The Board expects the administration to develop and recommend a Curriculum Guide for each curricular area for approval one year prior to the state textbook adoption cycle. The preparation of the Curriculum Guide will be in accordance with the Curriculum Development Cycle.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

TEXTBOOK ADOPTION

The Superintendent shall be responsible for the establishment of procedures for textbook adoption. The procedures shall include, but not be limited to, the involvement of teachers and parents on an advisory committee for the preparation of recommendations for textbook adoptions. The majority of the members of the advisory committees shall be teachers and not less than forty percent (40%) of the committee shall be parents. These recommendations shall be submitted to the Superintendent in accordance with established procedures. The Board, upon receiving these recommendations from the Superintendent, shall adopt, from the state textbook adoption lists, a textbook for use in teaching each of the various subjects in the schools. The curriculum developed the previous year will be used as a guide to assist in adopting the textbook. A special committee of teachers and parents may also be appointed to review books, magazines, and audio-visual material used or proposed for use in the classroom to supplement state adopted textbooks or to be used in place of state adopted textbooks and may make recommendations to the Superintendent and the Board concerning the use of such material. Each textbook selection shall be for an initial period of six (6) years or for as long as the selected textbooks state adoption is effective whichever is less, and any selection may be extended beyond that period for as long as the Superintendent deems the textbook satisfactory and as long as it remains on the appropriate state adopted list.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

DISPOSAL OF TEXTBOOKS

The Mill Creek Board of School Trustees, upon determination that a certain textbook will no longer be used in the school corporation, may attempt to sell, exchange, transfer, donate, or otherwise suitably dispose of the textbooks. Prior to destroying the textbooks the following provisions must be followed:

1. Any parent of a child who is enrolled in the school corporation and who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the parent, subject to the availability of the textbook; if any textbooks are available after distribution to all parents requesting such textbooks, any resident of the school corporation who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the resident.
2. The textbooks are to be stored for at least three (3) months. Storage area shall be provided by each elementary and secondary school in the corporation.
3. A list of all textbooks in storage shall be created and maintained. The list will contain the title of the textbook, the publisher of the textbook, the number of volumes being stored, and the location where they are being stored. This list will be mailed to the Indiana State Department of Education.
4. The textbooks shall be maintained and stored in accordance with the state and local health regulations.

The Superintendent, or his/her designee, will have the responsibility of overseeing that the provisions of this policy have been met.

Legal Reference: IC 20-26-12-3; IC 20-26-12-4; IC 20-26-12-5

Reviewed / Revised: 7-97

Adopted: August 13, 1997

Reviewed/Revised: November 2014 Adopted: December 9, 2014

CONTROVERSIAL INSTRUCTIONAL MATERIALS

Instructional materials are for the instruction of all students. Materials will not be excluded because of the nationality, race, political or religious views of the writer or producer. Materials presenting all points of view concerning the problems, values and issues of our times will be selected. They shall be of sound and authoritative factual matter and shall not be removed from the shelves solely because of partisan or doctrinal reasons.

The selection of instructional materials will be done by examination, reading, previewing and utilization of standard selection aids. Factual accuracy, authoritativeness and integrity will also be considered in the selection. The material must be presented with creativeness, vision, imagination, appropriate style in expressing ideas, vitality and distinctiveness. The selectors will choose materials of superior format and construction. Instructional materials of an obscene nature or that advocate the overthrow of the government of the United States, by force or revolution, will not be recommended for purchase. The final approval of all materials selected is the responsibility of the Board.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the Mill Creek Community School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental complaints.

Legal Reference: I.C. 20-30-5-17

Adopted: 8-16-95

Reviewed/Revised: November 2014 Adopted: December 5, 2014

**STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR
EVALUATIONS OF SCHOOL CURRICULUM**

No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- (1) political affiliations;
- (2) religious beliefs or practices;
- (3) mental or psychological conditions that may embarrass the student or his/her family;
- (4) sexual behavior and attitudes;
- (5) illegal, anti-social, self-incriminating or demeaning behavior;
- (6) critical appraisals of other individuals with whom the student has a close family relationship;
- (7) legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
- (8) income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

Legal Reference: I.C. 20-30-5-17

Adopted: 8-16-95

Reviewed/Revised: November 2014 Adopted: December 9, 2014

INSTRUCTIONAL MATERIAL RENTAL FUNDS - FEES

The Board authorizes the administration to charge an annual fee to students for instructional materials rental. The Superintendent or his/her designee is authorized to review and establish student instructional materials rental fees (K-12) on an annual basis. The Board will approve any changes in the fee structure annually.

The Board expects all instructional material rental fees to be paid and authorizes the administration to take the reasonable legal steps necessary for fee collections.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

INSTRUCTIONAL MEDIA CENTERS/LIBRARIES

The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Therefore, the schools of the corporation shall maintain instructional media centers/libraries where students and staff members may find a variety of books, periodicals and references in printed form as well as a variety of communications materials. Provision will be made to enable school libraries to remain open for use by pupils during the school day.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

ACCESS TO ELECTRONIC MEDIA

The Board of School Trustees of the Mill Creek Community School Corporation recognizes the importance of computer education as well as access to electronic media.

Not all information accessed from the Internet is appropriate to the education of our students. All staff members, students, and students' parents/guardians are expected to sign the *Access to Electronic Media Guidelines and Agreement* before using the Internet. Staff members shall be responsible for supervision of student use of the Internet.

From time-to-time the opportunity arises where students have the opportunity to publish their work and/or photograph on the MCCSC Web Site or may be granted e-mail access. In order to protect the privacy of students, both students and their parents/guardians are expected to sign a permission form prior to publishing student work or photographs on the MCCSC Web Site or being granted e-mail access.

Copies of administrative rules and guidelines to implement this policy are available in the Student/Parent Handbook.

Reviewed/Revised: 10-95

Adopted: 11-15-95

Reviewed/Revised: 3-01

Adopted: March 14, 2001

Reviewed/Revised: November 2014

Adopted: December 9, 2014

**Instruction
Code # 5281**

ACCEPTABLE USE POLICY

Freedom of expression encompasses the right to freedom of speech and corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Mill Creek Community School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizen and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided guidelines and lists of resources particularly suited to learning objectives.

Students utilizing School Corporation-provided Internet access must first have the permission of and must be supervised by the Mill Creek Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in the classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of School Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Mill Creek Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

The School Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet

services. Such instruction shall include, but not be limited to the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Users should not expect files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. to enter and use chat rooms, to use instant messaging from another provider, to play non-educational games, to play interactive games; and
- h. to listen to, download, or distribute media files, such as music and videos (for non-educational projects or enjoyment).

Any violation of School Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Mill Creek Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School Corporation will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks for Corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of students in the Mill Creek Community School Corporation shall be provided the following information:

- The Mill Creek Community School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our students through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the Corporation has instituted technical methods and systems to regulate students' Internet access, those methods do not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Mill Creek Community School Corporation makes the Corporation's complete Internet policy and procedures available on request (also available in the handbook) for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Filtering: Student Internet activities will be monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

This policy and all its provisions are subordinate to local, state, and federal statutes.

Adopted: June 12, 2002

Reviewed/Revised: March/April 2010

Adopted: May 12, 2010

Reviewed/Revised: November 2014 Adopted: December 9, 2014

Legal Reference (CIPA) 47 U.S.C. Section 254(h)

**Instruction
Code # 5310**

REPORT CARDS AND CONFERENCES

After the close of each of the grading periods a written report will be sent to the parents/guardians by mail or taken home by the student indicating the teacher's appraisal of the student's academic achievement, attendance and other information related to the overall program of the student. Parents/guardians are encouraged to participate in scheduled parent, teacher, and student conferences.

All parents/guardians are encouraged by the Board, teachers, and administration to schedule conferences to discuss their student's performance at any time during the school year.

Adopted: November 2, 1994

Reviewed/Revised: February 2011

Adopted: April 13, 2011

Reviewed/Revised: November 2014 Adopted: December 9, 2014

HOMEWORK

The Board supports teachers and administrators who are continually concerned that the purposes of homework lessons assigned for completion by students be carefully explained. Homework can be a meaningful and positive activity with purposes related to any one or more of four major categories:

1. Enrichment
2. Reinforcement
3. Preparatory
4. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research except for general teacher guidelines. The student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are generally on a daily basis and are also on a one to one basis with the teacher.

Preparatory homework is normally intended to familiarize the student with a content or topic and to serve as a basis for subsequent activity.

Skill development lessons are usually assigned to all students and are closely related to the regular current class work. Analysis of weaknesses and strengths is noted regularly by the teachers and is used to assist the student through supervision by the teacher of the initial practice by student before independent work is assigned.

The Board expects that great care must continually be exercised by the teacher to permit students adequate personal time and time for physical and cultural development. A lengthy day of serious study followed by demands and pressures of excessive outside assignments may cause negative student attitudes to develop. Therefore, homework assignments should be approached from a positive viewpoint so that they will enhance student success in school. The age, capability, normal growth pattern of children and other demands on student time should be taken into consideration when assignments are administered.

Legal Reference: 511 IAC 6-1.5-9
Adopted: November 2, 1999

Reviewed/Revised: September 2006 Adopted: November 15, 2006

Reviewed/Revised: November 2014 Adopted: December 9, 2014

TESTING

The Mill Creek Board of School Trustees recognizes the importance of the corporation-wide testing program to the total instructional program and to this end directs the Superintendent or his/her designee to see that all appropriate state laws and Department of Education rules and regulations relative to testing are complied with. Additionally, the Board directs the superintendent or his/her designee to see that other appropriate tests are utilized as necessary in grades kindergarten through twelve including all necessary special education testing. The superintendent and his/her designee will periodically prepare a testing report for the Board.

Reviewed/Revised: July 1994 Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

GRADUATION – FOREIGN EXCHANGE PROGRAMS

The Board recognizes the value of student participation in foreign exchange programs. However, the Board believes that participation in such study programs is generally intended to be supplementary to the local high school experience and is not intended to supplant that experience for graduation credit as Cascade High School.

Students who desire to have graduation credits earned while on a foreign exchange program may do so providing such credits are in addition to the local and state graduation requirements.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

RECOGNITION OF OUTSTANDING ACHIEVEMENT

The development of excellence in both curricular and extracurricular programs is a recognized function of the corporation. When exceptional honors or awards are gained by students as a result of such excellence, these honors and awards shall be appropriately recognized by the students and faculty of the school.

Such recognition shall be a part of the regular schedule of school activities and shall be carried out so as to cause a minimum of disruption of the educational program or of the school corporation.

Schools shall not be closed for students because of such recognition except in very exceptional situations and then only after approval by the Board of School Trustees.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

PROMOTION/RETENTION POLICY

The Mill Creek Community School Corporation is dedicated to the education of children. Progress is based on successful completion of tasks required at each grade level.

Students must pass a majority of core subjects (language arts, math, science, social studies) each semester to be considered for promotion. The school will notify the parents of any student who did not successfully complete the first semester to arrange for a meeting to develop a more successful educational plan.

For the unsuccessful student there are two options:

1. Retention (reassignment to the same grade level)
2. Assignment (placement at the next grade level for reasons other than academic success)

The principal will make the final decision on grade placement. If there is a disagreement with the decision, an appeal may be made to the principal who may refer the decision to the superintendent/designee if needed.

Reviewed/Revised: October 1995 Adopted: November 15, 1995

Reviewed/Revised: November 2014 Adopted: December 9, 2014

COCURRICULAR AND INTERSCHOLASTIC PROGRAMS

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or with the knowledge of the student body, interested members in the community and the school staff.

The Board expects that any program of student activities should require all student participation to be on a voluntary basis and that student activity funds should be used for purposes which benefit the student body of the school.

Academic Competitions

The Board recognizes that academic activities can extend beyond the classroom and that opportunities to participate in academically related competitions will be encouraged and supported.

Intramural Programs

Since intramural programs offer opportunities for many students to participate in various sports at a recreational level, they shall be made available to all boys and girls who can benefit from them. Students who choose to participate in the intramural program must have permission slips signed by their parent or guardian on file prior to participation. This permission slip must also include a waiver of responsibility in case of injury.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

INTERSCHOLASTIC ATHLETICS

School sports constitute a part of the total school program. Although differing in nature from the academic program, interscholastic athletics can only be justified as they provide a profitable education experience for the participants.

Interscholastic sports programs, the rules, regulations, and limitations outlined by the Indiana High School Athletic Association will be followed. The corporation will also adhere to the constitution of the conference to which athletic teams are members.

Eligibility requirements for participating in athletic programs will be set by the school administration and will conform with regulation of IHSAA. They will include the requirements that a student have the written permission of this parent or guardian and will have been determined as physically fit for the sport by the school physician or his/her personal physician.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

RED-SHIRT RETENTION

The Mill Creek Community School Corporation recognizes that participation in interscholastic athletics is a privilege and not a right. Fair competition and safety of participants are prime concerns of this school corporation.

The Mill Creek Community School Corporation does not allow the retention of any student who has successfully completed any grade, except upon recommendation of the appropriate school personnel. Should any student, who has successfully completed the sixth grade repeat any grade for reasons other than academic failure in circumvention of this policy, the last year of eligibility will be lost. The Board of School Trustees reserves the right to waive this rule for certain hardship cases. Such waiver will be considered on a case-by-case basis.

Legal Reference: 511 IAC 6.1-5-10
Adopted: November 2, 1994

Reviewed/Revised: September 2006
Adopted: November 15, 2006

Reviewed/Revised: November 2014 Adopted: December 9, 2014

Extra-Curricular Academic Eligibility

The Mill Creek Community School Corporation expects middle and high school students involved in extra-curricular activities to maintain a successful academic standing.

For purposes of this policy, an extra-curricular activity shall be defined as an activity for which the coach or sponsor is eligible to receive compensation under the Extra-Curricular Salary Schedule found in the Master Agreement with the Mill Creek Community School Corporation Classroom Teachers Association. Any extra-curricular activity which is a requirement for a class is exempt from this policy. Students who participate in any Extra-Curricular Activity must initially meet the requirements set by the school/activity rules, by-laws or IHSAA regulations.

The following academic eligibility standards are established by this policy:

1. Students shall become academically ineligible to participate in extra-curricular activities upon receiving a grade report with two (2) or more failing grades (F).
2. A student who becomes ineligible under number 1 above will regain eligibility to participate in extra-curricular activities upon receipt of a grade report that includes one or less failing grades.
3. For purposes of this policy, a grade report shall mean:
 - a. For middle school students - report cards (nine weeks) and mid-term grade reports. Semester grades will be used instead of 2nd & 4th nine weeks grade reports.
 - b. For high school students - report cards for 1st, 2nd, 3rd, & 4th nine weeks- as per IHSAA requirements.
4. The final grade report in the spring of the year (as defined above) shall determine eligibility for the fall of the next school year. Additionally:
 - a. Students entering ninth grade will be determined eligible/ineligible as a result of final grades (second semester grades) received the previous spring (8th grade).
 - b. Eligibility of students entering 6th grade will NOT be determined by 5th grade report cards.

Adopted: February 13, 2008

Reviewed/Revised: November/December 2014

Adopted: December 9, 2014

Instruction
Code # 5460

ELEMENTARY SCHOOL ATHLETICS

The Board recognizes that athletic activities are a natural part of many students' daily lives. Learning skills related to various sports and being a part of a team can be beneficial to elementary students in both physical and psychological development. The Board supports and encourages the many elementary youth athletic programs operating in the Mill Creek Community School Corporation. The Board agrees to provide school facilities for such programs providing the activity does not interfere with school programs and activities.

The Board encourages Cascade High School coaches to take an active support role with the youth programs.

Athletic programs for Mill Creek youth should be based on several important criteria. These are:

- The program should emphasize broad participation of students.
- The program should emphasize skill development in the various sports.
- The youth sport seasons and practice sessions scheduled must be related to the age and development of the participants.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

**Instruction
Code # 5510**

INSTRUCTIONAL ASSISTANTS

The Board believes the instructional program is greatly enhanced by providing instructional assistants as support for the instructional program. Three different categories of instructional assistants shall be employed: classroom instructional assistants, special education instructional assistants, and literacy (reading room) instructional assistants.

All categories of instructional assistants may assist in many activities but cannot relieve the certified personnel of their responsibilities for the instructional program nor may they be used as substitute teachers during an approved absence of the regular teacher unless the instructional assistant has a substitute teacher's license or regular teacher's license.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

**Instruction
Code # 5520**

SCHOOL VOLUNTEERS

The Board recognizes the importance of school volunteers as resource persons in the instructional programs of the schools. Building administrators are encouraged to support staff efforts to utilize able volunteers to foster the educational goals and programs of the corporation so long as each volunteer is under the direct supervision of a certified staff member.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

**Instruction
Code #5530**

STUDENT TEACHERS

The Board encourages college seniors to elect to student teach in the schools of the corporation. Student teachers are not expected to make contacts with the administration, faculty or other staff members but they are expected to make arrangements with the appropriate college or university official for placement consideration.

The Board also encourages potential teachers who are meeting participation requirements required by Indiana Teacher Certification regulations to fulfill that requirement in the schools of the corporation. All classroom participation students will need to be placed by the appropriate college official through the principal. Current teachers are expected to supervise student teachers or participating students on a voluntary professional basis.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

SCHOOL AND DEPARTMENT HANDBOOKS

The Board authorizes each school or department to prepare a Handbook or Bulletin for the purpose of improving communications and providing information related to that school or department. The Board expects that all publications will be formally approved by the Board and will not be in conflict with the adopted policies and procedures of the Board.

In any case in which a department or school handbook or bulletin is in conflict with adopted policy or procedure, the Policy Manual and Administrative Procedures Handbook will take precedence.

In the event that a policy does not conform to a negotiated item in any of the employee agreements, the negotiated item will take precedence so long as it does not violate a state or federal law.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

**Instruction
Code # 5630**

STUDENT / STAFF PUBLICATIONS

The Board authorizes the Superintendent to supervise the staff and student publications programs. Students are free to express their opinions on major contemporary issues so long as the procedures defined in the school handbooks are followed. Such procedures will prohibit obscene, slanderous or libelous remarks regarding other persons and will not encourage disobedience to policies of the Board or school authority.

Staff members are encouraged to cooperate with the administration in the preparation of community educational reports, curriculum newsletters and other publications.

Adopted: November 2, 1994

Reviewed/Revised: November 2014 Adopted: December 9, 2014

6000 HEALTH AND WELFARE SERVICES

Students – Staff – Patrons

- 6100 School Medical Advisory Board
- 6200 Universal Precautions for Communicable Diseases Policy
- 6210 Bloodborne Pathogens Exposure and Control Policy
- 6220 Acquired Immune Deficiency Syndrome Policy
- 6300 Policy for Medication at School
- 6400 Emergency Care & Transportation of Sick/Injured Person/Student
- 6410 Use and Care of Automated External Defibrillator
- 6500 Child Abuse & Neglect Policy
- 6510 Married and/or Pregnant Student Policy
- 6600 Corporation Crisis Policy
- 6700 Pest Control
- 6800 Animals in Classrooms
- 6900 Vehicle Idling Policy
- 6910 IAQ Chemical Management Policy

SCHOOL MEDICAL ADVISORY BOARD

It shall be the policy of the Mill Creek Community School Corporation to establish a school medical advisory board. This board shall consist of the school nurse and building principal from each school. Other members as deemed necessary or useful may be added to this board.

The School Medical Advisory Board shall be the group that develops, implements, and enforces all policies, procedures, and guidelines for the Mill Creek Community School Corporation that pertain to health and welfare services.

The School Medical Advisory Board shall develop and maintain a Health and Welfare Services Handbook. This handbook shall include all policies of the Mill Creek Board of School Trustees that pertain to the health and welfare of students, staff and/or visitors. This manual shall also include written procedures and guidelines for these policies as they pertain to each school.

The School Medical Advisory Board shall review these policies and guidelines annually (or sooner if necessary) and make recommendations or changes as required.

Copies of this handbook shall be located in the office and clinic in each building.

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

UNIVERSAL PRECAUTIONS FOR COMMUNICABLE DISEASES POLICY

General

Communicable diseases addressed by this specific policy concerning bloodborne pathogens are identified as, but not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

It shall be the policy of the Mill Creek Community School Corporation to provide effective precautions against transmission of disease in the school environment and comply with Indiana Code 16-41-11. Each employee who has duties that require the employee to have direct contact with blood or body fluids in the scope of his/her employment shall receive training and access to the necessary equipment to prevent transmission of communicable diseases.

Training and Necessary Equipment

Guidelines and procedures on training and necessary equipment requirements as adopted by the Indiana State Board of Health shall be included in the Health and Welfare Services Handbook.

Before an employee is given an assignment where contact with blood or body fluids is likely, the employee will be provided the necessary training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable diseases. An attendance record of an employee's participation in the training shall be maintained.

Use of Universal Precautions

When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.

These universal precautions shall be contained in the Health and Welfare Services Handbook.

Sanctions

If an employee fails to use the universal precautions or fails to attend the training sessions, the employee shall be subject to sanctions including discipline and dismissal, if warranted as deemed by the Board.

Legal Reference: IC 16-41-11-3 et seq.

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

BLOODBORNE PATHOGENS EXPOSURE POLICY

The purpose of this policy is to establish guidelines and procedures regarding the organizational management of bloodborne pathogens including but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). These guidelines and procedures shall be developed to protect the health of the employees and to properly inform employees of the risk of infection for medical, ethical, and legal reasons and shall comply with all state statutes. It shall be the policy of the Mill Creek Community School Corporation to pay related costs for vaccination for employees identified for potential exposure.

The guidelines and procedures shall be developed by the Medical Advisory Board and be a part of the Health and Welfare Services Handbook. These guidelines and procedures shall include but not be limited to exposure identification of job classifications; tasks and procedures; definitions; universal precautions; and infection and regulated waste disposal. Also, in-service education; Hepatitis B Vaccine Policy and declination form; guidelines for handling body fluids; and incident exposure report form.

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

ACQUIRED IMMUNE DEFICIENCY SYNDROME POLICY

The Board of School Trustees of the Mill Creek Community School Corporation recognizes AIDS as an extraordinary health crisis that requires the understanding and support of the educational community. The purpose of this policy is to establish responsibility for providing instruction concerning Acquired Immune Deficiency Syndrome in its curriculum and address AIDS victims' rights as required by state statute.

Instruction

The intent of the instructional program on Acquired Immune Syndrome (AIDS) is to provide information about the disease, methods of transmission, and prevention appropriate to specified grade levels. AIDS instruction will begin in kindergarten and continue through Grade 12. Specific instructional activities will be maintained in the instructional guide for AIDS education and will be monitored by the superintendent who, through recommendation of revisions in the program to the Board of School Trustees, will update and modify the curriculum as new information about AIDS is made public. Any curriculum and materials developed for use in the AIDS Prevention Education Program will be approved for medical accuracy by the State Department of Health.

During periods of AIDS instruction, students will be placed in the smallest groups possible, dependent upon student membership of the particular grade and school.

The superintendent will assign qualified personnel to teach AIDS prevention education. Adequate training from health department personnel and/or private medical sources will be provided for all personnel who are assigned to teach AIDS prevention education.

On an annual basis, all employees of the school corporation will view an appropriate training video which addresses all learner outcomes of the AIDS prevention education program. The school nurse will present the video and explain universal precaution procedures to be followed by all personnel.

AIDS Advisory Council

Indiana Law requires all school corporations to establish an AIDS Advisory Council. The council must consist of thirteen (13) individuals who are responsible for soliciting testimony from citizens of the community about attitudes and values on matters that affect the instruction on AIDS in the school corporation. The council is also responsible for reviewing educational materials on AIDS and recommending to the superintendent those materials that reflect the standards of the community.

AIDS Victims Rights

The Board believes that the disease called Acquired Immune Deficiency Syndrome (AIDS) is not a disease that can be spread by casual contact. Students, staff members, substitutes, and patrons shall not routinely be denied access from their jobs, studies, or visits in the schools of the corporation because they have been identified as having AIDS.

The Board will not permit the release of the identity of any person to the public who has been diagnosed by medical doctors as having contracted the AIDS virus.

Guidelines for students/staff who have AIDS/HIV infection may be found in the Health and Welfare Services Handbook.

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

Administration of Medication at School

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

Low THC Hemp Extract

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from *Cannabis sativa* L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

Legal Reference: IC 34-30-14
IC 20-33-8-13
IC 20-34-3-18
IC 20-34-3-22
IC 24-4-21
511 IAC 7-36-9

Reviewed/Revised: March 2014
Reviewed/Revised: June 2018

Adopted: April 8, 2014
Adopted: July 11, 2018 (Emergency)

EMERGENCY CARE AND TRANSPORTATION OF SICK OR INJURED PERSON/STUDENT

It shall be the policy of the Mill Creek Community School Corporation to handle all incidents of sickness or injuries in a proper and efficient manner so as to minimize the trauma to the individual child/staff member.

Although this policy is primarily focused on the child these guidelines and procedures should also consider the staff and adults who may be visiting the building.

Each school in the Mill Creek system will have a written procedure relating to emergency care. Copies of these procedures shall be included in the Health and Welfare Services Handbook to be located in each school clinic and shall be provided to all appropriate personnel responsible for treatment in the absence of the school nurse. This procedure shall be developed by the building principal and nurse and should be reviewed/updated annually. This procedure shall be reviewed annually with all staff as to content and location of written procedure.

The school has the responsibility to provide immediate first aid, notify the parent or guardian, make arrangements for the child to get home and assist parents in securing necessary treatment. A record shall be maintained of every pupil and should contain the name of the parent, where he/she can be reached, whom to call in case the parent cannot be reached and the name of the family physician.

Each school shall develop recommended standing medical first aid orders which shall be approved by the local medical society or school advisory board. The America Red Cross First Aid Manual may be used as a guide in developing medical emergency orders.

In an emergency where time is an element, these written procedures shall include a plan of action of how the child may be transported to the nearest hospital emergency room and by whom he/she shall be accompanied.

The final responsibility for the safe conduct of a sick or injured child from school to the home or hospital rests with the principal in each building. The nurse will give every assistance possible, but will not attempt to transport the child in his/her automobile. It is also strongly recommended that except under extreme circumstances at least two (2) staff members accompany the child being transported home.

Reviewed/Revised: July 1994

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

SUICIDE AWARENESS AND PREVENTION

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present. This policy applies to the entire school community, including teachers, administrators, corporation staff, students, parents/guardians, and volunteers.

Prevention

Policy Implementation

A corporation suicide prevention coordinator shall be designated by the Superintendent. The corporation suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school corporation.

Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

Professional Development

All administrators, teachers, and employees will receive annual training on risk factors, warning signs, response procedures, referrals, post-vention, and resources regarding youth suicide prevention. The training programs used will be research-based that are demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

The training will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional training in risk assessment and crisis intervention will be provided to school-employed mental health professionals and school nurses.

Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and community-based suicide prevention services. In addition, schools may provide supplemental small group suicide prevention programming for students.

The school corporation will work in cooperation with community-based suicide prevention services to provide educational and referral information about crisis intervention to at-risk students, their parents, and school employees. Referral information and the availability of suicide prevention services in the local community will be made available by the school corporation through its employee training and student education programs to its employees, its students, and their parents.

Assessment and Referral

When a student is identified by a staff person as potentially suicidal or a student self-refers, the student will be seen by a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

For students at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or principal will contact the student's parent or guardian and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

Crisis Team

The superintendent or designee will appoint a crisis team, which will be a multidisciplinary team consisting of primarily administrative, mental health, and safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. Members of the crisis team should be professionals who have been specifically trained in crisis preparedness through recovery. The crisis team will take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

Publication and Distribution of Policy

This policy and its regulations will be distributed annually to all corporation employees and included in all student handbooks and on the school website.

Legal Reference: IC 20-26-5-34.4

Reviewed: January 2018

Adopted: March 14, 2018

Reviewed: June 2018

Adopted: July 11, 2018 (Emergency)

ADMINISTRATIVE REGULATIONS

Parental Notification and Involvement

If a staff member becomes aware of a suicide attempt by a student that is in progress, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention coordinator and principal.

If a student contacts a staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional.

If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on limiting the child's access to mechanisms for carrying out a suicide attempt.

Staff will also seek parental permission to communicate with outside mental health care providers regarding their child.

Through discussion with the student, the principal or mental health professional will assess whether there is a further risk of harm due to parent or guardian notification. If the principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

Post-vention

1. Development and Implementation of an Action Plan.

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

- a) Verify the death. Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide, but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- b) Assess the situation. The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide.
- c) Share information. Before the death is officially classified as a suicide, the death should be reported to staff, students, and parents/guardians with an acknowledgment that its cause is unknown. Inform the faculty that a sudden death has occurred. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. The crisis team may prepare a letter with the input and permission from the student's parent or guardian to send home with students that include facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
- d) Avoid suicide contagion. It should be explained to staff that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. The crisis team will review suicide warning signs and procedures for reporting students who generate concern with the staff.
- e) Initiate support services. Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of counseling. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

2. External Communication

The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

- a) Keep the corporation suicide prevention coordinator and superintendent informed of school actions relating to the death.
- b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about the victim's motivation, means of suicide, or personal family information.
- c) Answer all media inquiries.

If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, and not to describe the method of suicide. They should also be encouraged not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

In-School Suicide Attempts

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

- 1 First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
- 2 School staff will supervise the student to ensure their safety.
- 3 Staff will move all other students out of the immediate area as soon as possible.
- 4 If appropriate, staff will immediately request a mental health assessment for the student.
- 5 The mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.
- 6 Staff will immediately notify the principal or school suicide prevention coordinator regarding in-school suicide attempts.
- 7 The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

Re-Entry Procedure

For student returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A mental health professional or another designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone an examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with the student to help the student readjust to the school community and address any ongoing concerns.

USE AND CARE OF AUTOMATED EXTERNAL DEFIBRILLATOR

The Board of School Trustees of the Mill Creek Community School Corporation recognizes that from time to time emergencies may arise that justify the use of an automated external defibrillator (AED). The Board has obtained AEDs for use by trained personnel and approves the use of the AED unit subject to the following conditions:

Employees of the School Corporation shall be authorized to utilize an AED only after successfully completing initial and/or recurrent training courses (every two years), which have been approved by the American Heart Association or American Red Cross for AEDs and CPR. Acceptable certification shall consist of completion of an American Heart Association or American Red Cross AED course and CPR course.

The School Corporation will provide AED and CPR training for employees deemed to require such training by the Nurse Coordinator. The Nurse Coordinator will designate employees who are certified as authorized users after a review of their credentials and approval.

An AED will be issued to each school in the corporation as designated by the Nurse Coordinator and shall be kept in a location within the school for easy accessibility. The Nurse Coordinator may specify that an authorized user may take the AED to other areas of the School Corporation or its grounds for the purpose of standing by at specific events or activities, or may authorize the temporary relocation of the AED for specified periods of time. A communication procedure shall be established for the purpose of notifying authorized users within each building of the relocation of the AED from its place of usual storage. This communication log shall be kept within the AED storage cabinet.

The Emergency Medical Service System will be activated immediately upon discovery of a situation in which the use of an AED is anticipated. Activation will be via the 911-telephone system. The activation of the Emergency Medical Service System must not be delayed due to the actual or anticipated use of an AED. The local ambulance service or the local fire department serving the school building's area shall be advised of the locations of the AED within each building. They shall also be advised of all uses of an AED by employees of the School Corporation as soon as practical after each use.

The AED units shall be checked monthly by the clinical nurse assigned to each school building with regard to battery condition, overall readiness for use and adequate supplies according to the established guidelines located in the clinics of each school. A copy of all documentation shall be retained as permanent record by the Nurse Coordinator.

Reviewed: November 2001 Adopted: December 12, 2001
Reviewed/Revised: February 2002 Adopted: March 13, 2002
Reviewed: March/April 2007 Adopted: May 9, 2007
Reviewed: March 2014 Adopted: April 8, 2014

CHILD ABUSE AND NEGLECT

When a child's physical or emotional needs are neglected or if the child is abused by the parents, guardian, or other persons entrusted with the child's care, a referral to the Child Protection Service of the Department of Welfare is mandatory.

1. A report is made to the principal by the staff person reporting the situation.
2. Complete the D.P.W. Form 310 for forwarding to the Child Protective Team, Department of Public Welfare.
3. In all cases, the school nurse is to be notified for appropriate health services.
4. The counselor or designee makes a report to the Child Protective Team which will include Form 310.
5. Collaborate with the Department of Public Welfare in their investigation of the suspected abuse and/or neglect.

Legal Reference: IC 35-42-4-3; IC 31-6-11-1;
IC 31-9-2-14; IC 31-33-22-1; IC 31-33-5-2

Reviewed/Revised: July 1994

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

MARRIED AND/OR PREGNANT STUDENT POLICY

The Board believes that married and/or pregnant students have the same academic education privileges and responsibilities as single students.

Any staff member who has information regarding a student pregnancy should encourage the student to convey it to the school nurse. The school nurse will then talk to the student about the possible pregnancy.

Medical Referral

If a girl thinks she is pregnant she will be advised by the school nurse to talk it over with her mother or guardian and is advised to seek immediate medical attention. On occasion, when the girl states she simply cannot approach her parents with the problem, other building resources such as the nurse, counselor, principal, etc., may be utilized for consultation and a plan developed in the girl's best interests.

Generally, a student may safely attend school for as long a time as her physician has indicated in writing.

No entry of pregnancy shall be recorded on the health record.

The student may return to school only with written medical approval.

A complete list of guidelines to be followed may be found in the Health and Welfare Services Handbook which may be found in the office and clinic of each building.

Reviewed/Revised: October 1994

Adopted: November 2, 1994

Reviewed/Revised: March 2014 Adopted: April 8, 2014

CORPORATION CRISIS POLICY

The Board of School Trustees of the Mill Creek Community School Corporation recognizes a crisis as a time of broad based loss such as a death or suicide or other situation which is out of the norm and/or has the potential of causing extreme disruption to the community and schools. During such a time, the school is often looked to as the area of focus for dealing with the loss or situation.

The purpose of this policy is to establish a procedure to help meet the needs of students, staff, and school community during the time of crisis.

The Mill Creek Community Schools' Crisis Teams will enact the Crisis Management Plan. In addition, the Crisis Teams shall develop and maintain procedures and guidelines to be followed in the event of a crisis situation. These shall be maintained in the Health and Welfare Services Handbook. At least every other year the crisis procedures should be reviewed and the school corporation staff and faculty in-serviced on techniques and responsibilities for crisis situations.

Guidelines that pertain to this policy can be found in the Mill Creek School Corporation's Crisis Management Plan Handbook.

Adopted: November 2, 1994

Reviewed: February 1999

Reviewed/Revised: March 2014 Adopted: April 8, 2014

PEST CONTROL POLICY

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the time of student registration beginning of the year by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: 357 I.A.C. 1-16

Reviewed/ Revised: March 2014 Date Adopted: April 8, 2014

Regulations

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. These regulations do not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - a. A review of the corporation's pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the beginning of each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two school days prior to the application when students or staff members will

be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.

7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application;
 - b. Pests found during inspection;
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide(s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.

17. Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

The Superintendent or his or her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.

Adopted: April 8, 2014

Animals in Classrooms

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than semester or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

Therapy dogs are not "Service Animals" and students are not permitted to bring them into corporation schools. Staff members, community members, and parents may be permitted to bring a certified therapy dog into corporation schools with approval by the Superintendent (designee) and adherence to administrative guidelines.

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changing to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to remove any dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom are:

- 1) Animals used in health class to demonstrate affects of different diets.
- 2) Animals used in biology to show developmental changes or diversity.
- 3) Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

- 1) Pets/animals brought into the classroom to allow students exposure to a variety of species.
- 2) Pets/animals used to demonstrate obedience training.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teacher may allow student to handle/or feed the animals.

LEGAL REFERENCE: 410 IAC 33-4-7

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DATE ADOPTED: January 11, 2012
Reviewed/Revised: July 2018
Reviewed/Revised: February 2023

Adopted: August 8, 2018 (Emergency)
Adopted: March 8, 2023 (Emergency)

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Administrative Guidelines for School-Based Therapy Dogs

The Superintendent (designee) may approve a staff member or Corporation-approved program using a therapy dog for the benefit of students and/or staff. At least twenty instructional days prior to the therapy dog's arrival, the staff member or Corporation-approved program must apply for approval with the building principal. The staff member or program staff who seek approval will be designated the "handler." Under no circumstances may a therapy dog be brought into corporation schools without prior approval.

The Superintendent (designee) will consider requests for therapy dogs using the following criteria:

- If the therapy dog is part of a planned curriculum or therapy program for students and/or staff.
- If the handler has demonstrated their commitment to the therapeutic program and the therapy dog.
- The therapy dog will not interfere with the employee's primary job responsibilities.
- If the therapy dog can be appropriately utilized for therapeutic purposes while considering the needs of other students, such as allergies or fear of dogs.
- If the building already has a therapy dog.
- The number of students who may utilize the therapy dog, especially if a large-scale traumatic event has occurred or there is a particularly stressful time for students.
- The handler can provide documentation that the dog has completed appropriate training, certifications, and liability insurance.
- Any other factor deemed appropriate by the Superintendent (designee).

The Superintendent's (designee's) decision is final. They may place parameters on the therapy dog, including but not limited to where the dog is permitted in the building, how long the dog may be in the building, and who may have interaction with the therapy dog. If the Superintendent (designee) approves the therapy dog, they may revoke its approval at any time for any reason.

The therapy dog must be housebroken, under the control of its handler, have a tether, and be appropriately clean and groomed. The therapy dog must be free of fleas and ticks and be vaccinated per veterinarian standards for the age and breed of dog.

The handler is responsible for caring for and supervising the therapy dog, which includes toileting, feeding, watering, grooming, and veterinary care. The handler is responsible for the therapy dog after school hours and during breaks from school.

Prior to accessing school facilities/school sponsored activities, the handler and/or program are required to show proof of sufficient liability insurance on the therapy dog program and that the dog who is entering the school/attending the sponsored activity is covered under the insurance policy. A handler and/or its program is deemed the owner of the therapy dog and is liable for any damage, injury, or harm done by the therapy dog to other students, staff, visitors, and/or property. The handler and/or program may be charged for damage, injury, or harm caused by the therapy dog.

Responding to other students' and staff members' health concerns

When the Corporation receives notification that a staff member is seeking a therapy dog in their classroom/building for curricular or therapeutic purposes, or an individual with a disability plans to bring a service animal into the school building, a written notification will be sent home to other staff members and parents/guardians of students in areas affected by the animal informing them of the type of animal that will be coming into the classroom. Staff and parents will have a reasonable period of time to notify the principal of health-related or other concerns that may be aggravated by the animal's presence.

If a parent or staff member responds with a concern about the animal, the principal and individual may discuss options for accommodating the student or staff member with health concerns. For students with

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an existing Section 504 plan or IEP for a condition that substantially limits a major life activity, the student's team will collaborate to determine how to accommodate the student's health concern.

Except where required by law, an animal shall not be permitted if documented health concerns of a student or staff member cannot be reasonably accommodated. If an animal is brought into the classroom and a student or staff member suffers a previously unknown health condition, the teacher and/or principal shall discuss the situation with the student's parents/guardians or staff member to determine if an evaluation is appropriate and/or if accommodations are necessary.

The Corporation will take all necessary steps to accommodate students and staff pursuant to Federal law and other legal obligations.

Definitions

A "handler" of a service dog is typically the individual with a disability. The Corporation shall permit a student with a disability to serve as the handler of their own service dog in school and shall not require the student (or their guardian) to provide a third-party handler for the service dog.

A "therapy dog" is a dog trained to provide therapeutic or mental health support to many individuals (with or without disabilities), such as social workers or therapists using therapy dogs when a traumatic large-scale event occurs. Therapy dogs are requested by Corporation staff members or Corporation-approved program and approved by the Superintendent (designee). The owner of a Therapy Dog is the "handler."

A "tether" is a harness, leash, or other tether.

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Mill Creek Community School Corporation

6631 S. CR 200 W· Clayton, IN 46118



Administrative Services Center

317-539-9200· Fax: 844-303-1811

Checklist and Affirmation

Name of Therapy Dog/Program _____

Name of Handler _____

Requested Begin & End Dates _____

___ The handler has provided documentation that the dog has completed appropriate training, certifications, and liability insurance.

___ The handler has provided documentation that the dog has certifications.

___ The handler can provide documentation of liability insurance and the dog who is entering the school/attending the sponsored activity is covered under the insurance policy.

___ Notification of the Therapy Dog program to teachers, staff, students, and parents at least 20 days prior to the beginning of the program start date.

___ Reasonable accommodations are discussed and implemented accordingly.

___ The handler demonstrates their commitment to the therapeutic program and the therapy dog.

___ The therapy dog will not interfere with the employee's primary job responsibilities.

___ The therapy dog is housebroken, under the control of its handler, has a tether, and is appropriately clean and groomed. The therapy dog must be free of fleas and ticks and be vaccinated per veterinarian standards for the age and breed of dog.

___ The handler is responsible for caring for and supervising the therapy dog, which includes toileting, feeding, watering, grooming, and veterinary care. The handler is responsible for the therapy dog after school hours and during breaks from school.

___ The handler and/or its program is deemed the owner of the therapy dog and is liable for any damage, injury, or harm done by the therapy dog to other students, staff, visitors, and/or property. The handler and/or program may be charged for damage, injury, or harm caused by the therapy dog.

As the Handler of the Therapy Dog/program, I affirm the aforementioned list of items.

Signature of Handler

Superintendent (Designee) - Verification

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Vehicle Idling Policy

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:

- A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus.
- B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs.
- C. There are safety or emergency situations.
- D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
- E. The bus is idling in traffic.

3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

Legal Reference: 410 IAC 33-4-3

Date Adopted: January 11, 2012

Reviewed/Revised: March 2014 Adopted: April 8, 2014

IAQ Chemical Management Policy

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. The purchase of chemicals originates from the staff member to the administration to the purchase order system to accounts payable with oversight throughout.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

Safety Data Sheets (SDS) are available at each school and building. The SDS books are to be updated annually and as new chemicals are purchased.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.

2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Call 911
2. Contact the school nurse/clinic assistant
3. Contact the MCCSC, IAQ Coordinator, Richard Settles, 317-539-9242
4. Call Indiana Poison Center at 1-800-222-1222

The superintendent will be responsible for the implementation and enforcement of this policy.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

LEGAL REFERENCE: 410 I.A.C. 33-4-8

Reviewed: November 2021

Adoption: December 8, 2021 (Emergency Adoption)

7000 BUSINESS MANAGEMENT BUSINESS-FACILITIES-FOOD SERVICES

7100

- 7105 Board of Finance
- 7110 Investment of Corporation Funds
- 7120 Signature Stamps
- 7130 Employee Bonds
- 7140 Financial Reports & Statements
- 7150 Petty Cash
- 7160 Extracurricular Accounts
- 7170 Fund Raising

7200

- 7210 Payroll Reporting
- 7220 Payroll Deductions
- 7230 Expense Approval and Reimbursement
Conventions-Conferences-Workshops-Mileage

7300

- 7310 Allocation of Materials and Supplies
- 7320 Purchase Quotations
- 7330 Purchase Orders
- 7340 Purchasing Authority
- 7350 Vendor Relations
- 7360 Credit Card

7400 Building and Grounds Management

- 7410 Building Security
- 7411 Keys to Buildings
- 7412 Fixed Asset Management Policy
- 7413 Reporting of Threat or Intimidation Against School Employees
- 7414 Possession of Firearms, Explosive or Incendiary Devices on School Property
- 7415 Threshold for Material Loss, Shortage, or Theft of School Funds or Property
- 7416 Internal Controls
- 7417 Collection and Forgiveness of Debt
- 7418 Uniform Guide for Federal Grants and Awards Administration
- 7420 Insurance
- 7421 Accident Injury
- 7422 Playground Equipment Safety
- 7425 Safe Schools Policy
- 7430 Emergency Preparedness
- 7440 Property Disposal
- 7450 Emergency School Closings
- 7460 Snow Removal
- 7470 Mail and Delivery Services
- 7480 Telephone - Long Distance
- 7490 Energy Management Conservation Policy

7500 Facilities Use Policy

7600 Food Services

7605 Food Services Code of Conducts

7610 Vending Machines

7700 Record Retention of Electronic Mail

7800 General Indemnification Policy

BOARD OF FINANCE

The Board of School Trustees shall annually meet at the first board meeting of January and organize by the election from their membership of a president and a secretary which shall be called the Board of Finance for the Mill Creek Community School Corporation.

The Board of Finance will designate one or more depositories for corporation funds so long as such depositories are designated as public depositories by the state Board of Depositories and will review the investment policy and portfolio of the school corporation. The treasurer of the school corporation shall provide a copy of the investment policy and a written report summarizing the investments during the previous year at the annual meeting of the Board of Finance.

Adopted: March 5, 1997

Reviewed/Revised: April 2014

Adopted: June 10, 2014

Reviewed/Revised: January 2017

Adopted: January 11, 2017

Legal Reference: I.C. 5-13-7 et seq.

SEE NEXT POLICY
THIS HAS BEEN REVISED.

Code # 7110

INVESTMENT OF SURPLUS FUNDS

Whenever there occurs a cash balance in any active fund which, though allocated to a specific use, is temporarily not needed, it is the policy of the Board that such a balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

To ensure that interim deposits will not remain idle, the Board will pass an annual resolution authorizing their investment by the treasurer.

Reference Source: Burns IC-21-2-8-1
Accounting Manual - State Board of Accounts

Adopted: December 7, 1994

INVESTMENT OF CORPORATION FUNDS

The Board of School Trustees for the Mill Creek Community School Corporation supports and authorizes a safe and sound investment program. Such a program is viewed as an important ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other corporation revenues for the support of the educational program of the corporation.

The treasurer for the Mill Creek Community School Corporation manages the various funds of the school corporation. This includes the funds to which local and state tax dollars are received, as well as federal and community grant funds.

The objectives, in priority order, of the investment program are:

1. the safety of principal and funds,
2. the liquidity of the portfolio sufficient to enable the corporation to meet all cash flow and other operational requirements, and
3. the attainment of the highest rate of return through fiscal and economic cycles, within the boundaries of statutory constraints, cash flow requirements, and the primary objects of safety and liquidity.

Whenever there occurs a cash balance in any active fund, which, though allocated to a specific use, is temporarily not needed, the balance will be invested temporarily to the best advantage of the corporation in such securities as are permitted by law.

INVESTMENT GUIDELINES

A. Deposit Accounts

The treasurer may deposit funds only with the financial institutions designated by the state Board of Finance as depositories and by the local board of finance.

B. Certificate of Deposits

Investments of this type will be made based on quotes obtained first from depositories designated for the corporation's geographical area.

C. Maturity

Investments must have a stated maturity of not more than two (2) years.

Investment of Corporation Funds - continued

D. Repurchase Agreements

The treasurer is permitted to enter into repurchase agreements with designated depositories. In general, the collateral securities are restricted to interest bearing obligations issued or fully insured or guaranteed by the United States. The collateral involved is not subject to the two year maturity limitation.

The treasurer shall prepare a monthly report summarizing the financial activities that occurred during the previous month.

Adopted: March 5, 1997

Legal Reference: I.C. 5-13-8-1 et seq.
I.C. 5-13-9-1 et seq.

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The treasurer for the Mill Creek Community School Corporation manages the various funds of the school corporation. This includes funds to which local and state tax dollars are received as well as federal and community grant funds.

The objectives, in priority order of the investment are:

1. the safety of principal and funds;
2. the liquidity of the portfolio sufficient to enable the corporation to meet all cash flow and other operational requirements and;
3. the attainment of the highest rate of return through fiscal and economic cycles within the boundaries of statutory constraints, cash flow requirements, and the primary objects of safety and liquidity.

Investment Guidelines

A. Deposit Accounts

The treasurer may deposit funds only with the financial institutions designated by the State Board of Finance as depositories and by the Local Board of Finance.

B. Certificate of Deposits

Investments of this type will be made based on quotes obtained from depositories designated for the school corporation's geographical area.

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The treasurer shall prepare a monthly report summarizing the financial activities that occurred during the previous month.

Adopted: March 5, 1997

Reviewed/Revised: April 2014 Adopted: June 10, 2014

Legal Reference: IC 5-13-8-1 et seq.

IC 5-13-9-1 et seq.

USE OF FACSIMILE SIGNATURES

At the annual organizational meeting of the Board after the election of officer, or at any other meeting the Board may authorize the making and use of facsimile signatures of the Board President and the Board Secretary. For purposes of policy, facsimile signature includes a facsimile signature stamp or an electronic signature.

With the exception of the superintendent's employment contract, all other employment contracts and any changes made in the terms of these employment contracts may be signed by the use of facsimile signatures only after the Board approves the contracts by majority vote of all the members of the Board.

Specific use of a facsimile signature on any other school corporation document(s) can only be authorized by the Board by its own motion or resolution. The Board motion or resolution must state the type of facsimile signature to be used.

The school corporation executive secretary/treasurer is responsible for the securing and safe keeping of the facsimile signatures and for the use of the same on all board-approved documents.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

Legal Reference: IC 5-1-3-2(a)

IC 23-15-4-1

IC 20-26-4-8

IC 26-2-8-202(b)

EMPLOYEE BONDS

Each school year the Board will approve the amount of bond for the treasurer, deputy treasurer, extracurricular treasurers, and others as deemed appropriate. All bonds will be made payable to the State of Indiana and shall be filed and recorded in the office of the county recorder. The bond must be written by an insurance company licensed by the State of Indiana.

Legal Reference: IC 20-26-4-5

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

FINANCIAL REPORTS AND STATEMENTS

The Board shall receive monthly financial statements showing the financial condition of the school corporation as of the last day of the preceding month and such other information as the Board may desire.

Reference: IC 20-26-5-4

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

PETTY CASH

The Board will support the establishment of petty cash funds for the purpose of providing items in which it would not be practical to secure quotations or to have purchase orders prepared. The Board expects that an administrative procedure be established to ensure that the intentions of this policy are fulfilled.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

EXTRACURRICULAR ACCOUNTS - CASH

The Board expects that monies collected by school employees and by student treasurers shall be handled with prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables and then not to exceed more than a few dollars. All schools shall provide for making deposits after regular banking hours in order to avoid leaving money in school overnight.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

FUND RAISING

The Board of School Trustees acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

The Board recognizes four different categories of fund raisers:

Student Fund Raising

- A. school-wide/major;
- B. individual school group - service;
- C. individual school group - product; and
- D. charitable organizations in conjunction with the school.

Student Fund Raising

For purposes of this policy "student fund raising" shall include the solicitation and collection of money by or from any students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund raising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for approved school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the corporation, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the superintendent.

The superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- D. ensure proper supervision of students during such activity;
- E. set the maximum number of fund raisers by each student fund raising group;
- F. determine the acceptable percentage of sales to be retained/returned to the student fund raising group;
- G. establish an annual deadline and format by which all student fund raising groups must submit a one year plan for all fund raisers to be held outside the school calendar year; and
- H. require proper identification by all students providing a fund raising service or product off school grounds.

Records of the collection and expenditure of these funds shall be through the extracurricular activities funds and supervised and reported to the Board of School Trustees by the extracurricular treasurer in each building, on the SA 5 Report filed in June of each year.

The Board recognizes the following types of charitable organizations.

1. Parental school support groups - PTO, Athletic Boosters, Band Boosters, etc.
2. Community Youth Groups - 4-H, Optimist Organization, Lions Club, etc.
3. Outside charitable organizations - Riley, St. Jude, American Heart Association, etc.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the corporation may be permitted on school grounds by the superintendent.

Any fund raiser which does not fit within this policy or guidelines will require Board approval.

The superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

Adopted: October 14, 1998

Reviewed/Revised: April 2014 Adopted: June 10, 2014

PAYROLL REPORTING

The Board authorizes the superintendent to certify payrolls, and the treasurer for the Board is authorized to issue checks on his/her signature in accordance with the forms and procedures established by the Indiana State Board of Accounts.

Pay checks shall be distributed every other Friday except when that day is a holiday in which case the checks will be distributed on the preceding day. Teacher pay dates are a part of the negotiated master agreement.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

PAYROLL DEDUCTIONS

The Board authorizes the treasurer, upon written request, to make payroll deductions for the Board approved annuity programs, insurance programs, United Way contributions, professional or union dues and other deductions for personal needs to Board-approved depository banks and savings institutions.

The Board reserves the right to limit the number of payroll deductions for an individual employee.

Legal Reference: IC 22-2-6-1

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

**APPROVAL AND EXPENSE REIMBURSEMENT POLICY
FOR CONVENTIONS - CONFERENCES - WORKSHIPS - MILEAGE**

Conferences, Conventions, Workshops

The Board will consider requests from board members, administrators, and staff members to attend workshops, conferences, and conventions that are school or job related on a selective basis. The purpose of such request will be for improvement and maintenance of quality education and auxiliary services. The Board directs the superintendent to develop procedures and guidelines for conference, convention, and workshop attendance, which will be reviewed and approved by the Board. Reimbursement of related expenses will be in accordance with these guidelines and procedures.

Mileage

The Board recognizes mileage incurred for travel to and/or from approved meetings and professional activities or as a part of job-related duties to be reimbursable. The following regulations shall govern reimbursement for mileage travel.

1. All mileage paid to school corporation employees shall be approved by the superintendent or assistant superintendent.
2. The superintendent/assistant superintendent is authorized to disallow or amend mileage claims that may be in violation of appropriate laws, rules or regulations, and any mileage for activities that may not serve the best interests of the Mill Creek Community School Corporation.
3. As a general rule, mileage will be paid to employees for travel to and/or from meetings and professional activities which have prior approval and which serve the interests of the Mill Creek Community School Corporation.
4. Under some circumstances, mileage may be paid to employees who, as a part of their required duties, must travel to and from buildings or sites within the boundaries of the school corporation.
5. Distances to and from points within the school corporation and to and from other frequent destinations must be uniform. The superintendent or his/her designee shall establish a chart of mileage to and from the most frequent destinations within and outside the school corporation.
6. Employees who are required to travel between buildings within the school corporation will not be paid mileage to and/or from their home to their place of work.
7. Whenever driving on school corporation business directly from home instead of school, the employee will charge whichever distance is smaller.
8. Whenever possible or practical, employees will be required to share transportation to meetings and workshops so as to minimize mileage costs to the school corporation.

The superintendent shall develop guidelines to govern who, what, and when mileage shall be paid.

The Board directs the superintendent to supervise the procedures related to the administration of this policy.

Reviewed/Revised: November 1994 Adopted: December 7, 1994

Reviewed/Revised: August 2005 Adopted: September 14, 2005

Reviewed/Revised: April 2014 Adopted: June 10, 2014

ALLOCATION OF MATERIALS AND SUPPLIES

Each school shall be given an annual allocation of funds for instructional materials and supplies based on need. These allocations will be determined by the administration based upon total funds budgeted for this purpose. Purchase orders shall be prepared for all supplies and materials to be purchased from said allocations on a Request to Purchase form along with the school corporation purchase order. This will be the responsibility of the building principal.

Distribution of these materials and supplies shall be in accordance with appropriate rules and regulations, State Board of Accounts guidelines and administrative guidelines.

Reviewed/Revised: November 1994

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

PURCHASES OF SUPPLIES AND MATERIALS

The superintendent will serve as the purchasing agent for the school corporation.

For purchases of supplies and/or materials under \$50,000, the purchasing agent may purchase supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotes from at least three (3) suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven (7) days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive offer. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$50,000.

Nothing in this policy shall prevent the school corporation from soliciting bids or quotations or from awarding contracts to vendors outside the local area who are known to best meet the criteria established by board policy.

Legal Reference: IC 5-22-8-2

IC 5-22-8-3

Reviewed/Revised: June 1998

Adopted: July 8, 1998

Reviewed/Revised: April 2014 Adopted: June 10, 2014

VENDOR RELATIONS

The Board authorizes the administration to give permission for sales representatives to submit their catalogues of products for purchasing consideration. Sales representatives are not permitted to call on teachers or other staff members without authorization of the school administration and the consent of the employee during the normal school day.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 June 10, 2014

CREDIT CARD POLICY

Certain school officers and employees are required from time to time to expend funds in the performance of school corporation business when a purchase order is neither practical nor possible. These expenditures may be directed toward the purchase of equipment and materials in exceptional instances or to cover expenses while traveling to complete business for the school corporation. The Mill Creek Board of School Trustees authorizes officers and employees of the school corporation to use school corporation credit cards for these purposes. The Board of School Trustees designates the superintendent/designee as custodian of school corporation credit cards. The Board of School Trustees further authorizes the administration to develop administrative regulations to govern the use of school corporation credit cards by Mill Creek School Corporation officers and employees for these purposes only.

Legal Reference: IC 20-26-3-5

Adopted: May 10, 2006

Reviewed/Revised: April 2014 Adopted: June 10, 2014

BUILDINGS AND GROUNDS MANAGEMENT

The Board expects that all school properties shall be maintained in good physical condition. They shall be safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or as the use requires. The Board will make provisions to ensure that the maintenance department is properly staffed and equipped to perform all normal custodian, building and grounds maintenance, and preventive maintenance.

The Board expects the principal to supervise the custodial staff members and report all conditions which cannot be corrected at the building level to the Director of Maintenance.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

BUILDING SECURITY

The Board expects that school property will be protected by the establishment of reasonable security provisions by the administration. Access to school buildings outside of regular school hours shall be limited to personnel whose work requires it. When building facilities are used by community groups it is expected that the administration will ensure appropriate security measures.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

KEYS TO BUILDINGS

In order to ensure adequate building security, the Board expects that an adequate key control system be established which will limit access to buildings to authorized personnel.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

Reviewed/Revised:	April 1997
Adopted:	May 7, 1997
Reviewed/Revised:	April 2014
Adopted:	June 10, 2014
Reviewed/Revised:	December 2019
Adopted:	February 12, 2020

Fixed Asset Management Policy

The Board of School Trustees shall maintain a fixed-asset management policy. The fixed asset management system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with the generally accepted principles and adequate insurance coverage.

Fixed assets are defined as those tangible assets of Mill Creek Community School Corporation with a useful asset life in excess of one (1) year and an initial cost equal to or exceeding five thousand dollars (\$5,000) and these assets are to be monitored in the fixed asset system. Groups of items of lesser value, which are purchased at one time for one building, will be recorded as one total item.

All fixed assets will be entered on State Board of Accounts Form 369 and will be kept on a separate form for each individual building.

Fixed assets that are leased/purchased and assets which are jointly owned shall be identified and recorded in the fixed asset system.

The superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of fixed assets as defined in this policy.

Reviewed/Revised:	April 1997
Adopted:	May 7, 1997
Reviewed/Revised:	April 2014
Adopted:	June 10, 2014
Reviewed/Revised:	December 2019
Adopted:	February 12, 2020

REPORTING OF THREAT OR INTIMIDATION AGAINST SCHOOL EMPLOYEES

In compliance with Indiana law, any employee who has knowledge of a school employee being the subject of a threat, an act of intimidation, or is the victim of a battery or harassment shall report orally this knowledge to the building administrator and to the local law enforcement agency. The building administrator upon receiving such a report shall also make an oral report to the local law enforcement agency.

The law provides that any person who reports a threat, an act of intimidation, a battery, or an act of harassment against a school employee, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith.

Legal Reference: I.C. 20-33-9-1 et seq.

Adopted: February 19, 2007

Reviewed/Revised: April 2014 Adopted: June 10, 2014

POSSESSING FIREARMS ON SCHOOL PROPERTY

This policy applies to persons who may legally possess a firearm under Indiana law.

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion and includes ammunition.

No school employee may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle.

No person, including school board members, may intentionally or openly display a firearm at any public meeting of the school board.

Legal Reference: IC 35-47-9-1
IC 35-47-11.1-4(6)
IC 34-28-7-2

Reviewed: April/May 2014
Adopted: June 10, 2014

**THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT
OF SCHOOL FUNDS OR PROPERTY**

The Board of School Trustees of the Mill Creek Community School Corporation recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.

The threshold for material losses, shortages, or theft for the Mill Creek Community School Corporation which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

Cash Losses, Shortage, or Theft:

A loss, shortage, or theft of cash from any school corporation fund is an amount over \$100.00.

Other Assets Loss, Shortage or Theft:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$500.00.

Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.

Adopted: March 9, 2016

LEGAL REFERENCE: IC 5-11-1-27(j)
IC 5-11-1-27(l)

INTERNAL CONTROLS

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the Uniform Internal Control Standards for Indiana Political Subdivisions in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.

The Superintendent shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

Adoption: May 11, 2016

LEGAL REFERENCE: IC 5-11-1-27

COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owned to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectable account.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

- 1 The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
- 2 The payment of the debt could impact the health or safety of the student;
- 3 The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
- 4 There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered with non-Federal funds.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

Revised: February, 2017

Adopted: March 8, 2017

FEDERAL GRANTS AND AWARDS ADMINISTRATION

The Board of School Trustees of the Mill Creek Community School Corporation intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Indiana Department of Education, and/ or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

A. INTERNAL CONTROLS

The superintendent or designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the school corporation is managing the funds in compliance with all requirements for federal grants and awards. Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- (1) identification of all federal funds received and expended and their program source;
- (2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- (3) records sufficient to track the receipt and use of funds;
- (4) effective control and accountability over assets to assure they are used only for authorized purposes;
- (5) comparison of expenditures against budget; and
- (6) written procedures for cash management and determining the allowability of costs.

At a minimum, the internal controls shall address the following areas.

1. Allowability

Costs charged by the school corporation to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is

- (1) reasonable and necessary for the program;
- (2) in compliance with applicable laws, regulations, and grant or award terms;
- (3) allocable to the grant;
- (4) adequately documented; and
- (5) consistent with school board policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest

The requirements for conflicts of interest are applicable to all purchases or services.

Each employee, board member, or agent of the school corporation who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, board member, or agent of the school corporation, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the

selection, award, or administration of a contract supported by a federal grant or award.

The employee, board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award but they may accept a single unsolicited item with a value of \$50 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

5. Mandatory Disclosures

The superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent shall fully address any such violations promptly and shall notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

6. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the board.

8. Monitoring and Reporting Performance

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

1. An annual independent audit will be conducted and the superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The superintendent shall present the plan to the board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. TRAINING

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

D. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school corporation is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the superintendent or designee.

Legal References: 2. C.F.R. Part 200
Adopted: December 14, 2016

INSURANCE

The Board will provide insurance against liability, risk, accident, or loss related to any school property, school contract, or school related activity, fire and extended coverage and other insurable risk relating to property owned, leased or held by the school corporation.

Insurance will be provided for employees as approved by the Board.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

ACCIDENT INJURY

Any employee who is accidentally injured on the school premises during any authorized school activity and the treatment requires more than the normal first aid shall report the injury to the immediate supervisor within 24 hours.

The Board expects the administration to maintain current and accurate records in accordance with all appropriate agencies, laws, rules and regulations, of all employee accidents which result in personal injury.

Adopted: December 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

PLAYGROUND EQUIPMENT SAFETY

The Board expects that all playground equipment be maintained in a safe and proper working condition.

Regular inspection of this equipment shall be conducted by building personnel, and unsafe areas or conditions reported and closed down until the equipment is restored to normal safety standards.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

SAFE SCHOOLS POLICY

Mill Creek Community School Corporation believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this policy, *Safe Schools* refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, or possession of weapons. These behaviors will not be tolerated and anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, the Indiana Student Code, and civil and criminal law.

We believe that:

1. The school corporation should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well-being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security as necessary.
4. Administrators, teachers, and support staff are the individuals responsible for appropriately supervising, monitoring, and assisting students.
5. Parents presence in schools, as visitors or volunteers, on a regular basis enhances school security.

The superintendent shall establish procedures to be followed regarding implementation of school safety and security measures.

Adopted: March 3, 1999

Reviewed/Revised: April 2014 Adopted: June 10, 2014

EMERGENCY PREPAREDNESS

The Board expects each principal to develop an emergency preparedness plan for his/her respective building. This plan shall include warning systems, methods of evacuation, routes for evacuation, and any other information necessary for the safety and protection of all students, staff, and visitors in the buildings. This plan shall also include emergency plans for fire, tornado, earthquake, flood, nuclear emergency, or any other emergency that may arise.

The Board expects the administration to cooperate with all emergency preparedness agencies in the event of an emergency.

Reviewed/Revised: December 1994

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2014

Pandemic/Epidemic Events – Use of Face Masks

The Board of Trustees of the Mill Creek Community School Corporation recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the school corporation is affected by a pandemic/epidemic outbreak. At all times the health, safety, and welfare of the students shall be the first priority.

Planning and Coordination

The Superintendent shall designate one or more staff members to serve as a liaison between the school corporation and local and state health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the school corporation and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school corporation.

With fiscal concerns in mind, the School Corporation may purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to: disinfectant products, face masks, water, examination gloves, and other supplies as recommended by health officials.

The Superintendent shall develop procedures and plans for the emergency closure or reopening of schools in the event of a pandemic/epidemic outbreak. For the reopening of schools, the plan must address the use of personal protection equipment such as face masks, other face coverings, hand sanitizers, and gloves.

Use of Face Coverings and Masks

When the emergency plan for pandemics or epidemics including provisions for continued or returning instructional activities wherein students and staff will be in school buildings, the plan's provisions concerning the use of face masks by students and staff will be followed. To the extent it can obtain supplies, the School Corporation will provide face coverings or masks to students and employees who do not have their own face covering or mask.

When face masks or face coverings are provided for through state or federal agencies, the students will not be charged a fee for use of the face masks.

Reviewed: June 2020 Adopted: July 8, 2020 (Emergency)

PROPERTY DISPOSAL

The Board, acting on behalf of the school corporation has the authority to sell or exchange any of the real or personal property or interest therein which, in the opinion of the Board, is no longer necessary for school purposes, or to demolish or otherwise dispose of such property if, in the opinion of the Board, it is worthless and pay the expense of such demolition or disposition.

The Board will follow the procedure for disposal of school owned property as outlined by Indiana statues.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

EMERGENCY SCHOOL CLOSINGS

If in the event schools are closed because of inclement weather, teachers are not required to be attendance. If schools are, however, closed for some other good cause, teachers will report to work for assignment by their supervisor. It remains the teachers' responsibility to listen to local radio/television stations, check for automated messages from the school corporation's automated calling system, or messages posted on the school corporation's web site for information concerning the closing of schools. All administrative staff are expected to report to work as per work agreement. Educational support staff members are expected to work as per agreement. The Board authorizes the superintendent to use good judgment in the best interest of the students and staff members in unusual circumstances.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

TELEPHONE – LONG DISTANCE

Long distance telephone calls by employees are authorized by the Board so long as the immediate supervisor has determined that such calls are required for the purpose of fulfilling the job functions. Personal long distance telephone calls are not authorized as a legal expenditure by the Board.

Each building principal shall maintain a log of all long distance calls.

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

ENERGY MANAGEMENT CONSERVATION POLICY

As the Board of School Trustees of the Mill Creek Community School Corporation, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students, and support personnel and its success is based on cooperation at all levels. The school corporation will maintain accurate records of energy, fuel, and natural resource consumption, and the cost of energy.

The principal will be accountable for energy management on his/her campus. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis. A periodic review of energy consumption will be conducted.

Guidelines will be developed to ensure that every student and staff member will participate in the energy management program in the district as an “energy saver.”

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer.” Careful consumption/use of heating and other energy sources will be expected.
2. All unnecessary lighting will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working. The use of additional non-essential electric powered equipment will be minimized.

Administrative guidelines will be developed and shared with all.

District energy management and oversight will be developed by the superintendent’s office in conjunction with the Director of Transportation and Facilities.

Adopted: December 14, 2005

Reviewed/Revised: April 2014 Adopted: June 10, 2014

**MILL CREEK COMMUNITY SCHOOL CORPORATION
Regulations Governing Use of School Facilities**

The school buildings and grounds, *otherwise noted as facilities*, in the Mill Creek Community School Corporation are designed and equipped primarily as educational facilities, developed to enhance appropriate opportunities for students to learn and develop personally, academically, mentally, physically, and socially. These facilities must be maintained at all times in a satisfactory manner for these essential purposes. The Board of School Trustees, however, recognizes that these same facilities may serve as a community center for the promotion of the cultural and educational life of the community. Therefore, the use of school facilities may be granted for worthwhile educational, recreational, civic and cultural activities when such use does not interfere with the school program.

The purpose of this policy is to assure that this further use of facilities is consistent with the development and advancement of our school community and will not be a financial burden to the Mill Creek Community School Corporation.

The use of facilities may be secured subject to established procedures and ranked in order of priority:

- Activities sponsored by our schools.
- Activities sponsored by local civic and governmental organizations (non-commercial in nature)
- Activities sponsored by our school related organizations (PTO, Boosters, athletic organizations, etc.)
- Activities sponsored by community organizations that cannot be handled satisfactorily in existing facilities already provided in the community for such programs.

Additionally, the use of facilities beyond the normal/required use by our own schools may be secured within the following classes and with the appropriate responsibilities and requirements as determined by the administration.

CLASS A - County, State, or Federal Governmental Units

Class A users shall be charged only such fees as the user agency is required to pay by law. Such agencies as the County Sheriff, County Board of Health, County Commissioners, Hendricks County Political Associations, related educational operatives, and extended school programs shall be included in this category.

CLASS B - School Related Groups and Organizations

School related groups shall include such organizations as Band Boosters, Athletic Boosters, Academic Boosters, PTO, Scouts, 4-H, Mill Creek youth athletic organizations, and civic groups which directly support the schools and school programs. The requesting organization may be charged for personnel charges (if the activity is beyond hours normally worked by the personnel) and/or extraordinary facility use charges (i.e. football field lights, etc.)

CLASS C - Civic Groups and Service Organizations

School facilities may be used by other groups, service organizations, other schools, A.A.Os (amateur athletic organizations), Mill Creek community churches (for services, musical programs, and youth activities) and other non-profit organizations if the purpose of the use of school facilities is for educational, civic use, or meetings that

contribute to the general welfare of the Mill Creek community. Appropriate fees will be charged for expenses incurred by Class C users for the operation of the facility and for any necessary custodial or supervisory personnel.

CLASS D – Other Groups Not Assigned Above

Any private or profit making agency shall be assigned this classification. A cost fee will be determined based on facility use/personnel required.

Conditions of Use

1. Facilities shall not be used by:
 - a. Groups outside of district.
 - b. Individual persons who receive financial gain from the activity conducted.
2. Use/rental of facilities by organizations or groups shall not interfere with school activities.
3. School property/facilities shall not be used by individuals or small segments of the population. Generally, the use of facilities shall be granted to organizations rather than to individuals.
4. The applicant and his/her organization shall be responsible personally for the use of the land and property as well as appropriate supervision of all participants. The coach/organization representative shall be held responsible for all participating children at all times during the event - from the time the child arrives until he/she has left the premises. The coach/organization representative shall not leave the facilities until all participants and/or members of the audience have left the School Corporation property.
5. All applicants for use of Mill Creek School Corporation facilities shall hold the Mill Creek Community School Corporation free and without harm, from any loss or damage, or expense that may arise during or be caused in any way by such use or occupancy of Mill Creek School Corporation facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of school corporation facilities, the amount of damage shall be determined by the Superintendent or Designee and the dollar amount for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained for immediate payment.
6. The use of tobacco, possession or use of alcohol, and/or drugs as well as gambling in school buildings, the surrounding campus areas or on property secured by the Mill Creek School Corporation is strictly prohibited.
7. Adequate custodial and/or supervisory personnel will be scheduled by the building principal to assure that the facilities and equipment are properly maintained and utilized.
8. Whenever the swimming pool is used, the designated swimming pool supervisor shall be an approved lifeguard.
9. When the following facilities are used, the Board of School Trustees requires the indicated personnel be present:
 - a. Cafeteria - Cafeteria Supervisor/Director/Designee
 - b. Performing Arts Center - PAC Director /Designee

10. The use of special equipment such as stage lighting, cafeteria equipment, security, curtains, picture projectors, public address systems, folding goals, bleachers, etc., shall be permitted only when operated by School Employees or other persons authorized by the building principals.
11. Use of the school kitchens must be approved and scheduled through the Director of Child Nutrition.
12. No sign, displays, or materials may be attached to or nailed against walls, windows, woodwork, blinds, draperies, grounds, or driveways without approval by the building principal.
13. The activities of the rental group must be restricted to the area of the building indicated on the application/contract. If it shall be deemed necessary by MCCSC administration to have police/fire personnel, and/or parking lot attendants available, these personnel shall be procured by the Mill Creek School Corporation and charged to the applicant.
14. All concession rights to any activities held in the MCCSC facilities will be held first by the school district and/or school organizations. If declined, the community organization using the school corporation facilities shall have the concession rights.
15. Established parking areas shall be used by all vehicles. At no time shall areas that are in grass, shrubs, etc., be used for parking. Visitors must abide by posted signs.
16. When groups or people are required to pay facility use fees, an estimated total fee will be submitted to the user prior to use of the facility. This estimate will designate the amount to be paid in advance with the balance of charges to be paid after the facility use is completed.
17. All applications/contracts issued by the school corporation are subject to cancellation with or without notice for any reason whatsoever. In the case of cancellation, every effort will be made to contact the scheduled organization.
18. It shall be the responsibility of the organizations renting or using the facility to provide the Office of the Superintendent with a certificate of insurance for liability to the limits requested by the Superintendent of Schools with Mill Creek Community School Corporation "named" additional insured. This certificate must be on file at least one school week prior to use of the facilities.
19. It shall be the responsibility of the groups or organizations utilizing the facilities to obtain any and all permits of approval from state and local agencies pertinent to the event. These permits must be on file at the ASC prior to scheduled activity. All required documents must be filed prior to use.
20. It will be the general procedure of Mill Creek Community School Corporation that no keys/key cards will be given out except to Mill Creek employees who need access to the facilities for job related functions. However, under rare circumstances or situations and with proper notification the superintendent/assistant superintendent will have the authority to check out keys/key cards utilizing the school corporation's approved key control system and established guidelines.
21. Guidelines for the use of specific areas such as the Performing Arts Center, Pool, Cadet Center, etc. will be made available to groups applying for such use. These guidelines must be followed without exception.

22. Community Youth Athletic Organizations: A majority of the boys and girls participating in these organizations/leagues must reside in the Mill Creek Community School Corporation district or attend Mill Creek Schools. This use will be free of charge for practice and/or games held on weekday evenings. These practices or games must end by 9 p.m. Additionally, these groups will be permitted use of facilities for up to eighteen (18) weekends consisting of up to a maximum of ten (10) hours each Saturday and a maximum of five (5) hours on Sunday - with no games beginning prior to 1 p.m. on Sunday. Facility availability will be made to league personnel one hour prior to game start time. Leagues will be billed for any additional hours required for school personnel (outside of regularly scheduled work time) for use of indoor facilities or as needed for outdoor activities.

23. AAOs (Amateur athletic organizations): These organized groups will be permitted to use facilities when available. A majority of the boys and girls participating in these organizations/leagues must reside in the Mill Creek Community School Corporation district or attend Mill Creek Schools. (Games vs. other AAOs would be the exception).

Practice: Each AAO team is limited to 2.0 hours of practice time in corporation facilities per week. No cost will be charged if these hours occur on a school day.

Tournaments/Games: All games require supervision by an authorized individual. Use of corporation facilities for games (Saturday or Sunday) may require payment for a custodial or maintenance employee. All tournaments will be assessed a per day facility usage of \$100.00 plus applicable personnel fees. A tournament shall be defined as an event that involves more than two (2) teams using a court/game location, or an event in which more than one game is played.

24. Outside Facilities

The outdoor recreational facilities of the Mill Creek Community School Corporation shall follow the same policies as the indoor facilities with the exceptions noted below:

- The football field and track shall not be used by any outside group or individual unless scheduled by the CHS Athletic Director, supervised by school personnel, and approved by the Superintendent/designee and Principal.
- The softball and baseball secondary diamonds shall be open to the Mill Creek community when not being used by the school or scheduled by the district.
- The use of the varsity diamonds, fields, and track must be approved by the CHS Athletic Director and Superintendent or designee at least two weeks prior to an event.
- The tennis courts shall be open to the public when not being used by the school.

25. In the case of cancellation or delay of school for emergencies/weather, all related use of facilities under this policy will be cancelled/delayed. It will be the responsibility of the organization to contact all affected persons.

26. Any informational flyers concerning use of facilities and dispersed to schools must be pre-approved by the Superintendent/designee.

Process of Application for Facility Use

- Forms may be picked up at the ASC or in the school offices, but application for use of facilities begins at the building level. Principals or designees will accept completed forms and will initial applications if dates/times are available.
- Final approval will be made by the Assistant Superintendent and will not be considered until all necessary forms, permits, and/or documents are turned in.
- It shall be the responsibility of the organization using the facility to provide MCCSC with a certificate of insurance for liability to the limits requested. User groups shall provide this certificate of insurance for property loss and for liability in an amount established by the board. This is required to protect MCCSC against loss of property or liability for personal injury.
- It shall be the responsibility of the organization using the facility to obtain and provide MCCSC with any and all permits of approval from state and local agencies pertinent to the event.
- Applicant will be notified by the Superintendent or designee concerning approval or denial of request.

Adopted: 1-5-94 Revised: 7-96

Revised: 6-98; Adopted 6-10-98

Reviewed/Revised 9-99; Adopted: November 10, 1999

Reviewed/Revised – October/November 2006; Adopted: January 17, 2007

Reviewed/Revised: April 2014; Adopted: June 10, 2014

Reviewed/Revised: July 2014; Adopted: August 12, 2014

SCHOOL FOOD SERVICES

The Board may choose to participate in the National School Lunch Program/Breakfast Program and, if so, will comply with all appropriate state and federal rules, regulations, and guidelines.

The Board will at its discretion construct and maintain such school food service facilities including kitchens and dining areas as it determines appropriate. The Superintendent of Schools shall make appropriate recommendations relative to staffing to carry out Board directives in the area of food services.

Reviewed/Revised: November 1994

Adopted: December 7, 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

FOOD SERVICES STAFF CODE OF CONDUCT

Conflict of Interest

All employees shall perform their duties in a manner free from conflict of interest to ensure that the school corporation's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school corporation is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the entity selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Staff Gifts and Solicitations

All employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school corporation. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees who violate this code of conduct may be subject to discipline, up to and including termination of employment.

LEGAL REFERENCE: 7 CFR 3016.36(b)
 7 CFR 3019.42

First Reading: April 8, 2015
Adopted: May 13, 2015

RECORD RETENTION POLICY OF ELECTRONIC MAIL

In accordance with the decision adopted on September 6, 2007, wherein the Hendricks County Commission on Public Records directed that each county agency may develop its own e-mail retention policy.

All e-mail created, sent or received from the Mill Creek Community School Corporation of little or no historical value may be deleted when no longer useful. If electronic correspondence has significance, it should be maintained by the end-user as appropriate.

The content of e-mail is the determining factor. If the e-mail would constitute a public document in another format, it would be retained on the same schedule as the document in another format. If it is informational in the same manner as a phone call format, or spam, it need not be retained at the discretion of the end-user.”

First reading: January 16, 2008

Adopted: February 13, 2008

Reviewed/Revised: April 2014 Adopted: June 10, 2014

General Indemnification Policy

WHEREAS, employees and other representatives of the Mill Creek Community School Corporation are periodically subjected to claims and charges made by third parties for otherwise appropriate actions taken by such individuals; and

WHEREAS, the School wishes to reinforce the rights of certain employees and representatives to be indemnified and held harmless for otherwise appropriate actions and to confirm that the parties responsible for the finances of the School may pay and/or reimburse the affected individuals for any liability incurred and the reasonable expenses incurred in defending such actions.

RESOLVED, that the School adopts the following general indemnification policy:

- (a) The School shall indemnify any person as of right who is or was a Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School, or is or was serving as a Trustee, officer, or employee of another enterprise at the request of the School, against expenses (including attorneys' fees), judgments, fines, penalties, and amounts paid in settlement reasonably incurred by such person, to the fullest extent now or hereafter permitted by law, in connection with or resulting from any claim, action, suit, or proceeding (whether actual or threatened, civil, criminal, administrator, or investigative, or in connection with an appeal relating thereto), in which such person may be involved as a party or otherwise by reason of being or having been a Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School or of such other enterprise; provided, such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the School, and, with respect to any criminal action or proceeding, in a manner which he had no reasonable cause to believe was unlawful. The termination of any claim, action, suit or proceeding by judgment, order, settlement (whether with or without court approval), conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that: (i) the person did not act in good faith and in a manner which he reasonably believed to be in, or not opposed to, the best interests of the School, and, (ii) with respect to any criminal action, suit, or proceeding, in a manner which he had reasonable cause to believe was unlawful.
- (b) Any Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School who has been successful as a party on the merits or otherwise in his defense of any claim, action, suit, or proceeding referred to in the first sentence of Section (a) shall be indemnified as of right against expenses (including attorneys' fees) reasonably incurred by him in connection therewith (except to the extent covered by insurance).

- (c) Except as provided in Section (b) above, any indemnification under Section (a) shall be made by the School only upon a determination that indemnification of the particular Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School is proper in the circumstances because such person has met the applicable standards of conduct set forth in Section (a) and applicable law, including Indiana Code 20-26-5-4. Such determination shall be made (i) by the Board of Trustees of the School by a majority vote of a quorum consisting of members of the Board of Trustees who were not parties to such claim, action, suit, or proceeding, or (ii) if such a quorum is not obtainable or if so directed by a majority vote of a quorum consisting of members of the Board of Trustees who were not parties to such claim, action, suit, or proceeding, by independent legal counsel (who may be regular counsel of the School or other disinterested person(s), such counsel or person(s) being hereafter called the "referee") in a written opinion. The person claiming indemnification shall, if requested, appear before the referee and answer questions which the referee deems relevant and shall be given ample opportunity to present to the referee evidence upon which he relies for indemnification. The School shall, at the request of the referee, make available facts, opinions or other evidence in any way relevant to the referee's findings which are within the possession or control of the School.
- (d) The indemnification provided herein shall not be deemed exclusive of any other rights to which a Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer may be entitled under applicable law or any other School policy, resolution, agreement, or otherwise, and shall continue as to a person who has ceased to be a Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School, and shall inure to the benefit of the heirs, executors and administrators of such a person. The indemnification provided herein shall be applicable to claims, actions, suits, or proceedings made or commenced after the adoption hereof, arising from acts or omissions to act occurring whether before or after the adoption hereof.
- (e) The School shall have the power, but not the obligation, to purchase and maintain insurance on behalf of any person who is or was a Trustee, school board member, officer, administrator, superintendent, chief financial officer, business manager, treasurer or assistant treasurer of the School, or who is or was serving at the request of the School as a Trustee, officer, or employee of another enterprise against any liability asserted against such person and incurred by him in any such capacity, or arising out of his status as such, whether or not the School would have the power to indemnify him against such liability under the provisions herein, together with expenses actually and reasonably incurred by him in connection with his defense thereof; provided that when and to the extent that the School has purchased and maintained such insurance, it shall have no duty under the foregoing provisions to indemnify any such person to the extent such liability is covered by such insurance.
- (f) Consistent with the foregoing policy, when and where applicable, the School will adopt an individual resolution that an indemnified party acted in good faith and any damages, claim or judgment was not predicated upon the bad faith or malfeasance of the indemnified party, as otherwise required by Indiana Code 20-26-5-4.

Patient Protection and Affordable Care Act Penalties

WHEREAS, federal legislation entitled the “Patient Protection and Affordable Care Act” (the “Act”) was enacted to encourage the expansion of group and individual health care coverage;

WHEREAS, after December 31, 2013, the Internal Revenue Code, as amended by the Act, imposes excise taxes/penalties on most employers that do not offer affordable, minimum value health care coverage to employees who work at least thirty hours of service per week;

WHEREAS, among the employers subject to the Act’s requirements are governmental entities, including Indiana public schools that have at least 50 full-time employees or their equivalent;

WHEREAS, some employers have determined that it is fiscally reasonable and appropriate to pay the Act’s excise taxes, fines and/or penalties, rather than provide affordable, minimum value health care coverage mandated by the Act (the “Minimum Coverage”);

WHEREAS, the Indiana State Board of Accounts (the “SBOA”) has established audit guidelines that prohibit an Indiana governmental organization, including an Indiana public school, from paying penalties and interest and further state payment of such amounts would be a personal charge to the fiscal officer, administrator, or board of such organization responsible for making such payment; and

WHEREAS, the SBOA has provided informal guidance that if a school board determines it is fiscally-wise to pay the Act’s penalties, fines or tax and such decision is documented in board minutes, resolutions, or an ordinance, the SBOA will not personally charge the officials involved in making the decision to pay the penalties, fines or tax;

WHEREAS, the Board of School Trustees has an obligation to safeguard the financial integrity of the School and protect the best interests of the students in our community;

WHEREAS, the School is not financially able to provide the Minimum Coverage to all of its employees and has been forced to consider several difficult choices as a result of the Act; and

WHEREAS, the Board of School Trustees has determined that, in some circumstances, it is fiscally wise and appropriate to pay the Act’s excise taxes, fines and penalties rather than offer the Minimum Coverage to all School employees.

RESOLVED, the School shall pay those taxes, fines, penalties, and/or interest, if any, imposed upon or assessed against the School because of: (a) adjustments made in response to the application of the Act to the School and its employees and/or (b) the Board’s decision to not offer the Minimum Coverage to all School employees.

RESOLVED, the School desires to adopt a policy consistent with the informal position of the State Board of Accounts to eliminate personal liability of those School employees and members of the Board of School Trustees who participate in the evaluation of the Act’s impact on the financial integrity of the School, implement the

adjustments made in response to the Act, and/or make, process, or oversee the payment of any tax, fine, penalty and/or interest established by the Act (collectively referred to as the “Decision-Making Parties”).

RESOLVED, that the School adopts the following policy relative to taxes, fines, penalties, and interest imposed or which may be imposed upon the School in accordance with the Act:

To the extent not inconsistent with applicable law, including Indiana Code section 20-26-5-4, a Decision-Making Party shall be indemnified by the School against all liability and reasonable expense incurred by the Decision-Making Party in his/her official capacity during the term of employment with the School or appointment to the School Board with respect to the Patient Protection and Affordable Care Act (the “Act”), including, but not limited to, the taxes, fines, penalties, and interest imposed by such Act provided the Decision-Making Party satisfies the following standards of conduct:

- A. The Decision-Making Party’s conduct was in good faith and without intent to defraud; and
- B. The Decision-Making Party reasonably believed that his/her conduct was in the best interests of the School.

The right or privilege of indemnification provided above shall be in addition to any right of indemnification to which the Decision-Making Party may otherwise be entitled. In addition, the School Board, in its discretion from time to time, may approve indemnification of a Decision-Making Party for all actions taken with respect to the Act to the fullest extent otherwise permitted by the provisions of applicable law in effect at the time of such actions.

Reasonable expenses incurred by the Decision-Making Party with respect to any claim, liability, or obligation for which he/she is or may be eligible for indemnification by the School under this policy may be advanced by the School prior to the disposition thereof upon receipt of a written affirmation of the Decision-Making Party’s good faith belief that he/she met the standard of conduct set forth in (A) and (B) above, and a written undertaking by or on behalf of the Decision-Making Party to repay such amount if it is ultimately determined by the School that the Decision-Making Party did not meet such standard of conduct.

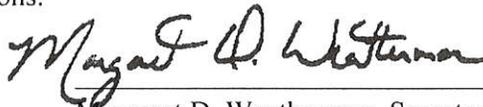
This right of a Decision-Making Party to be indemnified pursuant to the terms of the foregoing policy shall survive the termination of employment or appointment of the Decision-Making Party for all conduct that occurred during such term of employment or appointment.

The provisions of the foregoing policy shall be applicable to claims, liabilities, and obligations made or commenced after the adoption thereof whether arising from actions or omissions to act occurring before or after the adoption of the policy. Furthermore, the rights of a Decision-Making Party shall not be diminished or otherwise adversely affected by any repeal, amendment or modification that occurs subsequent to the affected Decision-Making Party first becoming eligible for indemnification under this policy.

RESOLVED, when and where applicable, the School will adopt an individual resolution that an indemnified party acted in good faith and any damages, claim or judgment was not predicated upon the bad faith or malfeasance of the indemnified party, as otherwise required by Indiana Code 20-26-5-4.

RESOLVED, that the School's Superintendent be, and hereby is, authorized and directed to take any and all actions necessary to effect the foregoing resolution and to comply with all applicable laws and regulations.

I, Margaret D. Weatherman, Secretary of the Board of School Trustees of the Mill Creek Community School Corporation, do hereby certify that the Board of School Trustees at their meeting held on the 11th day of December, 2013, adopted the above and foregoing resolutions.



Margaret D. Weatherman, Secretary

Witness: 

Linda K. Stinson

Executive Secretary, Notary

2447601v1 Hendricks County, Indiana
Commission expires 04-11-2017

Adopted: December 11, 2013

- 8000 School – Parent – Community Relations
 - 8100 Visitors to School
 - 8200 Public Conduct on School Property
 - 8300 Use of Tobacco on School Premises (Tobacco Free Campus)
 - 8400 Complimentary Tickets
 - 8500 Relations with Parent Organizations
 - 8510 Parental Involvement
 - 8600 Before/After School Child Care Policy
 - 8700 Community Use of School Buses
 - 8800 Political Advertising
 - 8900 Cancellation of Extracurricular Activities Due to Inclement Weather

VISITORS TO SCHOOL

The Board of School Trustees welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a “visitor.”
2. Any visitor to the school must report to the office of the principal upon arrival at the school.
3. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum.
4. Teachers are not expected to take class time to discuss individual matters with visitors.

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2014

**RESTRICTION of REGISTERED SEX OFFENDERS ON
SCHOOL PROPERTY**

Recognizing that the safety and welfare of students is of paramount importance, the Mill Creek Community School Board of School Trustees hereby declares that, except in limited circumstances as defined below, Mill Creek Community School Corporation (MCCSC) will not permit registered sex offenders to be on the property of Mill Creek Community School Corporation.

DENIAL OF ACCESS TO SCHOOL PROPERTY BY A REGISTERED SEX OFFENDER

The Board of School Trustees declares that no registered sex offender may come on the property of the Mill Creek Community School Corporation except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as directed below. A registered sex offender may not attend school functions that are held on school property. The Board of School Trustees authorizes a MCCSC administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the school property. Violations of this policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education, as deemed appropriate by school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is on the Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

LIMITED CIRCUMSTANCES

Limited circumstances may occur when a registered sex offender has either a right or a legitimate educational need to come upon school property. In such a case, prior to entering school property, the registered sex offender must contact the School Resource Officer to establish a written Individual Access and Child Protection Plan ("IACPP"). An IACPP will be established by discussion with the School Resource Officer or his/her designee and the administrator of the school property in question. The plan and approval will be in writing with signatures of the involved parties. Only after there is an approved

written IACPP may the registered sex offender enter school property and may only do so within the restrictions of the IACPP. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for that event by the administrator of the school site and with contact with the School Resource Officer or designee.

Note: To validate that an individual is listed on the sex offender registry, the school official should check the national registry at: www.nsopr.gov.

Definitions:

Registered Sex Offender: as used in this policy, a registered sex offender is one whose name appears on the State or National Database for sex offenders.

School Property: all property owned or rented by the Mill Creek Community School Corporation where instruction takes place or student performances *or activities* are held. Meetings held under the “open door” law are exempted from this policy. However, the offender must inform the administrator of his/her presence upon entry so as to allow for additional supervision. Extra-curricular events are considered being held on school property when the MCCSC or any school of the MCCSC has a rental agreement with the owner of such property.

School Functions: include all performances and events where students are present. This policy applies when such function is held on property owned by MCCSC or property rented by MCCSC.

Administrator: a MCCSC employee assigned to an administrative function for the School Corporation.

First Reading: March 11, 2015

Second Reading: April 8, 2015

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board expects that all persons who enter upon school property will abide by the following established rules.

No person on school property shall:

- A. Injure or threaten to injure another person.
- B. Damage the property of another or of the school corporation.
- C. Interfere with the orderly conduct of the educational program of the corporation or any other activity taking place on school property which has been authorized by the Board, superintendent, or other authorized school corporation administrator.
- D. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board.
- E. Consume alcoholic beverages of any kind.
- F. Use any controlled substance without a valid prescription therefor.
- G. Willfully violate other rules and regulations adopted by the Board and designed to maintain public order on school property.

In any case where violations of this policy do not cease after reasonable warning or when that warning cannot be reasonably given, the superintendent or designees may contact public law enforcement officials and/or the courts for assistance.

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2014

USE OF TOBACCO ON SCHOOL PREMISES (Tobacco Free Campus)

The Board of School Trustees for the Mill Creek Community School Corporation recognizes that the use of or nicotine products presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any matter or substance that contains tobacco or nicotine.

In order to protect students and staff who choose not to use tobacco from environment noxious to them, the Board prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, in school vehicles, or at any school-related event.

A. Students

Any violation of this policy by students shall be referred to the building principal or assistant principal. Students who violate provisions of this policy shall be subject to the provisions of school board policies and student handbooks regarding student discipline.

B. Visitors

A visitor who is observed using tobacco or nicotine-based products inside school corporation-owned buildings shall be asked to refrain from such use. If a visitor fails to comply with a request to refrain from using tobacco or nicotine-based products, he/she shall be referred to a building principal or other school corporation supervisor staff member who is responsible for the building in which the violation occurred. The principal or supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the violator from entering school corporation property for a specified period of time. If deemed necessary by a school official, an appropriate local law enforcement agency may be contacted to assist with enforcement of this policy.

C. Employees

Any violation of this Policy by an employee will be referred to his/her immediate supervisor.

The superintendent and school principals shall notify students, families, school employees, and visitors of this policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations. Such notices should be conspicuous signs that read "This is a tobacco/smoke free campus".

Legal Reference: 20 U.S.C. 7181 et seq.

Reviewed/Revised: 11-94 / 11-96

Adopted : September 18, 1996

Reviewed/Revised: December 1999

Adopted: January 12, 2000

Reviewed/Revised: April 2014

Adopted: June 10, 2014

COMPLIMENTARY TICKETS

In the spirit of community/school relations the Board of School Trustees of the Mill Creek Community School Corporation authorizes the distribution of complimentary tickets to its interscholastic events or other school related programs and activities to the following people:

- School Board Members (past and present)
- Building principals and their office staff
- Corporation administrators and office staff
- All school coaches
- Teachers and patrons who work two (2) athletic events
- Senior citizens of the Mill Creek Community sixty (60) years of age or older

Provision of complimentary tickets is contingent on their availability. The superintendent may establish regulations to implement this policy.

Legal Reference: IC 20-26-5-5

Reviewed/Revised: November 1994

Reviewed/Revised: April 2014 Adopted: June 10, 2014

RELATIONS WITH PARENT ORGANIZATIONS

The Board endorses the creation of organizations such as PTA, PTO, and Booster Clubs, for example, as appropriate means of achieving effective and maximum feasible involvement of parents, guardians, and other supporting adults in the affairs of the schools. The Board expects all staff members to work in harmony with the officers and directors of patron organizations which exist to facilitate school corporation and individual school program direction.

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2104

PARENT INVOLVEMENT POLICY

Beliefs

Mill Creek Community School Corporation believes that ALL parents are partners with teachers and other staff in the education of their children. We believe that parent involvement is essential at all levels throughout the school district. This includes those parents who are economically disadvantaged, have disabilities, have limited English, have limited literacy, are of any racial or ethnic minority background, or are parents of migratory children. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

We believe that student academic achievement requires that parents have an understanding of curriculum, academic achievement standards, assessments, district/school policies and procedures, and of how to monitor their children's progress and work with educators to improve the achievement of their children.

There will be opportunities to share what is required by the IN State Standards at annual Parent-Teacher conferences, as well as Parent Night held at each school in the fall of the school year. Parents and teachers need to maintain open communication, and parents are encouraged to contact the teacher with any questions regarding their child's education. All teachers have voicemail, as well as email. This contact information is provided to parents at the beginning of the school year, and is posted on each school's website.

In order to coordinate early childhood education with our Title I program, the Special Education Director and Developmental Pre-school Teacher meet regularly with Title I staff and administrators. Parents of pre-school students are given the same opportunities for involvement as our school-age students.

Roles and Responsibilities

Parents

It is the responsibility of the parent to respect teachers and support school staff as partners in the education of their children by:

- Actively communicating with school staff
- Being aware of rules and regulations of school
- Taking an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school
- Utilizing opportunities for participation in school activities

Staff

It is the responsibility of the staff to respect parents as partners in the education of their children by:

- Expecting high student achievement
- Developing and implementing a school plan for parent involvement
- Promoting and encouraging parent involvement activities
- Effectively and actively communicating with all parents about skills, knowledge and attributes the student is learning in school and giving suggestions for reinforcement

- Sending home information to parents of children in a format and, to the extent practical, in a language the parents can understand.

Administration

It is the responsibility of the administration to respect parents as partners in the education of their children by:

- Facilitating and implementing the parent involvement policy and plan
- Providing training for parent involvement activities
- Providing resources to support successful parent involvement practices
- Providing in-service education to staff regarding the value and use of contributions of parents and how to communicate with and work with parents as equal partners
- Sending information to parents of children in a format and, to the extent practical, in a language the parents can understand

Evaluation of Parental Involvement Activities

In order to evaluate parental involvement activities, an annual survey will be taken in each building to determine effectiveness of the current parental involvement policies. The findings of these surveys will be used to design strategies for more effective parental involvement, and will be used to revise, if necessary, parental involvement policies.

Legal Reference: 20 U.S.C. 6318

Adopted: May 10, 2006

Reviewed/Revised: May 2008

Adopted: May 14, 2008

Reviewed/Revised: April 2014 Adopted: June 10, 2014

BEFORE/AFTER SCHOOL CHILD CARE POLICY

In accordance with IC 20-5-2-1.5, as from time to time amended, the Mill Creek Community School Corporation, beginning with the 1992-93 school year, will conduct an after/before school child care program that is available to all children in kindergarten through sixth grade in the Mill Creek Community School Corporation. The programs will be conducted in Mill Creek Community School Corporation buildings, but may be operated by independent, not-for-profit or for-profit organizations other than the Mill Creek Community Schools. Any contracted entity providing services for operation of the program shall be required to obtain liability insurance in minimal amounts acceptable to the Mill Creek Community School Corporation. Maximum adult-to-child ratios of 15 to 1 shall be adhered to for the overall supervision and enrichment opportunities of the children being served. No rental fees will be assessed for the use of the facilities, however, parents may be charged reasonable fees to cover the operating costs of the program or any operating costs to the school corporation as a result of the program.

If the Mill Creek Community School Corporation experiences undue hardship due to a low number of eligible children utilizing the child care program, then pursuant to IC 20-5-2-1.5(c) as amended from time to time, the school corporation may receive a waiver from the Indiana State Board of Education for conducting the child-care program.

Reviewed/Revised: November 1994

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2014

COMMUNITY USE OF SCHOOL BUSES

Corporation owned school buses are to be used for school related purposes only. School related activities are defined as any activity that is monetarily supported by the school corporation. The general community use of school buses will not be authorized by the Board in accordance with Indiana Code and insurance restrictions. However, the Board authorizes the use of school buses in the event of any local, state or national emergency when requested by any governmental authority.

Legal Reference: IC 20-27-9-1

Adopted: January 4, 1995

Reviewed/Revised: April 2014 Adopted: June 10, 2014

POLITICAL ADVERTISING

Advertisements for political offices or other political purposes shall not be permitted in any publications sponsored by the school corporation nor shall any political advertisements be distributed on any school premises except as prescribed by state statutes and county regulations regarding the use of school facilities for polling purposes. Exceptions shall be allowed when such advertisements are used for instructional purposes in appropriate classroom activities.

Adopted: November 6, 1996

Reviewed/Revised: April 2014 Adopted: June 10, 2014

CANCELLATION OF EXTRACURRICULAR ACTIVITIES DUE TO INCLEMENT WEATHER

If school is cancelled due to inclement weather or any other reason it is up to the building principal to determine if it is safe to hold extra-curricular activities in the evening or on the weekend. All events scheduled on inclement weather days must be approved by the building principal and the superintendent.

If the scheduled event is away the Director of Transportation must approve the use of school corporation vehicles.

Facility use by non-school groups must be approved by the building principal.

Reviewed/Revised: 1996-97

Adopted: August 13, 1997

Reviewed/Revised: April 2014 Adopted: June 10, 2014

9000 School Government Agency Relations

9100 Police-School Relationships & Procedures

9200 Child Abuse or Neglect Investigation

POLICE - SCHOOL REALTIONSHPIS & PROCEDURES

The Board of School Trustees of the Mill Creek Community School Corporation believes that it is essential to communicate and cooperate with the various law enforcement officials in the interest of the welfare of all citizens. In so doing, it must be recognized that the school's role must be in harmony with the Constitution of the United States and the laws of the state of Indiana.

In order for the Board to fulfill its responsibilities for the welfare and civil rights of the students, the Board adopts the following procedures regarding police and student relations.

1. The school will honor court orders or warrants for arrest.
2. The school will request assistance to preserve order when school authorities deem it necessary.
3. In the event a student is taken into custody during school hours or during school activities, the principal of such school or the teacher in charge of such activity or event shall notify either the parent or the legal guardian as soon as possible of the taking of the student.
4. The school will permit interviews of pupils by law enforcement officials during the school day only when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement.
 - a. Except in cases of suspected child abuse, efforts to notify the parent of the request must be made.
 - b. If the parent or designated representative of the child cannot be located or is not present; an emergency exists threatening the safety of other persons and/or property; the principal or his designee must be present during the questioning session to serve as an advocate of the child.
 - c. The procedural aspects of due process must be observed.
5. When the law enforcement officer indicates his interview is merely in the nature of seeking of routine information, or of possible investigative assistance, and indicates he does not think the student has been involved in a crime, then the principal shall inform the student's legal guardian the student was interviewed by the police.
6. In the event of an oral interview or interrogation where the parent or legal guardian is not present, the principal or teacher in charge shall be present.

7. The principal is authorized to give law enforcement officers information concerning students as it relates to their name, address, name of parent or guardian, name of friends, attendance records, and/or other statistical data.
8. A written summary of such interview or interrogation to include names, dates, and all pertinent information shall be filed by the attending principal or teacher in charge with the office of the Superintendent of Schools within twenty-four hours. Such report shall be confidential in nature.

Reviewed/Revised: April/May 2014 Adopted: June 10, 2014

CHILD ABUSE OR NEGLECT

It is the intent of the Board of School Trustees and staff of the Mill Creek Community School Corporation to cooperate fully with all enforcement agencies in the performance of their duties.

It is likewise assumed that law enforcement officers will also strive to avoid undue disruption of the normal school activities and will exercise every effort to protect the welfare and the rights of the individual.

The following procedures shall be followed for in-school interviews by Child Protective Services or the enforcement officer investigating child abuse or neglect:

1. When possible, prior to visiting school, law enforcement officials or child protective service case workers should notify either the school social worker, school administrator, or a school counselor of the date and time of the intended visit.
2. Parents of the students to be interviewed shall not be notified prior to the interview.
3. Upon entering the school building, the CPS caseworker or law enforcement officer should immediately contact either the school social worker, school administrator, or a school counselor.
4. Unless otherwise ordered by the court, a member of the school staff shall be present whenever a student is interviewed in school. The school representative may include the school social worker, nurse, counselor, or other school staff member specially trained in dealing with serious problems of children.
5. If the investigation team decides that the protection of the student requires the immediate taking of the student into custody, this decision and the reasons for this decision shall be promptly communicated to the school representative.
6. If a parent subsequently calls or comes to the school demanding an explanation of the action taken by the investigative team, she/he shall be referred directly to CPS. No other information shall be given to the parent by the school.

Adopted: January 4, 1994

Reviewed/Revised: April/May 2014