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Springs Valley Community Schools Corporation

Bylaws & Policies

100- OFFICIAL DESCRIPTION

100.10 - Name

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the Springs Valley Community Schools Corporation.

100.20 - Purpose

The School Board exists for the purpose of providing a governing system for a free, public education in grades preschool special education and K-12 for children of the Springs Valley Community School Corporation.

I.C. 20-5-2-1.2

100.30 - Boundaries

The Springs Valley Community School Corporation is comprised of the area in the description on file in the School Board office and includes five districts located in Orange County, Indiana; French Lick Town, West Baden Springs Town, French Lick Township, Jackson Township and Northwest Township.

100.40 - Address

The official address of the School Corporation shall be Springs Valley Community School Corporation, 498 South Larry Bird Blvd., French Lick, IN 47432

110 – CREATION OF THE BOARD OF TRUSTEES

110.10 – Statutory Creation

The Springs Valley Community Schools Corporation is a consolidated school corporation, being consolidated July 1, 1964, pursuant to the provisions of Chapter 202, Acts of 1959, of the Indiana General Assembly.

The boundaries of the Springs Valley Community Schools Corporation include all territory in French Lick Township, Jackson Township, Northwest Township, French Lick Town, and West Baden Springs Town, all located in Orange County, Indiana.

The Springs Valley Community Schools Corporation is divided into five districts as follows:

1. French Lick Town: This district is coterminous with the corporate limits of the civil city of French Lick.
2. West Baden Springs Town: This district is coterminous with the corporate limits of the civil town of West Baden Springs.
3. French Lick Township: This district is comprised of all French Lick townships lying outside the towns of French Lick and West Baden Springs.
4. Jackson Township: This district is comprised of all of Jackson Township.
5. Northwest Township: This district is comprised of all of Northwest Township.

The governing body of the Springs Valley Community Schools is a school board comprised of seven members. The supervision of this Corporation shall be conducted by the School Board, which is constituted and is governed by the laws of the State of Indiana.

110.20 – Qualifications, Terms, Vacancies and Compensation

Qualifications of all school board members: Members of the school board of trustees shall be freeholders, qualified voters, at least 21 years of age, and at the time of election a resident of the voting district for sixty (60) days and the school district for one (1) year (IC 20-23-7-5).

The term of office of each member of the Governing Body shall be four (4) years and such terms shall be staggered so that four members of the Governing Body shall be elected at one General Election and the election of the other three members of the Governing Body shall occur two (2) years later at the next General Election.

All trustees shall be voted upon by all of the registered voters of such Springs Valley School Corporation. All terms shall be for a period of four years or until disqualified.

Each member of the Springs Valley Community Schools Board of Education shall receive an annual stipend of \$2,000. A \$50.00 per diem will be paid to all board members for board meetings that convene outside of the regularly appointed time. Members of the Board of Education shall be reimbursed for expenses incurred while traveling on school business or to professional meetings. In addition all board members will receive two complimentary tickets to all Springs Valley High School home athletic events.

Adopted 10-18-99 Revised 1-16-12

All terms of office begin January 1 and end December 30.

Vacancy: The position of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

1. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
2. the incumbent's resignation shall be submitted in writing to the clerk of the circuit court of this county
3. the incumbent's conviction of a felony (I.C. 5-8-1-37)
4. the incumbent's election or appointment being declared void by a competent tribunal
5. the incumbent's failure to take the oath of office
6. the incumbent's ceasing to possess the legal qualifications for holding office
7. the incumbent moving his/her residence out of the Corporation
8. the incumbent's failure to perform duties (Removal by action of the Circuit Court under provisions of I.C. 5-8-1.)

A vacancy shall be filled by the remaining members of the Board within thirty (30) days.

Indiana Code 20-4-1-26

110.30 – Election

The members of the Governing Body of the Springs Valley Community School Corporation shall be elected by the registered voters residing within the Springs Valley Community School Corporation.

The election of the members of the Governing Body shall occur during the General Election. Candidates for the Governing Body shall seek and be elected to the Governing Body without regard to political affiliation. The first election of members to the Governing Body occurred at the Primary Election May 1984.

Each newly-elected, re-elected, appointed or re-appointed Board member shall take an oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office to which s/he was elected or appointed as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation.

I.C. 33-16-4-1

110.31- Districts

There are hereby created under this plan five (5) Residence Districts:

1. The civil Town of French Lick, Indiana.
2. The civil Town of West Baden Springs, Indiana.
3. The civil Township of Jackson Township.
4. The civil Township of French Lick Township.
5. The civil Township of Northwest Township, all in Orange County, Indiana.

Members of the Governing Body shall reside in the Residence Districts as provided in this plan, although all members of the Governing Body shall be elected by the registered voters within the

Springs Valley School Corporation. Candidates shall have been residents for a period of sixty (60) days prior to the date of each election and shall be registered to vote. The Governing Body shall consist of the following:

- Two (2) members shall be from the civil Town of French Lick.
- One (1) member shall be from the civil Town of West Baden Springs.
- One (1) member shall be from the civil Township of Jackson Township.
- Two (2) members shall be from the civil Township of French Lick Township.
- One (1) member shall be from the civil Township of Northwest Township.

110.40 - Governing Body

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

The power of this Board extends to those matters expressly granted by statute or those matters which may be necessarily implied from such powers specifically delegated as being necessary to carry them out.

The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition to act.

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

I.C. 20-4-1-26.1; 20-5-1.5-2 et seq., 20-5-2-2

110.50 – Board Reorganization

The organizational meeting of the Board of School Trustees shall be held within the first ten days of January each year. One member is to be elected president, one member vice-president and one member secretary. All officers have the right to make and second motions and vote on any motion.

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any office within thirty (30) days of the occurrence of the vacancy. The ISBA Code Of Board Member Ethics will be read and re-adopted at this meeting.

I.C. 20-5-3-1

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act in his/her stead. In the absence of the Vice-President, the secretary shall act in his/her stead. If neither person is available, any

member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding. If for any reason the office of president becomes permanently vacant a new president shall be elected on or before the second regular meeting following the vacancy.

The treasurer, appointed by the board, shall receive, hold in custody, and expend all funds as directed by the Board of School Trustees. He shall furnish a bond in compliance with Chapter 307, Article III, Section 304, Acts 1965.

The secretary shall keep records of all meetings, post all legal notices, prepare and sign all legal documents and perform such other duties as may be prescribed. These duties may be delegated to the Superintendent.

120.00 – MEETINGS AND BOARD CONDUCT

120.10 – Meetings

The regular meetings of the Board shall be on the 2nd Monday of each month. Meetings shall be held in the Learning Center (former Wee Care Building) at 6:00 P.M. Meetings shall adjourn by 10:00 P.M. if at all possible.

Special: A special meeting of the Board may be called by the president or by the superintendent, after having served reasonable notice upon the other members of the Board.

Place of meeting: All meetings of the Board of School Trustees shall be held in the Learning Center unless a different place shall be designated by the Board as a whole. The agenda is to be published in the paper.

Opening of Meeting: The president shall call the meeting to order promptly at the designated time. The president shall not wait for discussion of motions if no discussion is forth coming, but shall proceed to the vote.

The minutes of the preceding meeting(s) shall be approved and signed by the Board as its first act of the regular meeting.

The official minutes shall be bound and kept in the office of the Superintendent of Schools. A copy of the minutes as written and recorded shall be delivered to the Springs Valley Herald.

Quorum: Four members of the Board will constitute a quorum, providing the fifth, sixth, and seventh members have been properly notified of the meeting.

All nays and abstaining votes are to be recorded by name.

Revised 8/29/07 and 1/16/12

120.11 - Transaction of Business

No action taken or agreement entered into by members of the Board of School Trustees will be binding unless such action is taken or is authorized to be taken or such agreement is entered into or is authorized to be entered into, at a regular or special meeting of the Board at which a quorum of the Board is present.

The Order of Business will be as follows:

1. Call to order
2. Examination of the minutes of the last meeting(s)
3. Signing of claims and payment of warrants. Treasurer is authorized to make payment of salaries and compensation without prior Board allowance of each payroll claim to employees based on contractual and salary schedule commitments unless otherwise notified by the Board. Sewer bills and utilities can also be paid without prior Board approval.
4. Opportunity for Public to Address the Board
5. Personnel
6. Unfinished business
7. New business
6. Adjournment

This order of business may be set aside at any meeting by common consent or by majority vote.

120.12- Discussion

The president may halt any discussion not applying to the motion last made. He may also halt discussion which consumes a disproportionate amount of time.

120.13 - Citizen Participation

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters. The policy applies to both regular and special Board meetings.

Public participation shall not be directed to or concerning individual personnel or individual students.

Whoever has the floor should have the attention of the entire assembly.

120.14- Agenda Items

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven (7) days prior to the meeting and include:

1. Name and address of the participant.
2. Group affiliation, if and when appropriate.
3. Topic to be addressed.
4. Participants may speak up to 5 minutes (2 or 3 more if requested).
5. Questions from the Board are not included in calculating time.

Such requests shall be approved by the Superintendent and the Board President.

120.145 – Regular Public Participation

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular and special meeting of the Board. Any person who signs a sign-up sheet prior to the time set aside for public comments will be permitted to speak. The public participation section of the meeting shall occur after minutes, claims and individuals from the public who are on the agenda are finished, unless an advertised hearing takes precedence.

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted as indicated on the order of business.
2. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
3. Attendees must register their intention to participate in the public portion of the meeting prior to the public participation part of the meeting.

4. Participants are to be recognized by the presiding officer from the sign-up sheet in the order signed.
5. Each statement made by a participant shall be limited to five (5) minutes duration. (2 or 3 more if requested)
6. All statements shall be directed to the presiding officer; no person may address or question Board members individually. Legitimate issues and questions addressed to the Board will be responded to within a reasonable length of time.
7. The presiding officer may:
 - A. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant;
 - B. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; and,
 - D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
8. Members of the media may be recognized by the presiding officer at any time.
9. Tape or video recordings are permitted, providing the person operating the recorder abides by the following conditions:
 - A. no obstructions are created between the Board and the audience;
 - B. no interviews are conducted during the Board meeting; and, no commentary is made that would distract either the Board or members of the audience.

A copy of the agenda will be faxed to WFLQ and WUME at the same time the Agenda is sent to the newspaper.

ADOPTED OCTOBER 18, 1999

120.146 – Minutes

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall also state the name of each member who was physically present at the meeting or was absent. These minutes must be approved by the Board at the next meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection within a reasonable period of time after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the School Board. Minutes of the preceding meetings shall be approved by the Board as one (1) of its first order of business at regular meetings. The minutes shall show the general substance of all matters

proposed, discussed, or decided and a record of all votes taken, by individual, if there is a roll call.
I.C. 5-14-1.5-4

120.15 – Executive Session

The Board may meet in an executive session, one closed to the public, prior to or after a meeting after giving proper notice, for the following purposes:

1. discussion of strategy with respect to collective bargaining, initiation of litigation, litigation which is pending or has been threatened in writing, implementation of security systems, purchase or lease of real property, providing the strategy is for bargaining or competitive reasons
2. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
3. interviews with industrial or commercial prospects
4. to receive information about, and interview, prospective employees
5. with respect to any individual over which the Board has jurisdiction, to receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor
6. discussion of records classified as confidential by Federal or State statute
7. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
8. discussion of an employee's job performance evaluation
9. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

I.C. 5-14-1.5-5/6, 5-14-1.5-6.1(b)(4)

120.155 – Minutes of the Executive Session

The minutes of an executive session shall show the date, time, and place of the session; the members either present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

120.16 – Board Conduct

As a body created under the laws of the State of Indiana, the Board of Education of the Springs Valley School Corporation has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of the corporation on matters of education.

In addition, the Board of Education 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 in any other entity. In accordance with the Indiana School Corporation Home Rule Act, the Board of Education 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 20-5-1.5
ADOPTED May 15, 1995
READOPTED November 16, 1998

120.165 – Duties of the Board of School Trustees

Members of the Board of School Trustees believe that a written policy, rule, or regulation should be adopted only when it appears to be essential to the control and administration of the public school programs. These policies, rules, and regulations may be revised, added to, or amended at a regular or special meeting of the board by a majority vote of the members.

The Board of School Trustees is responsible directly to the citizens of the School Corporation and to the State Board of Education.

Prior to making any decisions, the Board should seek consultation with and get recommendations from the Superintendent and other administrators as necessary.

The Board shall be responsible for the following:

1. Interpreting the educational needs of the community.
2. Developing policies, rules, and regulations in accordance with the law and the educational needs of the community.
3. Furnishing financial means needed to support the school programs.
4. Keeping the citizens informed of the purpose, value, and needs of public education.
5. Observing and evaluating school programs in regards to their quality and efficiency in terms of value to the student and the community.
6. Selecting, appointing, and approving contracts for the superintendent, other administrators, and all certified personnel—including number of days in contract year, salaries, and benefits.
7. Approving all certified and non-certified positions, salaries and benefits.
8. Providing direction to the chief negotiator and final approval to the settlement of the master teacher contract for the corporation.
9. Approving the annual corporation budget.
10. Acting upon the list of bills/claims authorized by the superintendent.

11. Approving textbooks and book fees.
12. Considering corporation legal matters and making decisions regarding same.
13. Approving renovations, repairs, and construction of necessary buildings; approving selection of architects; and approving architects' plans.
14. Establishing bus transportation service in accordance with State statutes.
15. Adopting a set of by-laws for the government of the school system.
16. Requiring from administrators periodic reports on the progress of the school in terms of achievements and evaluations of students and school personnel.
17. Acting as a court of final appeal for employees, students, and patrons for grievances and problems appealed from decisions of the superintendent when policy and law provide for appeal.
18. Acting upon employees' requests to attend out-of-state meetings for which at least one overnight stay is requested.

120.166- Code of Ethics

A board of School Trustees member should honor the high responsibility which his membership demands by:

1. Thinking always in terms of "Children First".
2. Understanding that the basic function of the Board of School Trustees member is "policy-making" and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions.
3. Accepting the responsibility along with his/her fellow Board Members of seeing that the maximum of facilities and resources is provided for the proper functioning of the schools.
4. Refusing to "play politics" in either the traditional partisan, or in any petty sense.
5. Representing at all times the entire school community.
6. Accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools.
7. Recognizing responsibility as a state official to seek the improvement of education throughout the State.

A Board of School Trustees member should respect his relationships with other members of the Board by:

1. Recognizing that authority rests only with the Board of School Trustees in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings.

2. Recognizing the integrity of his predecessors and associates and the merit of their work.
3. Refusing to make statements of promises as to how he will vote on any matter which should properly come before the Board of School Trustees as a WHOLE.
4. Making decisions only after all facts bearing on a question have been presented and discussed.
5. Respecting the opinion of others graciously conforming to the principle of "majority rule".
6. Refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members to not have the opportunity to attend.

A Board of School Trustees member should maintain desirable relations with the Superintendent of Schools and his Staff by:

1. Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
2. Giving the Superintendent of Schools full administrative authority for properly discharging his professional duties, and by also holding him responsible for acceptable results.
3. Acting only upon the recommendation of the Superintendent of Schools in matters of employment or dismissal of school personnel.
4. Having the Superintendent of Schools present at all meetings of the Board of Schools Trustees.
5. Referring all complaints to the proper administrative officer and by discussing them only at a regular meeting after failure of administrative solution.
6. Striving to provide adequate safeguards around the Superintendent of Schools and other staff members to the end that they can live happily and comfortable in the community and discharge their educational functions on a thoroughly professional basis.
7. Presenting personal criticisms of any employee directly to the Superintendent of Schools.

A Board of School Trustees member should meet his responsibilities to his community by:

1. Attempting to appraise fairly both the present and future educational needs of the community.
2. Regarding it as a major responsibility of the Board of School Trustees to interpret the aims and the methods of the schools to the community.
3. Insisting that all school business transactions be on an open, ethical and above-board basis.
4. Vigorously seeking adequate financial support for the schools.

5. Refusing to use his position on a Board of Schools Trustees in any way whatsoever for personal gain or for personal prestige.
6. Refusing to discuss personal matters or any other confidential business of the Board in his home, on the street, or in his office.
7. Winning the community's confidence that all is being done in the best interests of school children.

120.17 - Voting

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No action shall be valid unless approved at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the vote. All Board members must be physically present in order to have their vote officially recorded, unless the following procedure is employed. In order to have their vote officially recorded, each Board member must be physically present.

Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote. In the case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by show of hands or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

I.C. 5-10.2-2-16 I.C. 5-14-1.5

130.00 – Mission

The mission of Springs Valley Community Schools is to empower students to develop their potential as they prepare for a successful future by providing them an innovative, exciting, and positive education, equally available to all. The dignity, respect, and safety of our students and staff are inherent to our purpose. We believe in diversity and promote equality, character, and responsible citizenship by serving others.

140.00 – Corporation Organization

The School Board recognizes that the need for certified and non-certified staff within the facilities of the Corporation. The Board establishes a corporate structure that can assist the efficient operation of the Corporation and help achieve a more effective instructional program.

The Superintendent shall supervise the effectiveness of the Corporation and recommend to the Board such modifications which are in the best interests of the students, make wisest use of Corporation resources, and serve the educational goals of the Board.

Modifications in the organization of the schools may be made by the Board which will consider the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School Corporation. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and administrative guidelines.

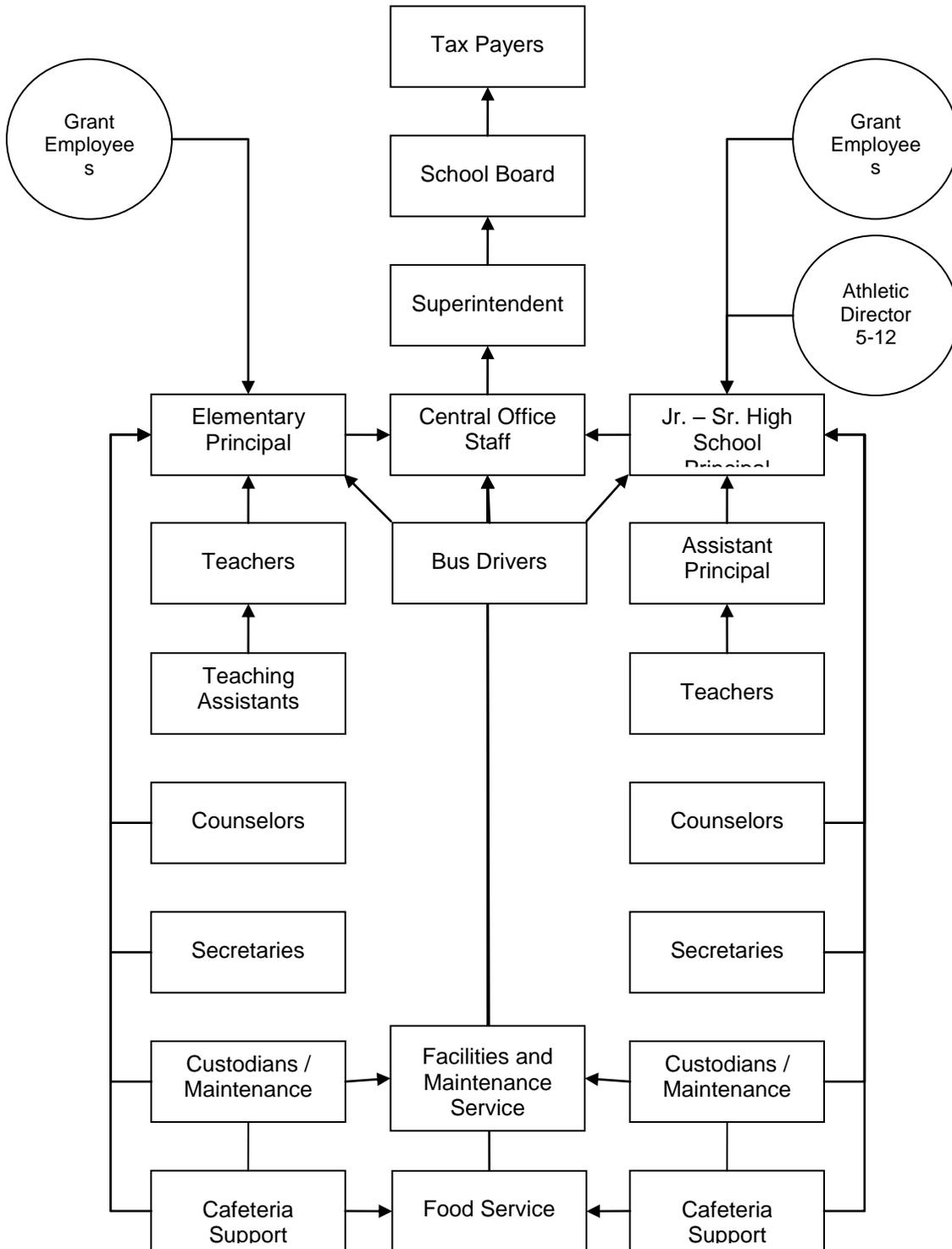
Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the Corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

150-00 - Organizational Flow Chart

Springs Valley Community Schools Organizational Chart



200.00 – Administration

200.15 Selection of Superintendent

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of this Board.

200.20 - Job Qualifications and Responsibilities

The Superintendent shall have earned at least a Master's Degree in school administration from an approved institution. The person in this position shall also hold a valid Superintendent's license from the State Department of Public Instruction. The Board of School Trustees shall appoint the Superintendent and Assistant Superintendent/Administrative Assistant.

The salary of the Superintendent shall be determined by the Board of School Trustees.

The Superintendent serves as chief administrative officer for the Board and he shall have the following duties:

1. Prepare agenda for each Board meeting and attend all Board meetings. He shall attend all deliberations unless it involves his employment.
2. Administer all policies established by the Board of School Trustees and the State Department of Education.
3. Prepare and submit an annual budget.
4. Select and recommend necessary personnel to operate the school.
5. Provide the Board with pertinent information to assist them in policy making.
6. With the help of the staff, evaluate the educational program of the school.
7. Keep records as required by statutes.
8. Prepare all written contracts for certified personnel.
9. Keep an adequate inventory of all supplies – both instructional and maintenance.
10. Oversee the adequate maintenance of facilities and grounds.
11. Secure and present estimates for contractual work.
12. Act upon employees' request to attend meetings of one or two days.
13. Take appropriate steps to keep the community informed about the schools and programs.
14. Determine in cases of extreme weather conditions, whether school buses should operate or not.
15. Upon request of the Board, represent the Board of School Trustees in collective bargaining.

16. Serve as curriculum director for the school corporation.
17. Apply for and administer federally financed programs
18. Serve as the corporation's Special Education Cooperative Contact person.
19. Serve as transportation director, which includes preparing descriptions of bus routes, making recommendations regarding bus drivers, and keeping bus drivers informed of laws concerning safety and their responsibilities as drivers, and prepare drivers' contracts.
20. Assigns the corporation's hearing officer.
21. Serve as the corporation's attendance officer.
22. Attend all meetings of the Board of Trustees and participate in all deliberations, except those involving the Superintendent's employment.
23. Supervise the distribution of the school corporation's standardized and competency testing programs.
24. Supervise the school corporation's health services.
26. Serve as SIEC Representative.
27. The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board no later than at the next meeting following such action.

I.C. 20-5-2-2(7)

200.30 – Agenda Preparation

The Superintendent under the direction of the Board President shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Board members may include items on the agenda upon the concurrence of the Board President.

A written petition from three (3) members of the Board to the President will cause an item to be placed on the agenda.

The agenda of the regular meeting and/or special meetings shall be accompanied by a report from the Superintendent on information relating to the Corporation with such recommendations as she/he shall make.

The agenda of each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally the agenda should be mailed no later than four (4) days prior to the meeting, or delivered so as to provide time for the member to study the agenda. The agenda for a special meeting shall be delivered at least four (4) days before the meeting, consistent with the provisions calling for the special meeting.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of the members present.

I.C. 5-14-1.5-4

200.40 – Board/Superintendent Relationship

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the Corporation.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions. The Board shall annually, no later than January 31st, evaluate the performance of the Superintendent.

200.50 – School Directory

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, addresses, and telephone numbers of all professional and support staff as well as the Board and Superintendent.

Directories shall be distributed to all Corporation personnel, but shall not be available to individuals and/or firms for commercial or private gain unless, in the judgment of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

200.60- Re-employment of the Superintendent

The School Board has an obligation to employ professional leadership best trained and equipped to meet the educational needs of the children. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board. Notification of its intent not to renew his/her services shall be given by December 31st of the year preceding the expiration of the contract.

The contract of the Superintendent may be terminated during its term in accordance with statutory procedures.

I.C. 20-6.1-4-19

210.00 BUILDING LEVEL ADMINISTRATION

210.10 Principals

The Building Principals and Assistant Principals shall have earned at least a Master's Degree in school administration from an approved institution. The persons in these positions shall also hold a valid Administrator's License appropriate to the assigned job. Administrative Assistant shall hold a Master's Degree in education from an approved institution.

The Board of School Trustees shall appoint the Building Principals and Assistants for a minimum of two years.

The salary and contract length of the Building Principals and Assistant Principals/Administrative Assistants shall be determined by the Board of School Trustees.

Within the framework of established policies, the Building Principals conduct and supervise the total program, instructional and otherwise, of the school to which they are assigned. Principals shall be responsible for the following with certain duties delegated to the assistant as listed in the division of administrative duties which follows:

210.12 Job Description for the High School Principal

1. Direct, supervise, and evaluate the teaching staff and instructional program.
2. Assist in the development of curriculum with the Superintendent to best meet the needs of the students.
3. Supervise the building's custodial, cafeteria, and clerical staffs.
4. Monitor health records and concerns of both students and staff.
5. Publish, enforce, and make reasonable rules regarding student conduct.
6. Make recommendations to the central office administration concerning the firing and retention of teachers and other staff.
7. Supervise the requisitioning of instructional supplies, equipment, and textbooks.
8. Supervise student activities.
9. Supervise record keeping for extra-curricular accounts.
10. Encourage and organize staff professional development activities.
11. Establish textbook fees, assess fees, and collect fees for the same.
12. Keep the central office administration informed of relevant matters regarding organization, administration, and supervision within the building.
13. Provide for an efficient and organized procedure for the enrollment and withdrawal of students.
14. Maintain and organize permanent records.

15. Help design and implement evaluation procedures of students and communicate the same to parents.
16. Keep students and staff properly informed about activities, meetings, and special events.
17. Supervise summer school at the high school.
18. Verify free and reduced-meal benefits.
19. Oversee scheduling of activities concerning use of school facilities.
20. Assist in organizing and supervising NCA/PBA self-studies and subsequent team visits.
21. Encourage the procurement, training, and utilization of technology throughout the building.
22. Hire substitute teachers.
23. Carry out the policies adopted by the Board of School Trustees.
24. Administer the teaching mentoring program.

210.15 – Assistant Jr. – Sr. High School Principal

The Assistant Principal/Administrative Assistant assists the principal in providing school-wide leadership. He also assists the principal with overall staff improvements in order to enhance the educational opportunities for each student. He reports to the principal. He supervises all personnel designated by the principal. The administrative assistant has the following duties:

1. Assist in the development of an effective attendance policy. Oversee the enforcement of the attendance policy and communication of attendance concerns to parents, teachers, students and staff.
2. Assist in the development of effective discipline and student behavior management policies. Oversee the enforcement of such policies, and communication of disciplinary concerns to parents, teachers, students, and staff.
3. Assist in the observation, and supervision of teachers as assigned by the principal.
4. Supervise extra-curricular activities.
5. Oversee the preparation of the student handbook.
6. Assume the operation of the school in the absence of the principal.
7. Prepare reports and perform all such record keeping functions as the principal directs.
8. Oversee the distribution, collection, ordering of textbooks, and the collection of student fees for the same.
9. Serve as the building ISTEP test coordinator.

10. Oversee any “special projects” as directed by the superintendent or principal.
11. Serve as the appeals officer with regard to requests for free and/or reduced lunches.
12. Assist the principal in the overall operation of the school.

210.20- Job Description for the Elementary Principal

1. Direct, supervise, and evaluate the teaching staff and instructional program.
2. Assist in the development of curriculum with the Superintendent to best meet the needs of students.
3. Supervise the building’s custodial, cafeteria, and clerical staffs.
4. Monitor health records and concerns of both students and staff.
5. Publish, enforce, and make reasonable rules regarding student conduct.
6. Make recommendations to the central office administration concerning the hiring and retention of teachers and other staff.
7. Supervise the requisitioning of instructional supplies, equipment, and textbooks.
8. Supervise and schedule student activities, schedule athletic events, and hire officials and workers for the same.
9. Supervise record keeping for extra-curricular accounts.
10. Encourage and organize staff professional development activities.
11. Establish textbook fees, assess fees, and collect fees for the same.
12. Keep the central office administration informed of relevant matters regarding organization, administration, and supervision within the building.
13. Provide for an efficient and organized procedure for the enrollment and withdrawal of students.
14. Maintain and organize permanent records.
15. Help design and implement evaluation procedures of students and communicate the same to parents.
16. Keep students and staff properly informed about activities, meetings, and special events through any or all the following: daily announcements, weekly and monthly calendars, and weekly and monthly newsletters.
17. Supervise summer school.
18. Administer the teacher mentoring program.
19. Schedule field trips and bus drivers for these trips.
20. Act as building test coordinator.

21. Schedule all building facilities with the exception of both gymnasiums.
22. Monitor all attendance and report serious attendance problems to attendance officer.
23. Oversee cafeteria sales and reporting.
24. Oversee emergency preparedness including the scheduling of fire/tornado drills.
25. Supervise special education conferences.
26. Carry out the policies adopted by the Board of School Trustees.
27. Hire substitute teachers.

210.30 - Athletic Director

The High School Athletic Director's position will be filled upon the Superintendent's recommendation to the Board of School Trustees. The High School Athletic Director is accountable to the Junior-Senior High School Principal and shall have the following duties:

1. Prepare schedules, hire officials, and execute contracts for all high school athletic contests.
2. Collect, deposit, budget and manage all high school and junior high athletic money.
3. Develop practice schedules for all Junior and Senior high school athletic teams in coordination with the Elementary School Athletic Director.
4. Assist in forming policies and procedures governing the high school athletic program.
5. Complete and mail all IHSAA forms for state competition in each high school sport.
6. Purchase all needed high school and junior high athletic supplies, uniforms, and equipment.
7. Provide the news media with high school athletic schedules and other pertinent information about the high school athletic program, including cancellations and/or changes of dates of athletic contests
8. Organize and supervise ticket sales and the distribution of complimentary passes for all high school athletic contests.
9. Assist in the selection of high school coaches as well as the supervision and annual evaluation of said coaches.
10. Keep the Junior-Senior High School Principal informed concerning the high school athletic program and provide any pertinent information that may be of value to him/her.
11. Administer various high school state tournaments and/or conference meets, when applicable.
12. Supervise athletic contests as per a schedule approved by the Jr.-Sr. High School Principal.

13. Keep all high school coaches and athletes informed about I.H.S.A.A. rules and regulations as well as athletic policies adopted by the Board of School Trustees.
14. Organize and supervise high school athletic fund raising activities.
15. Check high school athletes' grades at the end of each grading period and certify athletes' eligibility to the Principal.
16. Secure all needed personnel to work at home high school athletic contests, including concession workers and police protection, when necessary.
17. Arrange transportation and bus drivers for all high school athletic events away from home.
18. Maintain all high school athletic supplies, uniforms, and equipment, plus keep an accurate inventory of said items.
19. Keep high school athletes' participation and performance records up to date.
20. Coordinate the maintenance and preparation of athletic fields and facilities with the School Administrators, Maintenance Supervisor, and Head Coaches.
21. Prepare and arrange for the distribution or sale of programs at high school athletic contests, when applicable.
22. Schedule, organize, and supervise high school recognition/awards programs and banquets.
23. Prepare Springs Valley School team rosters and obtain team rosters from other participating schools.

210.40 – Assessment of Building Level Administration

The primary purposes underlying the evaluation procedures used in Springs Valley Community School Corporation for administrative/supervisory personnel are to: 1) improve job performance; 2) promote professional development; 3) document the level of accountability in each job description item; and 4) positively reinforce these people regarding areas in which they excel.

Although evaluation is an on-going process, formal written evaluation will occur yearly. The written instrument and the interview process will be completed prior to January 1 of each year.

Evaluation will consist of four steps:

Step 1 - Evaluate will complete an "Administrative/Supervisory Personnel Checklist" which the evaluators provide. Evaluators will be the superintendent, assistant superintendent, and/or building principal.

Step 2 - An interview between the evaluatee and evaluators will be held. The evaluatee will turn in his/her self-evaluation checklist. The evaluators will question the evaluatee about his/her self-evaluation and future goals.

Step 3 - After reviewing answers from the interview, studying the self-evaluation, and considering the daily performance of the evaluatee, the evaluators will complete a checklist form and add a narrative report regarding the evaluatee's performance.

Step 4 - A post-conference will be held between the evaluatee and evaluators. During this conference, the evaluators will share their written evaluation and discuss it with the evaluatee.

If the evaluatee should wish, he/she could make a written response to the evaluation. This written response would be attached and made a part of the formal evaluation.

210.50 - Retiring Administrator

In the event an administrator retires prior to settlement of a master contract, the benefits received by that administrator, including, but not limited to rights under the bridge to social security, severance pay, etc., shall be no less than the provisions of contract last settled between the school corporation and the teacher's association prior to retirement by the administrator. In the event the contract settlement, when made, is superior in benefits, then the contract as settled shall take precedence. If the benefits are lesser in the settled contract, then the terms and provisions of benefits in the previous contract shall control for those administrators so retiring.

ADOPTED JANUARY 18, 1999

300.00 – TEACHERS

300.10 Job Qualifications and Responsibilities of School Teachers

1. TITLE: Teacher (school employee under Public Law 217, Acts.1973)
2. QUALIFICATION: A teacher must hold a Bachelors Degree to teach at Springs Valley School Corporation
3. REPORTS TO: Principal
4. SUPERVISES: Teacher Aide, Volunteers, and Students
5. JOB GOAL: To help student learn subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.
6. PERFORMANCE RESPONSIBILITIES:
 - A. Plans a program of study that, as much as possible, meets the individual needs, interest, and abilities of students.
 - B. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.
 - C. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals – establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
 - D. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
 - E. Maintains a lesson plan, for each class on a daily and weekly basis according to principal's directions or policy handbook.
 - F. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 - G. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
 - H. Counsels with colleagues, students and/or parents on a regular basis.
 - I. Assists with administration in implementing all policies and/or rules governing student life and conduct, and for the classroom; develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
 - J. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with department heads and principals evaluates their job performance.
 - K. Strives to maintain and improve professional competence.
 - L. Attends staff meetings and serves on staff committees as required.

- M. Accepts responsibility of extra-curricular activities including playground supervision as delegated by the Principal.
- N. Displays an attitude of cooperation and acceptance of administrative and school board policies.

The above performance responsibilities represent major responsibilities of teachers, but are not necessarily limited to those responsibilities. Others may be delegated by either the Principals, Superintendent, or the School Board.

7. TERM OF EMPLOYMENT

Nine, ten, eleven, or twelve month contract based on recommendation of superintendent.

8. SALARY

Teachers will be paid according to the salary schedule negotiated in the Master Contract.

9. STRIKE; JOB ACTION

- A. It is the policy of this Board of School Trustees that the provisions of I.C.20-7.5-1-14, which make it unlawful for any school employee, school employee organization, or any affiliate to take part in or assist in strike against the school corporation, is a valid exercise of the powers of the State of Indiana.
- B. Any school employee, as that term is defined by I.C.20-7.1-1-2, who participates in a strike, or a type of work stoppage or job action which is the equivalent of a strike is in violation of the fundamental requirement that the teacher report to work when able to do so. Any person who engages in such an activity of a strike, work stoppage, or job action which may have been determined the equivalent of a strike by a court of competent jurisdiction or by the Indiana Education Employment Relations Board shall not receive pay for such work actually missed. Further, such individual so participating shall be considered to be insubordinate.
- C. In the event of a sick out, work stoppage or strike, the decision as to whether to send the students home or try and have school is left up to the administration. Pay would be withheld.
- D. In the event of a work stoppage, students will be kept long enough to establish attendance if not enough licensed personnel are available.

MAY 22, 1989 AND READOPTED ON JANUARY 18, 1999.

300.20 - Maintaining Certification

In order to achieve maximum flexibility in the assignment of teaching personnel, it is the policy of the board of trustees of Springs Valley 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.
4. Effective for teachers hired after May 22, 1989.

Adopted 5/22/89 and Readopted 1/18/99.

300.30 Operating Policies and Procedures

The Board of School Trustees shall employ on the instructional staff only persons with an acceptable Indiana Teacher's Certificate.

Certificates shall be for the subject or grade for which the teacher is employed.

Applicants for employment on the instructional staff who hold an academic degree shall be accorded preferential consideration.

All instructional personnel shall place on file in the Superintendent's office the following documents and information:

1. Social security number
2. Teacher Retirement Fund number
3. Copy of all licenses held
4. W-4 and WH-4 forms, retirement number, etc.
5. Service record card – up to 4 years will be given for military service
6. Experience affidavits
7. Transcript of credits
8. Health and other insurance premium deduction authorization if coverage is desired
9. Criminal History information

The above material is required to be submitted on or before the opening day of the current school term.

The Board shall hold the administration responsible for the equitable distribution of work among the staff members.

300.35 – Mentor Program

The Board intends to provide all first year professional staff members a year-long program of orientation, assistance, and support during their first year of employment in the Corporation. "Mentor program" means a program of support provided by a Corporation to meet

the unique needs of an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.

"Mentor" means a person assigned to provide professional support to an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.

The Board will implement this policy by means of a Mentor plan.

The Board directs the Superintendent to develop administrative guidelines to implement this policy.

The Board reserves the right to develop a plan cooperatively with other corporations to achieve the intent of this policy.

I.C. 20-6.1-8-1 et seq.

300.40 - Substitute Teachers

Substitute teachers are to be hired for the Jr.-Sr. High School and Elementary School. The Superintendent and Principals shall maintain an active list of persons qualified for substitute teaching. If necessary, an ad is to be placed in the paper.

The substitute teachers shall be paid at the rate of pay for substitute teaching as established annually by the Board.

To be issued a substitute certificate to teach at Springs Valley Community Schools, all prospective applicants must meet the following requirements:

1. Be at least twenty-one years of age;
2. Have or be in the process of receiving a valid substitute certificate issued by the state;
3. Have successfully completed fifteen hours of post secondary work or have been professionally involved in caring for/supervising school age children;
4. If an applicant can prove valid child care experience in which no pay was received, the superintendent can waive the "professional" requirement in #3 above;
5. Reference checks and an application will be required of all applicants;
6. Substitutes will be regularly evaluated by building principals after gaining the regular teacher's input.

300.50-Teaching Contracts

1. The teacher shall receive the duplicate copy of the contract and the Superintendent shall file the original in his office.
2. All individual contracts for instructional certified personnel shall be in writing and signed by the Board President and Secretary, who are authorized to sign on behalf of the Board of School Trustees.

3. All instructional personnel will be expected to follow policies and procedures as provided in Teacher Handbooks prepared by respective Building Principals.
4. The Board of School Trustees shall grant semi-permanent and permanent contracts as stipulated by the statutes of the State of Indiana.
5. All school employees of Springs Valley Community School Corporation shall retire in accordance with current federal and state statutes.
6. Guidance Counselors are to be paid according to the teacher's salary schedule.
7. Policies which are followed to determine teachers' years of experience are contained in the Master Contract.
8. In making assignments for summer school teaching, greater consideration will be given to qualified teachers employed within the school system or those contracted for the ensuing year.

Requests to attend professional meetings should be made in writing to the building principal and superintendent. The Superintendent is given authority to decide whether or not the request is granted for intrastate meetings and the board of trustee's grants or denies all interstate meetings.

300.60- Teaching Experience Credit

Teaching experience shall include teaching and substitute teaching, as well as administrative, supervisory, guidance, and auxiliary service. All teaching experience must be verified, and no more than one (1) year of creditable service shall be granted for services rendered within a twelve-month period beginning July 1 and ending June 30.

The minimum amount of service to be counted as one year of creditable experience shall be the equivalent of 120 days acquired during the regular school term.

In reporting teaching experience for state support, one school year of teaching experience in any of the following categories or combination of categories shall be recognized as one year of experience for state support:

1. Teaching experience in any accredited public elementary or secondary school.
2. Teaching experience in any elementary or secondary school maintained by the U.S. Government, Peace Corps service or teaching experience gained in federally funded programs, as approved by the Commission and which provide instruction at the elementary or secondary level.
3. Teaching experience in any publicly supported college or university accredited by a nationally recognized accrediting association.
4. Professional staff service with the Indiana Department of Education.

For the purpose of state tuition support, as well as placement on a salary schedule, the school corporation shall translate military experience of a person licensed to teach in Indiana into teaching experience as follows:

1. Eight months of active military service shall be equivalent to one year teaching experience.
2. Military experience substituted shall not exceed four (4) years.
3. The provisions of this section shall apply to all veterans who took the oath of allegiance, wore the uniform, served in either combat or non-combat units, and were discharged under honorable conditions.

Any rights or benefits accrued as a consequence of the school corporation's recognition of the types of experience identified in this policy shall not be diminished.

Adopted May 15, 1995
Readopted September 21, 1999

300.70-Termination of Contract

The Board shall notify the teacher of termination of the teacher's contract in compliance with the laws of the State of Indiana governing termination of contracts.

300.71 – Reduction In Force (RIF) Policy

Reduction in Force (RIF)-Policy
(adopted 4/8/2013)

1. The Superintendent will determine whether or not a reduction in force is necessary, appropriate, or in the best interest of the school system. The superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.
2. When the Superintendent determines that grounds exist for reduction in force, the Superintendent will present a written recommendation to the Board of School Trustees. The recommendation will include the number or estimated number of licensed employees to be reduced.
3. The Board of School Trustees will review the Superintendent's recommendation and will determine whether to authorize a reduction in teaching positions.
4. If the Board of School Trustees authorizes a reduction in force, the principals will make an initial determination of which individuals are to be dismissed or reduced to part-time employment. This initial determination will be based on the criteria set forth below:

Criteria

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 data will be data collected while a teacher is at Springs Valley School Corporation.

In cases where the teachers' effectiveness categories are the same, the administrator will weigh criteria that may include, but is not limited to, the following factors before making a determination as to which teacher and/or teachers shall be subject to the non-continuance or cancellation.

1. the academic needs of the students in the school corporation
2. current leadership roles
3. degrees earned
4. credit hours earned
5. teaching experience

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.

300.75-Staff/Teacher Discipline

The school corporation believes that reasonable rules of conduct of employees are necessary at all times. You will be kept informed of school corporation rules by your supervisor and you are expected to follow them. The school corporation may follow a system of progressive discipline geared to correct rather than penalize employees. This discipline includes, but is not limited to the following:

1. VERBAL COUNSELING/ORAL WARNING – It consists of a verbal conference with the employee.
2. WRITTEN WARNING – This is a formal notice of a performance problem or inability to follow established policy. It serves as notice that continued infractions cannot be tolerated.

3. PROBATION –You may be placed on probation in connection with the written warning for a period of time determined by your supervisor (principal).
4. SUSPENSION – Suspension may be invoked in unusual circumstances when in the best interest of the school. The length of the suspension will be at the discretion of the superintendent according to the severity of the violation.

The above warnings are meant to correct a problem so you can continue to be a productive employee.

There may be exceptions to using this disciplinary procedure in cases where good practice demands immediate suspension or dismissal of an employee. Such examples include, but are not limited to, the following:

1. Reporting for duty under the influence of alcoholic beverages, or drugs.
2. Bringing alcoholic beverages or drugs onto school premises or to the school sponsored events.
3. Insubordination or disobedience.
4. Theft of school property.
5. Arrest, (not speeding or minor violations), with subsequent conviction, disorderly or immoral conduct on school property or at school sponsored functions.
6. Falsification of application or medical questionnaire.
7. Threats and/or acts of violence, fighting or attempting bodily injury to another while on school property or school sponsored functions.
8. Repeated violations of school regulations.
9. Willful destruction or abuse of school property.
10. Any other action requiring correction.

If an employee violates any of the above rules, then the procedures required by Indiana law for the disciplinary action taken will be implemented.

300.80-Teacher Compensation

The Board shall adopt a salary schedule for the compensation of the instructional staff based upon the training and experience of the teacher.

Proof of training rests with the teacher and must be substantiated for the ensuing year by an official transcript filed with the superintendent on or before the first day of school.

Proof of experience rests with the teacher and must be substantiated for the ensuing year by written certification of former employers.

300.85-Annuities

No more than 3 annuity companies (each approved by the Board) will be established each year. The anniversary date for establishing an annuity is in August each year before school starts. They can not be increased, changed, added, etc. until the following August. However, they can be dropped.

300.90 – Contract Agreement

Teachers should refer to the master contract in matters not included in this policy book.

400.00- NON-CERTIFIED STAFF

The non-certified staffs are those individuals who staff the auxiliary positions deemed necessary for the successful daily operation of the school system.

The support personnel may be assigned or transferred from one position to another at the discretion of their immediate supervisor provided they are qualified for said positions.

Springs Valley Community Schools Corporation organizes their support staff into the following categories: a) Maintenance Personnel; b) Custodial Personnel; c) Secretarial/Clerical Personnel; d) Cafeteria Personnel; e) Instructional Assistants/Aides; f) Health Personnel; g) Corporation Bus Drivers; h) Student-at-Risk Employees; and i) Computer Technician.

400.10-Maintenance Personnel

Maintenance personnel are those individuals who are responsible for the services, activities, and procedures concerned with preserving and maintaining the school corporation's buildings, equipment, and grounds in a satisfactory state of repair. These duties cover a wide range of activities including repairs, replacements, renovations, and adjustments.

The maintenance staff reports directly to the Maintenance Supervisor and the Maintenance Supervisor reports to the Superintendent.

Full-time maintenance personnel work forty hours a week and are eligible for full fringe benefits. In lieu of overtime for hours worked over forty hours per week, the maintenance supervisor may grant comp time to these employees. When comp time is granted, it must be used within 30 days. Also, for each overtime hour worked, one and one-half (1 ½) hours of comp time are granted.

400.20-Custodial Personnel

Custodial personnel are those individuals who provide for the day-to-day facility services which are necessary to keep the school open, safe, and in a sanitary condition.

The custodial staff shall be responsible to the principal of the building for daily assignments when school is in session but also remain under the supervision of the Head Custodian. The Head Custodian reports to the Superintendent.

Full-time custodial personnel work forty hours a week and are eligible for full fringe benefits. In lieu of overtime for hours worked over forty hours per week, the head custodian may grant comp time to these employees. When comp time is granted, it must be used within 30 days. Also, for each overtime hour worked, one and one-half (1 ½) hours of comp time are granted.

400.30-Secretarial/Clerical Personnel

Secretarial/Clerical personnel are employed in administrative offices to perform all functions associated with secretarial, record keeping, and accounting responsibilities. Included are the treasurers of the corporation in each respective building.

Secretarial/Clerical employees are responsible to the immediate administrator they serve.

Full-time secretarial/clerical staff who work a minimum of 25 hours per week are entitled to full fringe benefits.

400.40-Cafeteria Personnel

Cafeteria employees perform all duties with regard to the preparation and serving of food as assigned by the Cafeteria Supervisor.

Cafeteria employees are responsible to the Cafeteria Supervisor and the Cafeteria Supervisor is responsible to the High School Building Principal or his/her designee.

Full-time cafeteria employees who work a minimum of twenty-five hours a week will receive full fringe benefits; however, they must work the day prior and the day after the holiday to be paid for said holiday.

400.50-Instructional Assistants/Aides

Instructional assistants/aides are employed to assist full-time school personnel with the daily instructional and management process. Duties will vary with the particular assignment or administrator in charge. Included in this classification are the elementary librarian and study hall supervisors.

Typically, instructional assistants shall work the same schedule as the students within their building. This procedure may be altered from time to time by the building administrator in charge. If this situation arises, the instructional assistant and the administrator will establish a mutually agreeable salary agreement.

Instructional assistants/aides are responsible to the building principal or his/her designee.

Full-time instructional assistants/aides who work a minimum of twenty-five hours per week will receive full fringe benefits. However, instructional assistants/aides are not paid for holidays.

400.60-Health Personnel

Health personnel are responsible for attending to the health concerns of students in both buildings, completing all state required health reports, checking student immunization records, providing new staff members training in universal precautions against communicable diseases, and other health related tasks. Included in this category is the school nurse, which must be registered.

The nurse works the same schedule as teachers.

The health personnel shall be responsible to the principals for daily assignments when school is in session but also remain under the supervision of the Assistant Superintendent.

Full-time health personnel who work a minimum of 25 hours per week are entitled to full-fringe benefits.

400.70-Corporation Bus Drivers

Corporation bus drivers' duties consist of driving school owned buses on town routes, vocational routes, special education routes, summer school routes, and country routes.

The school corporation pays for these drivers' physical examinations and their required summer safety seminar.

Bus drivers are responsible to the Director of Transportation.

There are no fringe benefits for corporation bus drivers.

400.71-Corporation Mini-Bus & Van Drivers

Corporation mini-bus and van drivers' duties consist of driving school owned vehicles on vocational routes, extra-curricular activities and other trips permitted by Indiana statutes.

Bus drivers are responsible to the Director of Transportation.

There are no fringe benefits for corporation bus drivers.

The following policy is effective with employees, coaches, etc., employed after August 1, 1997.

Before being approved to drive the school vans, an employee will need to complete and provide the following to Springs Valley Community Schools:

1. Seven year driving record
2. Blood and alcohol test
3. Criminal history
4. Must complete 2 hours of observation of van in operation under the direction of an experienced van driver.
5. Must complete 4 hours of driving van (2 of which need to be under the direction of an experienced van driver with students present). These hours shall be documented and signed by the prospective driver and the experienced supervising van driver.

Adopted January 18, 1999

400.80-Student-At-Risk Employees

These employees work in student-at risk programs which are determined on a yearly basis. These employees will be assigned to work with students who are in jeopardy of being unsuccessful in school.

These employees are responsible to the building principal or his/her designee for daily assignments.

These jobs may be altered or dropped on a yearly basis with wages and hours being also determined on a yearly basis, as the job responsibilities merit.

When these employees are working with grant support, fringe benefits may not be available.

400.90 Computer Technician

1. This position will be a salaried position which will cover 220 days per year. A normal workday would run from 8:00 A.M. to 4:30 P.M. with a thirty minute lunch break. The same holidays and benefits, applicable to the non-certified staff, will be available. This person will be supervised by the Elementary Principal.
2. Job assignments will be the following:
 - A. Set up new computers, printers, and compatible equipment as it is purchased;
 - B. Trouble shoot and repair or supervise repair of computers, printers, networking malfunctions, and other related telecommunication equipment. Develop a preventive maintenance plan for the same;
 - C. Train teachers, individually and in groups, on the use of computers and related programming including the use of internet;
 - D. Assist the central office when purchasing technology equipment and related programs. This includes advising on types of equipment needed and pricing for the same;
 - E. Assist central office in supplying technology related information in completing state forms and grants;
 - F. Assist all administrative offices in setting up telecommunications equipment;
 - G. Attend in-services and seminars which are designed for computer technologists;
 - H. Serve as a consultant to staff on matters of telecommunications;
 - I. Keep an accurate inventory of computers, printers, and related telecommunications equipment;
 - J. Help develop and implement a district procedure for review, selection, acquisition, and evaluation of software and hardware;
 - K. Update all web servers and monitor file servers;
 - L. Write purchase orders for hardware and software; receive the equipment and set it up for use;
 - M. Schedule the computer lab with teachers;
 - N. Provide a written report to the principal on the status of our technology program;
 - O. Perform other such tasks, relative to telecommunications, as may be assigned by the elementary principal or superintendent.

410.00 BENEFITS FOR NON-CERTIFIED STAFF

All of the following benefits are made available to full-time classified employees with the only exceptions noted under "Description of Support Staff". The Corporation's share in insurance payments is the same as is negotiated with the Classroom Teachers Association. To be considered full-time, an employee must work twenty-five hours weekly.

410.10-Medical Insurance

The amount specified below shall be paid by Springs Valley Community School Corporation toward the cost of hospital, surgical, and medical insurance for each full-time employee enrolled in the school corporation's group medical plan.

Employee Single Coverage	\$326.87 Monthly
Employee/Spouse Coverage	\$675.00 Monthly
Employee/Family Coverage	\$460.00 Monthly

The remaining cost of health insurance will be incurred by the individual employee. These costs may be payroll deducted.

Employee Single Coverage	\$17.20 Monthly
Employee/Spouse Coverage	\$120.18 Monthly
Employee/Family Coverage	\$335.18 Monthly

New employees are eligible on the first of the month following date hired.

Existing employees are eligible but will need to fill out the "proof of insurability" form and coverage may or may not be granted according to the Insurance Company's findings.

410.12-Termination of Health Insurance for Educational Aids

As of July 1, 2005, the Springs Valley School Corporation will no longer extend health insurance coverage to newly hired educational aids. Aids hired prior to July 1, 2005 will continue to receive health insurance benefits.

410.15-Term Life Insurance

The school corporation will purchase a \$100,000 (\$200,000 accidental death) term life insurance policy for each employee. The employee may purchase an additional \$100,000 for \$14.00 per month. An employee may insure dependants (\$10,000 on spouse and \$5,000 on each child) for \$3.84 per month.

410.156-Dental Insurance

The corporation will contribute \$17.00 per month toward the cost of single coverage, \$40.00 for husband and wife who are employees, and \$34.00 toward the cost of the family coverage dental plan.

410.157-Vision Insurance

The corporation will fully pay for either a single or family plan for vision insurance.

410.158-Income Protection Insurance

The corporation will fully pay each employee's income protection insurance. There is a 180-day waiting period.

410.159-Worker's Compensation Insurance

The corporation carries worker's compensation insurance on all employees.

410.60- Sick Leave Days

Employees who work nine or ten months per year are entitled to 10 days the first year and 6 days each successive year. Employees who work 11 or 12 months are entitled to 12 days the first year and 7 each successive year. Total days which may be accumulated are as follows: 9 month employees – 70; 10 month employees – 80; 11 month employees – 90; 12 month employees – 100. Springs Valley also provides sick-leave bank for non-certified employees. (See appendix B)

Cumulative sick leave begins July 1. Full-time employees who work more than 200 days per year and are currently at the maximum sick leave accumulation shall receive the annual allotment of days per school year. Full-time employees may use up to seven of the above mentioned sick leave days per year for attending to the illness of a spouse, parent, or child, including adopted child.

410.70-Severance/Retirement Pay

At age 55 with 15 years experience at Springs Valley – accumulated sick leave x \$50.00 per day.

At age 55 with 20 years experience at Springs Valley – accumulated sick leave x \$60.00 per day.

At age 55 with 25 years experience at Springs Valley – accumulated sick leave x \$70.00 per day.

410.80 Personal Business Days

Employees may be absent from work without the loss of compensation two (2) days per year in order to conduct personal business. Said days may be used on a one-half (1/2) day basis.

The use of personal business days shall not be deducted from the employee's annual sick leave. Unused personal business days shall be added to the employee's accumulated sick leave at the end of each school year.

A written statement shall be submitted to the Superintendent of Schools at least twenty-four (24) hours prior to the absence, if at all possible, setting forth the reason and necessity for such absence.

410.90-Bereavement Leave

Employees may be absent from work without loss of compensation for a death in the immediate family for a period extending no more than five continuous working days beyond the date of

death. Immediate family shall be defined as spouse, child, step-child, parent, sister, brother, father-in-law, mother-in-law or other dependent person living in the employee's household.

Employees may be off work without loss of compensation up to a maximum of two days for the death of an aunt, uncle, grandparent, grandchild, brother-in-law, or sister-in-law.

Employees may be off work without loss of compensation one day for death of 1st cousin, niece, nephew, great-uncle, or great-aunt.

Springs Valley makes no distinction for step children or step parents.

420.00 OTHER NON-CERTIFIED BENIFTS

420.10-Paid Holidays

To be eligible for holiday pay, an employee must have been on the payroll the working day before and after the holiday. Instructional Assistants are not eligible for holiday pay. Paid holidays are the following:

New Year's Day	Labor Day	*Good Friday
*Veterans Day	Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day	½ Day Christmas Eve

*When school is in session on these two days, these days become floating holidays. They may be taken at any time within one calendar year, pending the supervisor's approval.

Because of the swimming instructor's varying work schedule, he/she will be eligible for paid holidays.

Bonded employees also receive one day of fall break and the day after Thanksgiving as paid holidays.

420.20-Paid Vacations

Employees who work 12 months a year and have completed one full year of employment on July 1 are eligible for two weeks' paid vacation. Employees who work 12 months a year and have a minimum of 20 years of continuous service are eligible for three weeks paid vacation. Bonded employees also receive paid vacation during Christmas break and Spring break.

Vacation time must be used by July 1 following the year it was earned. Unused vacation time will be forfeited.

An employee who is terminated, quits, or retires prior to using vacation time will forfeit that year's vacation unless prior approval is given, in writing, by the Superintendent.

Vacation time must be scheduled in cooperation with the employee's immediate supervisor.

420.30-Public Employees' Retirement Fund (PERF)

Classified employees who work full time (25 or more hours per week) shall participate in the Public Employee's Retirement Fund (PERF). The school corporation shall contribute both the employer's and employee's share to P.E.R.F

420.40-Jury Duty Leave

Springs Valley Community School Corporation recognizes all employees have responsibilities toward citizenship and civil government. For that reason, persons duly called upon for jury duty shall be paid their regular salary for each day they have received jury pay. However, it shall be the responsibility of the employee to surrender to the School Corporation the per diem allowances allowed by the court (omitting mileage and expenses) for each day the employee received this full pay and served the court.

420.50-National Guard Leave

Any employee who is required to do National Guard duty for two weeks will be paid during said time.

420.60-Disability Benefits for Classified Employees

Springs Valley Community School Corporation has an adopted policy in effect regarding classified personnel who are temporarily totally disabled. This policy is as follows:

With respect to such classified personnel who are unable to work by accident, illness, or injury, the school shall continue to pay for such disabled employee the same proportion paid for other working classified personnel for a period of one hundred eighty (180) days from the onset of disability. Payments shall be made upon the medical, income protection, dental, vision, and life insurance protection as may be currently in effect. Provided, however, that a condition to a continuance of the school paying such proportion shall be the requirement of the employee providing to the school, upon request, a written statement from a physician certified to practice medicine in Indiana, of the existence of such disability, prohibiting the employee from work.

Further, the Board will comply with applicable laws concerning the continuation of insurance coverage.

420.70-Seasonal Employees

Employees who work less than twelve months will be re-employed with the beginning of the new school year unless given a notice in writing otherwise. Therefore, they would be ineligible for unemployment.

430-00- HIRING NON-CERTIFIED STAFF

430-10- Vacancies

Current employees of Springs Valley Community School Corporation will be given due consideration for filling any vacancy. If qualified candidates currently employed by the corporation are not interested or available for said vacancy, then the vacancy will be filled with a qualified applicant outside the system. The Corporation's "Hiring Policy" will be followed.

430-20-Qualifications and Conditions for Employment

1. The Board of School Trustees shall employ non-certified personnel which they deem necessary.
2. All non-certified applications for employment are received by the Superintendent.
3. The employee shall have experience, training, and skills as may be required to successfully fulfill the requirements of the job.
4. All Springs Valley Community School Corporation bus drivers must meet all requirements as prescribed in state statutes.
5. All cafeteria personnel will be under the supervision of the building principal or assistant principal.
6. Hours and duties of non-instructional staff will be assigned to best fulfill the duties of the job.
7. The school nurse shall be a Registered Nurse and will work in both the Elementary School and the Junior-Senior High School. She will work in cooperation with both building principals and assistant superintendent.
8. The Superintendent, after conferring with principals, will assign secretaries according to the best interests of Springs Valley.

430.25-Evaluation

All classified employees will receive a yearly evaluation completed by the immediate supervisor, principal, and/or superintendent.

440.00-TERMINATION OR SUSPENSION OF NON-CERTIFIED EMPLOYEES

410.10 Suspension and Termination

Whenever a classified employee's job performance becomes unsatisfactory or no longer needed, the employee may be discharged, as long as the discharge does not violate statutory public policy.

An employee may be suspended without pay for just cause. Upon suspension, the employee may file a written request for a hearing with the Superintendent of Schools within five (5) days of said suspension.

The school corporation may follow a system of progressive discipline geared to correct rather than penalize employees. This discipline includes but is not limited to the following:

VERBAL COUNSELING/ORAL WARNING -It consists of verbal conference with the employee.

WRITTEN WARNING - This is a formal notice of a performance problem or inability to follow established policy. It serves as notice that continued infractions cannot be tolerated.

PROBATION – You may be placed on probation in connection with the written warning for a period of time determined by your supervisor (principal).

SUSPENSION – Suspension may be invoked in unusual circumstances when in the best interest of the school. The length of the suspension will be at the discretion of the superintendent according to the severity of the violation.

The above warnings are meant to correct a problem so you can continue to be a productive employee.

There may be exceptions to using this disciplinary procedure in cases where good practice demands immediate suspension or dismissal of an employee. Such examples include, but are not limited to the following:

1. Reporting for duty under the influence of alcoholic beverages, or drugs.
2. Bringing alcoholic beverages or drugs onto school premises or to school sponsored events.
3. Insubordination or disobedience.
4. Theft of school property.
5. Arrest, (not speeding or minor violations), with subsequent conviction, disorderly or immoral conduct on school property or at school sponsored functions.
6. Falsification of application or medical questionnaire.
7. Threats and/or acts of violence, fighting or attempting bodily injury to another while on school property or school sponsored functions.
8. Repeated violations of school regulations.
9. Willful destruction or abuse of school property.

10. Any other action requiring correction.

If an employee violates any of the above rules, then the procedures required by Indiana law for the disciplinary action taken will be implemented.

500.00- HUMAN RESOURCES PROCEDURAL POLICIES

500.10-Equal Employment Opportunity

Springs Valley Community School Corporation is an equal opportunity employer. The Corporation will provide each qualified employee with the opportunity to succeed on their own merit without regard to their race, color, religion, creed, national origin, age, sex, or handicap condition.

500.15-Personnel Files

It is necessary for the orderly operation of the School Corporation to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the Corporation and the Corporation's responsibilities to the employee.

The School Board requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

The employee shall have access to his/her file upon request.

Personnel records shall be available to administrators in the performance of their responsibilities vis-a-vis an employee.

Only the public records portions of an employee's personnel file will be made available to a Board member except as specified in Bylaw 0143 - Board Member Authority.

Personnel wishing to review their own records shall:

1. review the record in the presence of the central office employee designated to maintain said records or designee;
2. make no alterations or additions to the record nor remove any material therefrom;

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

1. name and date;
2. material to be appealed;
3. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within thirty (30) days of the appeal.

I.C. 5-14-3

500.20-Sexual Harassment

Springs Valley Community School Corporation opposes all forms of discrimination and harassment in the work place. Sexual harassment will not be tolerated. To that end, any employee who has been subjected to sexual harassment or is aware of its existence is required to report the alleged situation immediately to their supervisor. It is the employee's right and responsibility to report all instances of sexual misconduct. In instances which the immediate supervisor is the accused harasser, the employee shall report the misconduct to the Superintendent of Schools. All reported situations will be investigated. Appropriate action, corrective and/or disciplinary, will be promptly executed.

500.30-Reporting Threats and Intimidation of School Employees

Any employee who has knowledge of a school employee being the subject of a threat or an act of intimidation 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.

Any person who reports a threat or an act of intimidation 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.

500.40-Complaint and Communication Procedure

All employees with complaints or suggestions should initially share the same with their immediate supervisor. If the complaint is in regards to the immediate supervisor or the immediate supervisor does not satisfactorily meet the employee's concerns, the communication may be filed with the Superintendent of Schools either personally or in writing as deemed appropriate by the individual. If the employee's needs are still not satisfactorily met, the employee may appeal to the Board of Education.

500.50-Employee Drug and Alcohol Policy

No employee engaged in employment in Springs Valley Community School Corporation shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other controlled substances, as defined in schedule I thru V of section 202 of the Controlled Substance Act.

“Workplace” is defined to mean the site for the performance of work done in connection with school employment. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work is performed.

Employees are to comply with the above policy of Springs Valley Community School Corporation and will notify their supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction.

Any employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, after appropriate due process.

Springs Valley Community School Corporation will provide drug-free awareness information, in-service, and information regarding drug counseling, rehabilitation, and employee assistance for all employees. Employees should report any need of information or assistance to a building principal or school superintendent.

500.51-Drug-Free Workplace

Certification is required by the regulations implementing the Drug-Free Workplace Act of 1988. Schools receiving federal Impact Aids Grants must adopt and abide by certain guidelines provided for in the law. Springs Valley Community Schools must certify it will provide a Drug-Free work place by:

1. Publishing a statement notifying employees that the unlawful manufacturer, distribution, dispensing, possessing or use of a controlled substance is prohibited in Springs Valley Community Schools and those in violation shall be subject to termination:
2. Establishing a drug-free awareness program to inform employees about
 - A. the dangers of drug abuse in the workplace
 - B. Springs Valley Community Schools' policy of maintaining a drug free workplace
 - C. Any available drug counseling rehabilitation and employee assistance program
 - D. The penalties that may be imposed upon employees for drug abuse violations occurring at Springs Valley Community Schools
3. Each employee be given a copy of this policy
4. Notifying the employee that the statements in this policy are a condition of employment and that the employee will:
 - A. abide by the terms of this policy
 - B. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction

Springs Valley Community Schools will then notify the Department of Education within 10 days after receiving actual notice of conviction. Within 30 days of receiving notice from an employee, Springs Valley Community Schools will take appropriate action against the employee up to and including possible termination or requiring such employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

ADOPTED 10-18-99

510.00 – Controlled Substance Testing for (CDL) Employees and Contracted Bus Drivers.

The purpose of the Corporation's drug-testing program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacture, distribution, dispensing, possession, sale, and use of alcohol and controlled substances.

The program will assist CDL license holders in understanding and avoiding the perils of illegal drug use and controlled substance abuse. The Corporation will provide a comprehensive drug-free awareness program as an ongoing educational effort to prevent and eliminate illegal drug use and controlled substance abuse. The drug-free awareness program will inform CDL license holders about:

1. the dangers of illegal drug use and controlled substance abuse;
2. the Board's policy on drug-free schools, drug testing, and others related to the use of controlled substances;
3. the availability of treatment and counseling for employees who voluntarily seek such assistance;
4. the sanctions the Corporation will impose for violations of its policies related to this program.

The Director of Transportation shall be the coordinator of the CDL drug-testing program and the person to be contacted for answers to any questions that a staff member may have.

All CDL license holders are encouraged to abide by Board policies related to drug use and drug testing as well as the following rules. Any violation will lead to disciplinary action up to and including termination of employment.

No CDL license holder shall possess, use, sell, or distribute alcohol or engage in illegal possession, use, sale, or distribution of drugs while on duty, operating a Corporation vehicle, or performing a safety-sensitive function.

No CDL license holder shall perform safety-sensitive functions nor operate a Corporation vehicle within four (4) hours after using alcohol and shall not be currently involved in illegal use of drugs.

No CDL license holder required by Federal law to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident alcohol test, whichever occurs first.

No CDL license holder shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test required by Federal law. The Corporation shall not permit a CDL license holder who refuses to submit to such tests to perform or continue to perform safety-sensitive functions or operate a Corporation vehicle.

No CDL license holder shall report for duty or remain on duty when the CDL license holder uses any controlled substance, except when the use is prescribed by a physician who has advised the CDL license holder that the substance does not adversely affect the CDL license holder's ability to safely operate a Corporation vehicle or perform safety-related functions.

A staff member undergoing prescribed medical treatment with any drug or controlled substance that may impair his/her physical or mental ability should report this treatment to the Director of Transportation who will determine whether the Corporation shall temporarily change the staff member's job assignment during the period of treatment.

510.10-General Rules

Discipline will also be imposed if a CDL license holder:

1. fails to enroll, when requested by the Corporation, in alcohol or other drug treatment or counseling program and/or fails to adhere to the requirements of the program;
2. is indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace;
3. fails to notify the Corporation of any indictment or conviction under any criminal drug statute within five (5) days of the event;
4. does not comply with regulations promulgated under any testing program.

510.20-Consequences for Violation of the Drug Free Policy

In addition to any disciplinary action, the Corporation may, in its sole discretion, refer the staff member to a treatment or counseling program for illegal drug use or controlled-substance abuse. CDL license holders referred to such a program by the Corporation must immediately cease any illegal drug use or controlled-substance abuse, must consent to unannounced testing, and must comply with all other conditions of the treatment or counseling program and disciplinary action. Appropriate Corporation representatives shall determine whether a staff member, referred for illegal drug use or controlled-substance abuse treatment or counseling, shall be reassigned to another available position.

After successful completion of all requirements, the staff member-CDL license holder will again be subject to the testing program which applies to CDL license holders who are applying for employment.

510.30-TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES

The Corporation has established a testing program for alcohol, illegal drugs, and controlled-substances for all CDL license holders and will, in its sole discretion, determine and may at any time change the requirements, extent, and frequency of staff member testing.

1. The Corporation will afford applicants and CDL license holders the opportunity, prior to testing, to list all prescription and nonprescription drugs and controlled-substances

they have used and to explain the circumstances surrounding the use of such drugs and controlled-substances. Failure of any applicant or staff member to establish adequately a legal basis for the use of any drug or controlled-substance with respect to which s/he tests positive shall constitute a violation of these rules.

2. Applicants and CDL license holders subject to testing must, prior to testing, sign an approved form agreeing to the testing, authorizing the release of test results to the Corporation's Medical Review Officer (MRO), and authorizing the disclosure of the results by the MRO to the Director of Transportation, the Superintendent, and/or the School Board. The MRO will obtain the results of the analyses and communicate or disclose such results to the parties named above in accordance with the Corporation's policies and procedures and appropriate sections of the negotiated agreement.
3. The Corporation may use such information in connection with Corporation business and for purposes of employment and disciplinary actions, and may disclose it when required to Government agencies and to others upon valid legal requests.
4. The procedures that will be used for the testing for alcohol and drug use shall protect the CDL license holder and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct staff member.
5. The Corporation, prior to taking any action, will give all CDL license holders who test positive the opportunity to explain in writing the test results. Failure of any staff member to establish adequately a legal basis for the use of any drug or controlled-substance with respect to which the staff member tests positive shall constitute a violation of these rules.
6. The Corporation will establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all Government agencies.

Prior to employment or upon receipt of a CDL license if already employed, each CDL license holder shall undergo testing for alcohol and controlled substances. If a pre-employment alcohol test result indicates an alcohol content of 0.02 or greater but less than 0.04, the candidate will be retested after a waiting period of twenty-four (24) hours.

A pre-employment test for alcohol will not be required if the CDL license holder has undergone such an alcohol test within the previous six (6) months, with a result indicating an alcohol concentration less than 0.04; and the Corporation has ascertained that there has been no alcohol misuse within the previous six (6) months.

A pre-employment test for controlled substances will not be required if the CDL license holder has participated in a drug-testing program that meets Federal requirements within the previous thirty (30) days and while participating in that program, either was tested for controlled substances within the past six (6) months from the date of application to the Corporation or participated in a random-controlled substances testing program for the previous twelve (12) months from the date of application. The CDL license holder must also verify that s/he has no record of a violation of drug use during the previous six (6) months.

The potential CDL driver shall contact the alcohol and/or controlled substances testing program(s) in which the CDL license holder participated and obtain the following information:

1. name and address of the program
2. verification that the CDL license holder participated in the program
3. verification that the program conforms to Federal law
4. verification that the CDL license holder is qualified as described above and has not refused to be tested for alcohol or controlled substances
5. the date the CDL license holder was last tested for alcohol and controlled substances
6. the results of any tests taken within the previous six (6) months and any other use violations

510.40-Post-Accident Testing

As soon as practicable following an accident involving a Corporation vehicle, the Corporation shall test for alcohol and controlled substances each surviving CDL license holder:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
2. Who receives a citation under State or local law for a moving traffic violation arising from the accident.

A "DOT" accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in:

1. a fatality;
2. bodily injury to a person who, as a result of the injury, immediately received medical treatment away from the scene of the accident;
3. one or more motor vehicles incurred 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.

Alcohol Tests

If a test is not administered within two (2) hours following the accident, the Director of Transportation shall file a record stating the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the accident, the test shall not be administered and the record shall indicate the reasons why the test was not administered. The record shall be submitted to the FHWA upon request.

Drug Tests

If a test is not administered within thirty-two (32) hours following the accident, the Director of Transportation shall cease attempts to administer the test and file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FHWA upon request.

A CDL license holder who is subject to post-accident testing shall remain readily available for such testing or shall be deemed by the Corporation to have refused to submit to testing. The required testing shall not delay necessary medical attention for injured people following an accident or prohibit a CDL license holder from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The Corporation shall provide each CDL license holder with necessary post-accident information, procedures and instructions, prior to the CDL license holder operating a Corporation vehicle.

510.50-Random Testing

Whenever Corporation management has reasonable suspicion that a CDL license holder has used illegal drugs or engaged in controlled-substance abuse, whether during working hours or nonworking hours, on or off Corporation premises, the Corporation may require the staff member to submit a urine or other acceptable sample for testing, as prescribed by the Corporation.

Each year, ten percent (10%) of the average number of CDL license holders shall be subject to random alcohol testing and fifty percent (50%) shall be subject to random drug testing.

The selection of CDL license holders for random alcohol and controlled substances testing shall be made by a scientifically valid method provided by the Corporation's drug-testing facility. Under the selection process used, each CDL license holder shall have an equal chance of being tested each time selections are made.

(If the Corporation conducts random testing for alcohol and/or controlled substances through a consortium, the number of CDL license holders to be tested may be calculated for each individual Corporation or may be based on the total number of CDL license holders covered by the consortium.)

The Director of Transportation shall ensure that random alcohol and controlled substances tests are unannounced and that the dates for such tests are spread reasonably throughout the calendar year.

Each CDL license holder who is notified of selection for random alcohol and/or controlled substances testing shall be relieved of any job responsibilities as soon as possible and proceed to the test site immediately.

A CDL license holder shall be tested for alcohol only while the CDL license holder is performing safety-sensitive functions, just before the CDL license holder is to perform safety-sensitive functions, or just after the CDL license holder has ceased performing such functions.

The Corporation shall require a CDL license holder to submit to an alcohol test when the Director of Transportation has reasonable suspicion to believe that the CDL license holder is under the influence of alcohol or a controlled substance. Such reasonable suspicion must be based on specific, contemporaneous, articulatable observations concerning the appearance, behavior, speech, or body odors of the CDL license holder.

A CDL license holder may be directed by the Director of Transportation to undergo reasonable suspicion testing only while the CDL license holder is performing, just before s/he is to perform, or just after performing safety-sensitive functions or operating a Corporation vehicle.

The time periods and record-keeping requirements for such testing are the same as those required for post-accident testing.

If the test results indicate that the CDL license holder is under the influence of or impaired by alcohol, the Corporation shall not permit the CDL license holder to continue to operate a Corporation vehicle or perform safety-sensitive functions until an alcohol test is administered and the CDL license holder's alcohol concentration measures less than 0.02 or for twenty-four (24) hours after the test.

The Director of Transportation shall file a signed, written record of the observations leading to a controlled-substance, reasonable-suspicion test within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

510.60-Return-to-duty Testing

The Director of Transportation shall ensure that, before a CDL license holder returns to duty after engaging in prohibited alcohol and/or controlled substance conduct, s/he undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and a verified negative result for illegal drug use.

If the CDL license holder is receiving assistance in resolving problems associated with alcohol misuse and/or use of controlled substances from a qualified, substance-abuse professional, s/he shall be subject to unannounced follow-up alcohol and/or controlled substances testing as determined by the substance-abuse professional and consisting of at least six (6) tests within the first twelve (12) months of his/her return to duty. All such tests shall be conducted in accordance with Federal rules.

520.00 MISCELLANEOUS HUMAN RESOURCE POLICIES

520.10-Smoking/Tobacco Policy

Tobacco use shall mean “smoking, chewing, or maintaining tobacco in one’s mouth to derive the effects of tobacco.” Smoking shall mean “the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco.”

Employees and visitors shall not smoke or use tobacco products of any form at any time while inside school owned buildings. Employees and visitors shall not smoke or use tobacco on school grounds. Employees shall not smoke or use tobacco at anytime when supervising students on field trips, athletic events, etc.

Smoking and use of tobacco products is prohibited on buses, vans, etc. when being used to transport children. This applies to corporation owned as well as privately owned vehicles.

520.20-Training in Health Precautions for Communicable Diseases

Springs Valley Community School Corporation will provide training in health precautions for communicable diseases for all employees, except bus drivers who will receive training in state-mandated summer workshops sponsored by the Division of School Traffic Safety.

Training will be conducted prior to the beginning of the school year. Any new employee entering Springs Valley Community School Corporation after the initial training session will receive training from the corporation nurse.

The corporation will provide proper equipment and cleaning agents for personnel coming in contact with blood or other body fluids. Locations where equipment and cleaning agents are stored will be included in training sessions.

Attendance records of those participating in the training sessions will be maintained in the Nurse’s Office.

Springs Valley Community School Corporation will require the use of universal precautions, as defined in the training session, when an individual has direct contact with blood or other body fluids.

520.30- Blood and Infectious Materials Exposure Control Plan

Springs Valley Community School Corporation has designed and implemented a blood and infectious materials exposure control plan, which is communicated to all school employees. This plan is reviewed and/or updated on a yearly basis by the school nurse. This plan was implemented on June 1, 1992.

Components of this plan are as follow:

1. Exposure Determination
 - A. Springs Valley Community Schools Corporation has identified two categories of employees who are reasonably anticipated to be exposed to blood and other potentially infectious materials during the course of employment.

- i. The first category is those classifications that will most likely be exposed to cuts, open wounds, blood, and other body fluids. The corporation has identified these positions in this category: School Nurse, Teaching Assistants (who replace the nurse when she is absent), the two elementary school secretaries (who sometimes help in nurse's office in her absence), swimming teachers, any teacher who assists in diaper changing of physically handicapped students at swimming, and student athletic trainers.
- ii. The second category includes employees who may become exposed to body fluids and who are assigned the tasks of body fluid clean up when they are on duty. The Corporation has identified the following positions in this category: all janitorial staff and the School Bus driver/janitor who transports Special Education Students to Paoli and West Washington.

2. Compliance

- A. All employees have been instructed on Universal Precautions. (see appendix G) The School Nurse instructs an annual review with employees on Universal Precautions at the beginning of each school year. New employees are trained by the School Nurse on universal Precautions within 90 days after initial employment. Universal Precautions are currently being used and will continue to be the standard procedure for all Springs Valley Community School Corporation employees.
- B. The following work practices are to be observed:
 - i. Hand washing facilities are accessible to the employees who are regularly exposed to infectious materials. The School Corporation will provide an antiseptic hand cleaner and paper towels for these employees.
 - ii. Employees who are not wearing gloves or any kind of protection and who have contacted a potentially infectious material are to wash their skin immediately after contact with the fluid.
 - iii. Employees are to use clean-up procedures to minimize splashing, spraying, or splattering of these fluids.
 - iv. The Corporation will provide gloves, masks, goggles, and disposable gowns for employees listed in Section I. The School Nurse will be responsible for ordering and maintaining an adequate inventory of these items. The items will be kept at the nurse's office.
 - v. The School Nurse will keep an adequate inventory of proper disposal bags in the nurse's office. After contaminated materials are properly bagged and sealed, these materials will be properly disposed of by janitorial staff. Rumpke of Indiana, Inc. services the School. Special contact will be arranged with them for any red bagged extensive spills for separate pick-up and required chemical treatment or incineration.
 - vi. The Corporation will ensure that proper cleaning agents and equipment are available to properly clean worksites, which are exposed to potentially infectious fluids. The head custodians in each respective building are to keep proper inventories of cleaning agents and disposal bags. Broken glass,

which may not be contaminated, should be cleaned up using a mechanical means and NOT by hand. (i.e. dust pan, tongs, and forceps).

3. Hepatitis B Vaccination

- A. Springs Valley Community School Corporation will pay for the costs of the Hepatitis B Vaccination for all employees designated in Section I, after they have received Universal Precautions Training. The Corporation will pay the amount for the vaccinations equal to fees that are usual and customary in this area. An employee who chooses to go elsewhere and incurs a higher cost will be responsible for the difference.
- B. An employee may decline to take the vaccine. If an employee does decline to receive the vaccine, he/she must sign a statement to that effect.

4. Post-exposure and Follow-up

- A. Every employee who has contact with potentially infectious materials is required to fill out an "Exposure Form" (See Appendix J.) kept in the nurse's office, and the form is to be completed and returned to the nurse's office.
- B. If an employee has an exposure incident declines to see a physician for evaluation, and/or have a Laboratory Blood test done, then an "Exposure Release Form" (See Appendix I.) should be signed by the employee.
- C. The School Nurse is to complete the follow-up education and make it available to the employee after the evaluation has been completed.

5. Communications of Hazards to Employees

The School Nurse will train all employees who have occupational exposure to potentially infectious material at NO COST to them and during working hours. The training will be provided within 90 days after initial employment and annually thereafter.

The training program will contain the following:

- A. A copy of the regulations and an explanation.
- B. A general explanation of epidemiology and the symptoms of blood born diseases.
- C. An explanation of the transmission modes of blood borne diseases.
- D. An explanation of the School Corporation's Exposure Control plan and how an employee may obtain a copy of it.
- E. An explanation of the various ways to recognize tasks and activities which may expose a person to blood and other potentially infectious materials.
- F. An explanation of methods which will reduce or eliminate exposure including use of work practices and personal protective equipment.
- G. Information on the proper use, handling, selection, and disposal of personal protective equipment

- H. Information on the Hepatitis B vaccine including its safety, method of administration, benefits, and that it will be offered free of charge.
- I. Information on actions to take and the people to contact in an emergency situation involving blood and other potentially infectious materials.
- J. An explanation of the procedures to be followed if an exposure incident occurs including reporting requirements and that a medical follow-up will be available.
- K. Information about the post-exposure evaluation and follow-up, and an opportunity for questions and answers between the employees and the trainer.

5. Record Keeping

- A. The School Nurse will keep and maintain accurate medical records of each employee with occupational exposure. The "Exposure Form" (See Appendix J) is designed to have all relevant information.
- B. These records are to be kept confidential and cannot be released, disclosed, or reported to anyone within or outside of the school corporation without written consent of the employee.
- C. The Corporation will maintain training records. These records will include the following:
 - i. Dates of training
 - ii. Summary of training
 - iii. Names and qualifications of the trainer(s)
 - iv. Names and job titles of all employees attending the sessions.

6. Responsibilities/Education

- A. Providing training and keeping records as described in this plan are one of the responsibilities of the School Nurse.
- B. The School Nurse will be in-service yearly on Universal Precautions and proper disposal methods of contaminated materials. She will attend any Indiana State Board of Health/Education sponsored and/or other seminars deemed appropriate.

Reviewed and updated 7-30-99

520.40-Reporting Dangerous Communicable Diseases

Any employee who receives a report that a student or employee has a dangerous communicable disease, including AIDS, or is infected with the HIV virus shall immediately disclose this information to the Superintendent of Schools or his designee.

520.50-Criminal History Information

SPRINGS VALLEY SCHOOLS CRIMINAL HISTORY INFORMATION/POLICY

To help ensure a safe environment and as required by state law, the Springs Valley 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. The expanded criminal history check will be obtained by the Springs Valley Corporation prior to the individual's employment and no later than three (3) months after the individual's employment

begins. The individual will be responsible for the cost to the school Corporation for obtaining the expanded criminal history check.

Each individual hired will be questioned about the individual's expanded criminal history Check. Failure to answer honestly any questions related to the expanded criminal history check May be cause for termination of the applicant.

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

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

Any information obtained from any type of criminal history check is confidential and shall not released or disseminated.

All school employees and individual or entities who have contracts for services with the Springs Valley Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Springs Valley 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
I.C.20-26-5-11

530.00 WORKDAYS AND HOURS

530.10- Work Days When School Is Not In Session

On days when school is closed by order of the school corporation or health authorities, the following employees shall report to work: maintenance personnel, custodians, School Corporation Treasurer, School Corporation Deputy Treasurer, and Junior-Senior High School Treasurer.

Clerical staff shall report to work at the discretion of the Principal and/or Superintendent. All other certified and non-certified shall **not** report to work on said days. Instructional assistants, when coming to work on a delayed schedule, may extend their day to the end of the school day but may not work more hours than their normal day.

When school is closed by order of the school corporation or health authorities, only those non-certified employees who actually work will be paid for said days.

However, if weather conditions make travel impossible, the Superintendent may declare an emergency. When an emergency is declared, the employees listed above who normally report to work when school is closed, shall not be required to do so and will be paid for said days.

530.20-Hours and Days Worked During the Year

All salaried personnel plus custodial and maintenance staff will work 8-hour days, year round. The only exception is the technology coordinator at the elementary school who works 44 weeks.

The school nurse works 8-hour days per day on each teacher day.

Secretarial and clerical staff work 8-hours per day as follows:

1. Elementary and High School Treasurers – 225 days
2. Guidance Secretary – 205 days.
3. Elementary Secretary – 195 days.
4. Athletic Secretary – Days dependant on length of athletic seasons. Athletic Director will decide on a yearly basis.
5. Elementary Librarian – 7 hours per day on each teacher day.
6. Instructional Assistants – 6 hours per day when students are in attendance.
7. Study Hall Aide - Hours per day to be determined by High School Principal on days students are in attendance.
8. Swimming Aide – Hours per day to be determined by Elementary Principal on day students are in attendance.
9. Cafeteria Staff – Hours and days to be determined by High School Principal.

Beginning and ending of each workday will be determined by immediate supervisors.

530.30-Funeral Policy

Classes will continue in session on the day of the funeral of a student or employee of Springs Valley Community Schools. Those students who wish to attend the funeral will be required to bring a note from home requesting permission to be allowed to leave school. They will not be counted absent. Teachers and other employees who wish to attend the funeral will be allowed to attend without loss of pay or loss of personal days. The principal should be notified as soon as possible to allow time to contact substitutes or make other arrangements.

530.40-Ham and Flower Policy

There shall be a central flower and ham fund established by taking a yearly donation of \$10.00 per teacher and school employee. In case the above-mentioned method does not supply sufficient funds, an additional assessment shall be collected from the teachers and employees.

This money will be placed in the Extra-Curricular account at the high school. The High School Principal with the assistance of the secretary and a committee of two from each building (the Elementary and the High School) shall administer the program. Each teacher or school employee shall be responsible for notifying one of the committee of any case that occurs of which he or she has knowledge.

This policy shall pertain to all school employees which includes: Board of Education, Administrators, Teachers, Secretaries, Elementary Custodians, Maintenance foreman, Cafeteria Workers, and High School Custodians.

A floral offering shall be sent in the event of a death of a member of the immediate family of the above-mentioned school employees. The immediate family will include the following: Husband, Wife, Mother, Father, Foster Parents, and Children. Brothers and Sisters will be included only if they reside within the employee's home at the time of death. Of course, in the case of the death of a school employee, flowers will be sent. A ham will be taken to the family according to the same policy.

A school employee hospitalized for four or more days shall be sent a bouquet, box of candy, or something comparable.

530.50-Policy Pertaining to Students

In case of the death of a member of a student's immediate family, the school shall send flowers.e.

The immediate family of students includes: Father, Mother, Foster Parents and Guardians. Brothers and Sisters shall be included only if they reside at home with the Springs Valley student at the time of death.

If students want to contribute, there shall be an extra flower spray sent in their name. This shall be up to the discretion of the homeroom teacher.

All flowers shall be sent in the name of "Springs Valley Community Schools Faculty and Staff". A ham will be taken to the student's home according to the same policy.

The above policy is to be carried out during the school term. During the vacation months this policy shall be carried out only if the Superintendent's office is notified in time to function properly. During vacation, the Superintendent's secretary shall order the flowers rather than the regular committee due to the fact that the Superintendent's office is the only school office open during the summer.

Adopted, 1984
Updated, 2001

550.00 - CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School Corporation.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment.

No employee shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her Corporation responsibilities.

Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School Corporation.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee
2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School Corporation records
3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
4. the requirement of student or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

Employees shall not make use of materials, equipment, or facilities of the School Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School Corporation, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent **before** entering into any private relationship.

600.00-STUDENT INFORMATION

600.10- Legal Residence Requirements

The Board of School Trustees will designate attendance areas for Springs Valley Community Schools Corporation. The attendance area is the towns of French Lick and West Baden and the townships of French Lick, Jackson, and Northwest. Such attendance areas may be altered or adjusted as circumstances require.

All pupils who have legal residence within the school district or meet the legal requirements as to residence shall have a right to attend school without tuition charges. The Superintendent is empowered to rule on special case and assess and collect tuition charges when necessary.

Legal Settlement. The legal settlement of the Springs Valley Community School Corporation student shall be governed by the following provisions:

1. If the student is under eighteen (18) years of age, or is over that age but is not emancipated, the legal settlement of the student is in the attendance area of the school corporation where the student's parents reside.
2. Where the student's mother and father are divorced or separated, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent with whom the student is living.
3. Where the legal settlement of a student cannot reasonably be determined, and the student is being supported, and cared for by and living with some other person, the legal settlement of the student shall be in the attendance area of that person's residence, except where the parents of the student are able to support the student but have placed him in the home of another person, or permitted the student to live with another person, primarily for the purpose of attending school in the attendance area where the other person resides. The school shall, if the facts are in dispute, condition acceptance of the student's legal settlement on the appointment of that person as legal guardian or custodian of the student, and the date of legal settlement will be fixed to coincide with the commencement of the proceedings for the appointment of a guardian or custodian.
4. Where a student is married and living with a spouse, the legal settlement of the student is in the attendance area of the school corporation where they reside.
5. Where the student's parents are living outside the United States by reason of educational or job assignment, maintain no permanent home in any school corporation in the United States, but have placed the student in the home of another person, the legal settlement of the student is in the attendance area where the other person resides.
6. Where the student is emancipated, the legal settlement is the attendance area of the school corporation of the student's residence.
7. Where a student's legal settlement is changed after he has commenced attending school in a school corporation in any school year, the effective date of change may, at the election of the parent or of the student if the latter is eighteen (18) years of age or older, be extended until the end of that semester, or, at the discretion of the school, until the end of that school year. However, that election, in any case, where a student has completed grade 11 in any school year shall extend to the end of the following school year in grade 12.

The words "residence," "resides," or other comparable language means a permanent and principal habitation which a person uses for a home for a fixed or indefinite period, at which the person remains when not called elsewhere for work, studies, recreation or other temporary or special purpose. These terms are not synonymous with legal domicile. Where a court order grants a person custody of a student, the residence of the student is where that person resides.

600.11 – Immunization

The Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

I.C. 20-8.1-7-2, 20-8.1-7-9.5, 10.1

600.20-Elementary Attendance

Attendance-Indiana law requires all children of legal age to attend public school or its equivalent every day that school is in session unless there is a justifiable reason, that you send your child's teacher a note explaining the absence. Sickness, doctor appointments, death in the family, and family vacations will be excused. Missing the bus, oversleeping, etc. will be unexcused. Unexcused work cannot be made up for credit. With an excused absence, the child will be allowed as many days as he was absent to make up the work. A note is required for credit to be given for make-up work completed, following an excused absence.

Adopted May 15, 1995

600.21-High School Attendance

It is a school policy that no student shall be absent from Springs Valley Junior-Senior High School except for illness, death in the family, doctor or dental appointments, and other necessary causes. Regular school attendance is the direct responsibility of students and parents.

1. EACH STUDENT WILL BE GRANTED A MAXIMUM OF 5 DAYS PER NINE-WEEK GRADING PERIOD. If a student accumulates three absentee days, the parent will be notified by the teacher of the absenteeism. The following will not count against the 5-DAY ALLOTMENT: A. ABSENCE EXCUSED BY THE DOCTOR; B. DEATH IN THE FAMILY; C. CHURCH-AFFILIATED MEETINGS; D. SERVICE AS A PAGE

IN THE INDIANA GENERAL ASSEMBLY OR SERVICE AS A HELPER TO A POLITICAL CANDIDATE OR POLITICAL PARTY ON THE DATE OF AN ELECTION; E. VOTING OR DONATING BLOOD; F. COURT SUMMONS; G. SUSPENSIONS; H. TRIPS BY PARENTS AND STUDENTS DECLARED EDUCATIONAL BY THE SCHOOL.

If a student's absence should exceed the five-day limit PER GRADING PERIOD, and is not covered above, the student will not receive a passing grade for the nine-week grading period.

2. ANY TIME A STUDENT NEEDS TO LEAVE SCHOOL FOR ANY IMPORTANT REASON, WRITTEN PARENTAL PERMISSION MUST BE SUBMITTED TO THE OFFICE BEFORE LEAVING SCHOOL. Any student leaving school must sign out through the office. ANYONE NOT DOING SO WILL RECEIVE AN UNEXCUSED ABSENCE AND POSSIBLE SUSPENSION FROM SCHOOL.
3. After five days absent, all absences must be documented by a doctor's statement or parental conference. Written parental notes will not be accepted.
4. WHEN A STUDENT IS ABSENT, ONE OF HIS/HER PARENTS SHOULD CALL THE OFFICE BY 12:00 (noon) EACH DAY TO REPORT THEIR CHILD'S ABSENCE. If a parent does not call, the school will make a reasonable effort to make daily contact with parents of students who are absent. If neither of these is carried out, the student's absence will be unexcused.
5. ALL STUDENTS WILL HAVE A MAXIMUM OF THREE (3) SCHOOL DAYS FOLLOWING ANY ABSENCE TO HAVE THAT ABSENCE EXCUSED. IF NOT, THE ABSENCE WILL REMAIN UNEXCUSED.
6. STUDENTS WILL NOT BE EXCUSED FOR THE FOLLOWING REASONS: a. Working; b. Missing the bus due to the fault of the student; c. Suspensions; d. Cutting class; e. Hair appointments.
7. ALL STUDENTS WILL BE REQUIRED TO TAKE A SEMESTER TEST IN EACH CLASS. HOWEVER, ANY STUDENT WHO MISSES THREE OR FEWER DAYS DURING THE SEMESTER WILL HAVE THE OPTION OF NOT COUNTING THE SEMESTER EXAM TOWARDS HIS/HER SEMESTER AVERAGE.
8. ANY STUDENT WHO ACCUMULATES EXCESSIVE ABSENCES OR FAILS TO COMPLY WITH THE ATTENDANCE POLICY COULD BE EXPELLED FROM SCHOOL FOR THE REMAINDER OF THE SEMESTER OR YEAR.

Adopted May 15, 1995

600.22-Truancy

A "truant" is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance law. A "habitual truant" is defined as a student who is truant three (3) times during any semester.

All students who are at least thirteen (13) years of age but under the full age of fifteen (15) years, and who are determined to be a habitual truant are subject to Indiana Code 20-8.1-3-17.2 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 attendance record has improved as determined by the school board upon review of the student's record.

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

Adopted May 15, 1995 and Readopted August 26, 1999

600.23- Missing and Locating Missing Children

Students initially enrolling in the Springs Valley 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 or her designee shall notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-8953. Once satisfactory proof of age has been provided, it will be returned to the student or his or her parents. The school Principal or his or 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 or her designee shall attach a notice to the student's school 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 or 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 or 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 or her designee receives a request for student records from any individual and a notice has been attached the student's records that the child has been reported missing, the Principal or his or her designee shall obtain the name, address, and telephone number of the person making the request, and the Principal or his or 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 or her designee may not issue a copy of those records without prior authorization from the Clearinghouse.

Adopted 8-26-99

600.30-Kindergarten

A child must be five years of age by August 1 to enroll in Kindergarten.

600.31- Early Entrance Appeal Procedure

Any child who attains the age of 5 on or before August 1 of a school year will be admitted to the kindergarten program of the Springs Valley Community School Corporation. If the child is younger than 5 years and the parent(s)/guardian(s) of the child wish to appeal the State age requirement, they should contact the Superintendent no later than ten (10) 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.

In evaluating the early admission applications(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 than space available, the determining factor for acceptance shall be the birthdate of the child; children with birthdates closest to the June 1 cutoff date will be admitted to the kindergarten program.

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

2. Any and all information submitted by the parent(s)/guardian(s) of the child with the application. Such Information should (may) include age equivalent scores and assessments 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 corporation and administered by a professional qualified to interpret such tests. Each child should be tested prior to the application being made. All costs for the assessment must be assumed by the parent(s) of guardian(s).

The Superintendent shall not make his/her determination based upon only one single test score.

3. Whether early entrance is in the best interest of the child. A child coming into the school corporation from an out-of-state kindergarten program (public or private) or an in-state kindergarten program (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.

Updated 5-15-2000
Updated 1-15-2001

600.40-Transfer of Credits

Grades K through 8:

When a student from a non-accredited private school, including home school, enrolls in grades K through 8, an applicable standardized test will be administered to help determine appropriate grade placement. However, regardless of test scores, a student will not be advanced to a grade level beyond that of other students of the same chronological age. A student may be required to repeat a grade due to test scores.

Grades 9 through 12

When a student in grades 9 through 12 transfers to High School, the following will be applicable.

1. Private High Schools and Home Schools Operated By the U.S. Department of Defense.

Credits earned in grades 9 through 12 from a public high school or high school operated by the U.S. Department of Defense will be accepted.

2. Private High Schools and Home Schools

Credits earned in grades 9 through 12 from a private high school or home school will be accepted ONLY if the school is accredited by a *State Department of Education or one of the following Regional Accrediting Associations:

- A. North Central Association,
- B. Southern Association,
- C. New England Association,
- D. Middle States Association,
- E. Northwest Association, or
- F. Western Association

While credits earned at a non-accredited private high school or home school will not be accepted, attendance at said schools will be recognized.

The Superintendent or his designee will determine if a private high school or home school is accredited by contacting the appropriate State Department of Education or Regional Accrediting Association.

*Note: The term "State" shall include the District of Columbia, the U.S. Commonwealth of Puerto Rico and U.S. Territories.

3. Correspondence Courses

Correspondence course credits earned in grades 9 through 12 from the following institutions will be accepted:

- A. Indiana University
- B. University of Nebraska
- C. American School
- D. International Correspondence School
- E. Indiana State

600.41-Graduation Requirements

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of School Corporation goals and objectives as well as personal proficiency by the awarding of a high school diploma, certificate of achievement (completion), or certificate of attendance at Commencement exercises.

The Board shall award a high school diploma to every student enrolled in the School Corporation who meets the requirements established by this Board as required by the state of Indiana. The

following types of high school diplomas will be awarded depending upon the instructional program successfully completed: academic honors, Core 40, academic, and general.

The Board will award a certificate of achievement to those students who meet the course requirements for graduation, but who do not meet the state Graduation Qualifying Examination Requirement pursuant to IC 20-10.1-16-13 and Acts amendatory or supplemental thereto.

Further, the Board will award a certificate of attendance to those special education students who have completed the education program described in their individualized Education Plans, but do not meet the course requirements for graduation and the State Graduation Qualifying Examination Requirement.

Commencement exercises shall include those students who will be receiving a high school diploma, certificate of achievement (completion), or certificate of attendance.

No student who has completed the requirements for graduation will be denied a high school diploma, certificate of achievement, or certificate of attendance as a disciplinary measure. However, a student may be denied participation in Commencement exercises when his/her conduct so warrants.

600.42-Required Credits for Graduation:

A student who wishes to graduate from Springs Valley High School must meet the following minimum requirements:

1. Meet state requirements for graduation from a 4-year school.
2. Meet requirements for any particular curriculum.
3. Earn at least 19 units or 38 credits.
4. Complete 8 semesters of course work.

*Below are listed required courses and credits: Beginning with the class of 2010

Language Arts	8 credits
Social Studies (U.S. History, Government, Economics, or Sociology)	4 credits
Mathematics.....	4 credits
Science	4 credits
Physical Education	2 credits
Health & Safety.....	1 credits
Career.....	6 credits
Flex Credit	5 credits
Electives	6 credits
EQUIRED FOR GRADUATION	40 credits

600.43-General Credit Information

A credit is earned at the end of the semester. To determine if a student earns credit, the two quarter grades and semester tests are averaged. The student must pass at least two out of three of the grades. For example, if a student fails the first nine weeks and passes the second nine weeks and the semester test, the student will earn a passing grade for that course and receive one credit. Students earn one credit a semester for each course he/she takes except for physical education and driver's education. They are worth .5 credits a semester.

600.44- Early Graduation

The Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with State regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

I.A.C. 511 6-7-4

I.A.C. 511 6-9-3

600.45 – Withdrawal from School

The School Board affirms that, while Indiana Law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, an exit interview will be conducted with the student, his/her parents or guardian, and the principal.

The student may not withdraw from school unless the student and the student's parent or guardian and the principal agree to the withdrawal and the parent or guardian and the principal provide written consent for the student to withdraw from school.

The Superintendent shall develop a withdrawal form which is to be signed by the student, his/her parent or guardian, and the principal in accordance with this policy.

I.C. 20-8.1-3-17(j)

600.46- Home School Policy

Indiana law provides for a child to be home schooled if certain requirements are met.

A child who has been home schooled will be able to reenter Springs Valley Community Schools under the following conditions. If the home school were certified by the State of Indiana, credits would most likely transfer from the home school to Springs Valley Community Schools. (Registered does not mean certified)

If the private or home school is not certified by the State, children in grades K-8 will be tested and placed in the appropriate grade level determined by the principal. If the children are in grades 9 and above, credit will be transferred only if the child is taught by a teacher certified in each subject area and licensed by the State.

ADOPTED 8/26/99

600.47- Jr. High Retention Policy

If student passed both semesters, he/she should be moved on to the next level class or an elective.

If student failed first semester and passed the second semester, (example F to D) the teacher of the previous course in question will make the decision to advance or retain for the next year.

If student passed the first semester and failed the second semester, (example D to F) he/she will be retained in preset level course.

610.00 DISCIPLINE

610.10-Student Discipline

It is expected that students treat each other, the faculty and staff with courtesy and respect and obey rules of conduct.

A school, in order to function efficiently, must enforce rules governing student conduct. These rules exist for the protection of all students, teachers, and other school personnel. The rules should have the goal of ensuring maximum educational opportunities for all students.

The following rules are intended to be a guide for students, parents and teachers. Statutory reasons for suspension and expulsion are contained in this handbook. You are urged to read those as well. The discipline used in a specific instance will depend upon the seriousness of the offense and the behavioral record of the student involved. Rules of conduct apply at school, on school grounds, at school functions, on the way to school, and on the way home from school. In addition, a student may be disciplined for unlawful acts off school grounds, which could reasonably be considered to be an interference with school purposes.

The following acts will not be tolerated:

1. Refusing to cooperate with any person having supervisory authority over a student.
2. Disrupting class-including, but not limited to:
3. Failing to remain in seat when required to do so;
4. Talking without permission;
5. Throwing objects in class;
6. Making any sort of disruptive noise;
7. Bothering other students;
8. Being repeatedly tardy.
9. Loitering, running, yelling, or being disruptive in any other manner in the hallway.
10. Being out of class during class time without a pass.
11. Throwing snowballs or any other objects in and around any school building or when going to and from school.
12. Using profanity or obscene language; using obscene gestures;
13. Threatening another person.
14. Giving or setting false fire alarms, false bomb threats, or false smoke alarms.
15. Defacing, damaging or destroying school property; participating in any other form of vandalism to or on school property.
16. Possessing, selling, or using any unauthorized drugs (including steroids) or alcohol while in school or attending any school activity. (Note: This also includes

possession, sale, or distribution of any substance represented to be a controlled substance, drug, or alcohol.)

17. Possessing, selling, or using fireworks while in school or attending any school activity.
18. Smoking in school or on school grounds.
19. Chewing tobacco in school or on school grounds.
20. Fighting, (Note: One student may be the instigator while the other is the defender, but unless it can be clearly ascertained, both persons will be disciplined equally.)
21. Leaving school without permission.
22. Possessing a weapon (including any object which could reasonably be considered a weapon). (Note: Such weapons may be confiscated and held until the end of the school year.)
23. Stealing.
24. Extorting (Threatening another person with the intent of obtaining money or any other thing of value).
25. Committing arson (setting fires).
26. Damaging the property of others.
27. Intentionally bumping another person or intentionally blocking a hallway or doorway.
28. Failing to follow the directions of any teacher or administrator.
29. Addressing a teacher or administrator in a loud, defiant, or abusive manner.
30. Cheating.
31. Forging a note, pass, report card, or any other school related document.
32. Yelling or creating any other disruption in the cafeteria.
33. Failing to have text, paper, pencils, etc. which are known to be required for class.
34. Intentionally refusing to do work as directed in class.
35. Accessing computer systems which the student has not been authorized to use.
36. Sexually harassing another student or employee.
37. Driving recklessly.
38. Driving or riding in a vehicle during school time without permission from the office.
39. Skipping school.
40. Holding hands, kissing, or hugging during school time.

41. Wearing caps or hats in the school buildings.
42. Participating in gang related incidents. (Note: Springs Valley High School will not tolerate gang-type dress or gang-like behavior that is menacing, threatening, or violent toward any individual or group within our school community.)
43. Engaging in any conduct that disrupts or interferes with school purposes or any act forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.

Violation of any of these rules of conduct could result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to, conference with the student, parent conference, exclusion from class for one day, detention, Saturday school, corporal punishment, and suspension.

Repeated violation of these rules could result in expulsion from school.

610.20-Indiana Statutory Discipline Laws

The following types of student conduct constitute grounds for expulsion or suspension according to the Indiana Code.

1. USING FORCE OR VIOLENCE

- A. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes or the operation of a school or urging other students to engage in such conduct.
- B. Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building. (Note: this would include but not be limited to, so-called "demonstrations" if they interfered with the normal operation of the school.)

C. Bullying & Harassment

2. SETTING FIRE TO OR DAMAGING PROPERTY

Setting fire to or substantially damaging any school building or property; causing or attempting to cause substantial damage to school property; intentionally causing or attempting to cause substantial damage to valuable private property.

3. USING OR POSSESSING A WEAPON, BOMB, OR EXPLOSIVES

Firing, displaying, or threatening use of firearms, knives, bombs, explosives, or other weapons on the school premises for any unlawful purpose; knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon, bomb, or explosive.

4. STEALING

Stealing or attempting to steal valuable property.

5. COMMITTING ASSAULT AND BATTERY

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee; intentionally doing serious bodily harm to any student.

6. EXTORTING MONEY FROM ANOTHER

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such student.

7. KNOWINGLY POSSESSING OR USING DRUGS OR ALCOHOL

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; receiving or attempting to receive such drugs or alcohol; knowingly possessing or distributing a substance, drug, or alcohol.

8. SELLING DRUGS

Engaging in the sale of drugs; selling any substance represented to be a controlled substance or alcohol.

9. COMMITTING A CRIMINAL ACT

Violation of criminal law which constitutes a danger to other students or constitutes an interference with school purposes.

10. SETTING FALSE FIRE ALARMS, OR FALSE SMOKE ALARMS OR MAKING FALSE BOMB THREATS

11. SETTING OFF FIREWORKS IN SCHOOL

12. POSSESSING OR USING A BEEPER

13. ACCESSING COMPUTER SYSTEMS

Accessing computer systems which the student has not been authorized to use. (Note: Unauthorized entry into a computer system may constitute a class D felony.)

610.30- Suspension & Expulsions

For students with disabilities, a temporary cessation of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This informal hearing shall precede the suspension of a student unless the nature of the misconduct requires immediate removal of the student. For students with disabilities, suspensions shall not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

Before a student can be expelled from school, the student and the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the

student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

610.40 – Suspension / Expulsion of Disabled Students

In matters relating to the disciplining of disabled students, the School Board shall abide by Federal and State laws regarding suspension and expulsion.

When a disabled student's behavior is such to justify temporary removal from his/her current educational placement, the principal may suspend the student for a period of not more than (5) cumulative days. The Superintendent shall ensure that appropriate due-process procedures are followed.

When a suspension beyond (5) cumulative days or expulsion may be indicated, the Superintendent shall develop administrative guidelines to ensure that a Case Conference is convened and the review process occurs promptly and efficiently to determine that:

1. the Individual Education Program (I.E.P.) is current, complete, and appropriate;
2. the student has been appropriately placed and is receiving the services indicated by the I.E.P.;
3. the disruptive behavior is not causally-related to the disabling condition.

If the suspension period is completed before the Case Conference can meet to determine the existence of a causal relationship, the student shall be maintained in his/her current placement until such action has been taken or the school obtains parental permission. If the parents do not consent, a court order must be obtained.

For any disabled student, as determined by Section 504 or IDEA criteria, the Director of Special Education shall ensure that a recent evaluation (not more than six (6) months old) is available for use by the Case Conference to help them determine causal relationship. If no recent evaluation is available, then one is to be completed prior to the conference.

If the behavior calling for expulsion is not related to the disabling condition, as determined by the Case Conference, the student may be disciplined in accordance with policy 5610 - Suspension, Expulsion, and Exclusion.

If the wrongful behavior is disability-related, the student may not be suspended for more than (5) cumulative days or expelled. The Case Conference shall recommend either a change in the educational placement of the student or a request for judicial relief, if the student's behavior poses an immediate danger to the safety of other.

20 USC 1401 et seq
34 CFR 104
U.S. Supreme Court, Honig v Doe, 44 US 305

610.45 – Student Restraint Policy

Policy on Isolated Time Out and Physical Restraint

Isolated time out and physical restraint shall be used only as means of maintaining discipline in schools (that is, as means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. Nothing in this Policy shall be construed as regulating the restriction of students' movement when that restriction is for a purpose other than the maintenance of an orderly environment (e.g., the appropriate use of safety belts in vehicles).

Isolated Time Out

“Isolated time out” means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's exit is restricted. The use of isolated time out shall be subject to the following requirements.

- 1) Any enclosure used for isolated time out shall:
 - A) 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;
 - B) be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing); and
 - C) be designed to permit continuous visual monitoring of and communication with the student.
- 2) If an enclosure used for isolated time out is fitted with a door, either a steel door or a wooden door of solid-core construction shall be used. If the door includes a viewing panel, the panel shall be unbreakable.
- 3) An adult who is responsible for supervising the student shall remain within three feet of the enclosure and be able to visually monitor the student at all times.
- 4) The enclosure shall not use any device that requires a key or require any special knowledge in order to exit from the room.
- 5) The isolated time out area must comply with all applicable health and safety requirements.
- 6) Time Limits: A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which it would be an appropriate intervention. If a student is placed in isolated time out pursuant to a BIP or IEP, any time limitations identified in the BIP and IEP will take precedence.

Whenever an episode of isolated time out exceeds 30 minutes, or repeated episodes have occurred during any three- hour period, the following follow-up activities must occur:

- A) A certified staff person knowledgeable about the use of isolated time out shall evaluate the situation.
 - B) The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - C) The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the building administrator.
- 7) Requirements for Training: If the school corporation's policy permits the use of isolated time out, then training shall be provided to its staff members covering at least the written procedures established in this policy.

Physical Restraint

"Physical restraint" means holding a student or otherwise restricting his or her movements. "Physical restraint" as permitted in this policy includes only the use of specific, planned techniques (e.g., the "child control position" and "team control"). The primary purpose of restraint is to maintain the safety, security, care, and welfare of students and school staff.

- a) The use of physical restraint shall be subject to the following requirements.
 - 1) Physical restraint may only be employed as a last resort when:
 - A) *the student poses a physical risk to himself, herself, or others,*
 - B) *there is no medical contraindication to its use, and*
 - C) *the staff applying the restraint have been trained in its safe application as specified in the training section of this policy.*
 - 2) 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.
 - 3) Mechanical or chemical restraint (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.
 - 4) Medically prescribed restraint procedures employed for the treatment of a physical disorder or for the immobilization of a person in connection with a medical or surgical procedure shall not be used as means of physical restraint for purposes of maintaining discipline.

- 5) 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.
 - 6) In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising adult(s) shall consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of other students in the vicinity, and as applicable, any requirements pursuant to a behavior intervention plan or Individual Education Plan (IEP).
 - 7) If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising adult determines that such freedom appears likely to result in harm to the student or others.
- b) *“Restraint” does not include spontaneous occurrences of physical restriction by direct person-to-person contact involving trained or untrained staff (without the aid of material or mechanical devices) accomplished with limited force and designed to:*
- 1) *prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or*
 - 2) *remove a disruptive student who is engaging in harmful behavior and is unwilling to leave the area voluntarily.*
 - 3) *For example: a student attacks another student in the hallway and the custodian and a teacher jump in to pull the student off of the one being attacked and remove that student to safe place. Another example: a student is running out the front door of the school building and a teaching assistant grabs the student so that they do not run out into the street.*
- c) Time Limits: A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing physical harm to himself, herself, or others.

Whenever an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred during any three- hour period, the following follow-up activities must occur:

- 1) A certified staff person trained in the use of physical restraint shall evaluate the situation.
- 2) The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

- 3) The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the building administrator.
- d) Debriefing: Following each incidence of physical restraint, the individuals involved in the restraint should meet to debrief about what happened that resulted in the use of restraint. In addition, once the student has calmed down and regained control, the student should also be debriefed about the incident.
 - e) Requirements for Training
 - 1) Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described in this Section and who have received a certificate of completion or other written evidence of participation within the preceding two years. An individual who applies physical restraint shall use only techniques in which he or she has received such training.
 - 2) Training with respect to physical restraint may be provided either by the employer or by an external entity and shall include, but need not be limited to:
 - i) appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
 - ii) 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;
 - iii) the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
 - iv) instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - v) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - vi) demonstration by participants of proficiency in administering physical restraint.
 - 3) An individual may provide training to others in a particular method of physical restraint only if he or she has received written evidence of completing training as a trainer in these techniques.

Documentation and Evaluation

- 1) A written record of each episode of isolated time out or physical restraint shall be maintained in the student's temporary record. Each such record shall include:
 - A) the student's name;
 - B) the date of the incident;
 - C) the beginning and ending times of the incident;
 - D) a description of any relevant events leading up to the incident;
 - E) a description of any interventions used prior to the implementation of isolated time out or physical restraint;
 - F) a description of the incident and/or student behavior that resulted in isolated time out or physical restraint;
 - G) a log of the student's behavior in isolated time out or during physical restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
 - H) a description of any injuries (whether to students, staff, or others) or property damage;
 - I) a description of any planned approach to dealing with the student's behavior in the future;
 - J) a list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out or physical restraint;
 - K) the date on which parental notification took place.
- 2) The building administrator shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- 3) The written record of the event shall be completed by the beginning of the school day following the episode of isolated time out or physical restraint.
- 4) When a student has first experienced three instances of isolated time out or physical restraint, the school personnel who initiated, monitored, and supervised the incidents shall initiate a review of 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 temporary student record. The review shall also consider the student's potential need for an alternative program or for special education.
 - A) The school shall invite the student's parent(s) or guardian(s) to participate in this review and shall provide ten days' notice of its date, time, and location.
 - B) The notification shall inform the parent(s) or guardian(s) that the student's potential need to revise the student's program and that the results of the review will be entered into the student's file.

Notification to Parents

- 1) A school that uses isolated time out or physical restraint shall notify parents to this effect as part of the information distributed annually or upon enrollment and in the student handbook.
- 2) Within 24 hours after any use of isolated time out or physical restraint, the school district or other entity serving the student shall send written notice of the incident to the student's parent(s). Such notification shall include the student's name, the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

Students with Disabilities

The utilization of isolated time out or physical restraint with a student with disabilities may be precluded by or subject to additional parameters pursuant to the students individualized education plan (IEP) and/or behavior intervention plan (BIP).

Nothing in this policy should be construed to limit the rights and abilities of teachers and school staff to keep order and administer necessary discipline to their classrooms and on school grounds, especially those powers and immunities found in IC 20-33-8.

BOARD APPROVED: 06/10/2010

610.50-Student Fines and Fees

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

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

Fines

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

The late return of borrowed books or materials from the school libraries may be subject to appropriate fines.

All fines collected will be submitted for deposit in the appropriate fund.

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

610.60- Suspected Drug Use Policy

When there is reasonable suspicion that a student is under alcohol/drug influence the student may be requested to take either a breathalyzer or urine test. Reasonable suspicion will be defined as where a staff member detects visual or sensual signs of possible use.

Failure to comply with the request to take the test will be treated equally to using alcohol/drugs.

Adopted November 13, 2000

620.00-STUDENT LOCKER POLICY

1. LOCKER POLICY

- A. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial agriculture education rooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school 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 interference with school purposes or educational functions, or which are forbidden by State law or school rules.
- B. 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 insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

2. LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

3. LOCKS

The school corporation will retain access to student lockers by retaining a master key and keeping a master list of combinations. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed and destroyed without notice.

4. USE OF LOCKERS

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by State law or school rules, such as drugs, (other than medicine for which a student has a current prescription or common cold or pain medicine sold over the counter), drug substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, un-returned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

5. AUTHORITY TO INSPECT

The School corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of rule Number 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. The following staff

members have authority to inspect lockers: Superintendent, Principal, Assistant Principal, and Guidance Counselors, etc.

6. INSPECTION OF INDIVIDUAL STUDENT'S LOCKER

- A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has reasonable suspicion to believe that the locker to be inspected contains contraband.
- B. Before a particular student's locker is inspected, the student (or students) if present on school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon thereafter as practical.

7. INSPECTION OF ALL LOCKERS

- A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of :
 - i. interference with school purposes or an educational function.
 - ii. Physical injury or illness to any person.
 - iii. damage to personal or school property, or
 - iv. violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
 - a. When the school corporation has received a bomb threat;
 - b. When evidence of student drug or alcohol use creates a reasonable belief of high level of student use;
 - c. At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
 - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.
- B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

- A. The principal, or Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - i. to identify substances which may be found in lockers;
 - ii. to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

9. LOCKER MAINTENANCE

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of the following:

- A. lockers from time to time,
- B. the locker of a student no longer enrolled in the school, or
- C. a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

630.00-HOMEWORK POLICY

Springs Valley Community Schools desires to encourage the use of effective homework assignments to promote learning through extending classroom instruction, providing students with opportunities to develop good study habits and to exercise self-discipline, and providing parents with opportunities to see the type of class work expected of their students and to assist their students to become better scholars. Homework is an out-of-class assignment, which is expected to be a properly planned activity designed to enhance the student's understanding of a particular subject and which is appropriate to the needs of the student. Homework should never be merely "busy work" or a form of punishment. Rather, Springs Valley Community Schools expects it to be an important part of classroom activities, which motivates students and promotes their learning. In essence, homework should be enrichment activities. Principals are expected to ensure compliance with the intent of this policy and to encourage teachers to use reasonable homework as an educational tool.

Teachers are expected to use homework assignments as a thoughtful vehicle to promote the learning of the students. Springs Valley Community Schools feels that a great deal of freedom should be given the individual teacher in preparing the type of homework that best suits the needs of his/her curricular area. However, Springs Valley Community Schools expects homework assignments to be specific, to be explained properly to the students, to be relative to the subject and directly applicable to classroom studies, to be evaluated and the results shared with the students, to be compatible with the abilities of the students, and to be a reasonable demand upon the student's time. Teachers are expected to specify a due date and to provide adequate time for students to complete homework assignments with due regard for their responsibilities in other classes and their need for leisure and adequate social development. Homework assignments may include additional practice exercises, reading of independent projects related to the subject, and other creative and challenging assignments to meet the educational needs of the student. Finally, teachers are expected to notify parents if a student consistently fails to do homework assignments.

Students are expected to take advantage of the educational opportunities afforded by homework by completing all work requested on time and by making up missed work following an illness or other excused absence. The student is expected to become more independent as he matures and to assume increasing responsibility for completing homework properly as he advances through school.

Parents are expected to be supportive of and cooperative with reasonable, meaningful homework assignments. They are expected to show interest in and display helpful attitudes toward homework. In addition, parents are expected to provide a good environment for completion of homework, to promote good study habits, to encourage their students efforts, to encourage their students to ask questions of the teachers when in doubt about an assignment and, to assist students when necessary, but to refrain from defeating the purpose of assigning homework by doing the assignment for the student.

Adopted 8-26-99

640-00 Miscellaneous Student Policies

640.10-Confidential Information

Springs Valley Community Schools designates the following items as directory information. As such, the corporation may disclose any of these items without prior written consent, unless notified in writing to the contrary either upon enrollment of a youngster in school or the first day of a school year if the student is already enrolled.

Directory information includes the following: Student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph, videotape not used in disciplinary matters, and student work displayed at the discretion of the teacher with no grade displayed.

Adopted 2001

640.20-Administraction of Medicine

No medication shall be administered to a student without the written and dated consent of the student's parent, unless other arrangements are made by approval of the nurse. 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 a student must be accompanied by a statement stating the name of the medicine, the dates to be given, the dosage, and the time for it to be administered to the student. 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. 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. Any medicine to be administered to a student shall be brought to the school nurse's office where it will be kept in a secure place.

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.

All medication must be in the original container. Medication that is brought to school without the necessary permission slips will be kept in the nurse's office and sent home with the student at the end of the day. Over the counter medication should have the child's name on the container.

Adopted 8-26-99

640.30-Gun Free Schools

In order to promote school safety and receive Federal Funds from the State Department of Education, Springs Valley Community Schools has adopted the following policy prohibiting a student from bringing a firearm to school.

It is against State and Federal laws for a student to bring a firearm to school. Students who violate this law will be expelled from school not less than one year. This policy is subject to modification by the hearing officer, the Superintendent, or the Board to comply with the Indiana code requirement for student expulsion.

ADOPTED 8-26-99

640.40-Voluntary Prayer and Meditation

The Springs Valley Community Schools Board of Trustees shall adopt no policy, which prohibits voluntary prayer and meditation in Springs Valley Community Schools. Voluntary prayer and meditation are allowed in Springs Valley Community Schools as per GOALS 2000: EDUCATE AMERICA ACT.

ADOPTED AUGUST 26, 1999

640.50-The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Springs Valley Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Law enforcement unit personnel); a person serving on the School Board; A person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor,

Medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. Springs Valley Community Schools will forward records on request from the enrolling school without notifying the parent or student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
600 INDEPENDENCE AVENUE, S.W.
WASHINGTON, D.C. 20202-4605

Approved 8-10-98

640.55-Inspection of Instructional Materials

The parent or guardian of a child enrolled in a school within the Springs Valley 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 (public) complaints.

Adopted September 20, 1999

640.60 –Students Submission to Surveys, Personal Analysis or Evaluation 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.

I.C. 20-10.1-4-15

640.70-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 non-disabled 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 some 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 educational placements shall be available to meet the individual needs of students with disabilities.

ADOPTED MARCH 15, 1995 & READOPTED SEPTEMBER 20, 1999

640.75-Reasonable Care Standards

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract with a not-for-profit organization or a for profit organization on an annual basis to provide a school age childcare program (latch key program) which utilizes school corporation building(s).

Such use is available before or after the school day, or both, and when school is not in session. Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space. An organization eligible to contract with the school corporation for a child care program must meet or exceed the following standards:

1. Provide childcare for children enrolled in kindergarten through sixth (6) grade.

2. Maintain liability insurance to cover participants with \$300,000 per person and \$5,000,000 per occurrence limits.
3. Maintain a maximum child to staff ratio of 15 to 1. Staff, for purposes of determining the staff to child ratio, is defined as any person who is responsible for and directly engaged in supervising children.
4. Be licensed as a day nursery in accordance with the standards of the Indiana State Department of Public Welfare.
5. No fee will be assessed for the use of school buildings under this policy. However, a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the buildings for the program(s) will be assessed.

The organization contracted to provide a school age child care program is subject to THE FOLLOWING regulations in regard to the use of school BUILDING (s):

1. The organization must complete a form, which is available at the Superintendent's office. The completed form must be returned to the Superintendent prior to the signing of the contract. This form requires the organization to indemnify and hold harmless the Springs Valley School Corporation for and from any and all judgments or settlements of claims arising out of the organization's use of school property.
 2. Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.
 3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, Public address systems, etc. shall be permitted only when operated by employees or other persons authorized by the building principal.
 4. No furniture or equipment may be moved without approval of the building principal or his or her designee.
 5. No signs, displays, or other materials may be attached to walls, nailed or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc. without permission of the building principal.
 6. Application for use of school facilities by organizations operation a school age child care program (see Appendix F)
- I.C. 20-5-2-1.5

DATE ADOPTED: MAY 15, 1995 & READOPTED OCTOBER 18, 1999

640.80- Students use of motor vehicles

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation, provided that such students are licensed drivers and have been granted permission by the principal to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Superintendent shall develop administrative guidelines for the operation and/or parking of motor vehicles and shall disseminate those guidelines to all students so affected.

The Superintendent shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.

640.90-Academic Lettering

A Springs Valley student will be eligible to receive an Academic Letter Honor (ALH) provided that he or she has:

1. (for the 1st ALH) completed the 3rd semester of his or her high school career and earned a cumulative GPA of 10.0 or higher.
2. (for the 2nd ALH) completed the 5th semester of his or her high school career and earned a cumulative GPA of 10.0 or higher.
3. (for the 3rd ALH) completed the 7th semester of his or her high school and earned a cumulative GPA of 10.0 or higher,

Academic Letter Honors will be awarded to a student in the following order:

- 1st Academic Letter Honor.....Academic Letter
- 2nd Academic Letter Honor.....Gold Bar
- 3rd Academic Letter Honor.....Lamp of Knowledge

Academic Ring

Any student who has completed his or her seventh semester senior year at Springs Valley, has received the Lamp of Knowledge Academic Letter Honor, and has earned a cumulative GPA of 10.5 or higher will be eligible to receive an Academic Ring.

650.00- BAND RELATED POLICIES

1. Band Contests

- A. The Brigade wants and needs the cooperation of parents in insuring that students act in a responsible manner.
- B. The Board will supply help in transportation to Band Contests.

2. Bus Trips

The school has a responsibility for safe band trips. To insure safe trips, the band has established a policy, which includes the following:

- A. Students must follow all instructions from bus drivers.
- B. Students must follow all reasonable instructions of adult chaperons (i.e. sitting when bus is moving, not throwing food and drinks, not bringing alcohol or drugs on trips, etc.) Any question of reasonability will be decided by the Band Director and High School Principal.
- C. Students who violate the above instructions will be reported to the Band Director and a report will be mailed to parents notifying them of behavior, which must be corrected.
- D. Students who consistently cannot behave as responsible young adults will not be taken on subsequent band trips.

3. Attendance

The band has an attendance policy for extra rehearsals once school starts. These rules are based on the following assumptions.

- A. Band is not a required subject, so students and parents choose participation in its activities
- B. Extra rehearsals have been, and will be necessary for the band to represent the school and community to its best potential.
- C. The school can and does assign homework for students, and in the case of band, these rehearsals will be considered homework.
- D. Lack of homework can lower a student's grade. The school does excuse students for legitimate reasons and in addition certain family emergencies will be excused. The Band Director will be fair and reasonable but if he excuses students for non-legitimate reasons then all students will expect and deserve similar treatment.

Adopted 1984

660.00- INTERSCHOLASTIC ATHLETICS

The Springs Valley Schools recognizes the value a program of interscholastic athletics for as many students as feasible. Cheerleading is considered a interscholastic athletic activity and is governed by the same rules and regulations.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School Corporation alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board subscribes to the administrative guidelines of the Indiana High School Athletic Association as long as the Association complies with the requirements of I.C. 20-5-63-6 but maintains responsibility for enforcement of all rules. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the Corporation.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

1. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a Corporation-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
2. Any student, who is found to have a life-threatening health condition such as a heart defect, respiratory dysfunctions, and the like, must have written authorization by the student's physician and parents in order to participate in any athletic activities.
3. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

The Athletic Director is to develop guidelines and then review annually so that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should provide a set of behavioral expectations for each type of participant.

In order to support such a program, the Board commits itself to:

1. recognize the value of school athletic activities as a vital part of education;
2. adopt policies which reflect the Corporation's educational objectives and promote the

ideals of good sportsmanship, ethics, and integrity;

3. attend school athletic activities, serve as a positive role model and expect the same from parents, fans, participants, coaches, and other school personnel;
4. support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

I.C. 20-5-2-2, 20-5-63-6, 20-10.1-8-1 et seq.

660.10- Athletic Picture Policy

TEAM PICTURES—LARGE SIZE (20 X 30)

1. Sectional, Regional, Semi-State, and State Winners
2. Undefeated Season
3. Band State Class Champion
4. Cheerleaders—Indiana State Fair Champion
Indiana Cheerleading Association State Champion

INDIVIDUAL STATE RECOGNITION (16 x 20)

FOOTBALL - 1ST team All-State AP or Football Coaches Association Selected to North/South All-Star Game IHSAA Mental Attitude Winner

BASEBALL - 1ST team All-State AP or Baseball Coaches Association Selected to North/South All-Star Game IHSAA Mental Attitude Winner

SOFTBALL - 1ST team All-State AP or Softball Coaches Association Selected to North/South All-Star Game IHSAA Mental Attitude Winner

BASKETBALL - Indiana All-Star Team, 1ST team All-State AP or Basketball Coaches Association IHSAA mental Attitude Winner

VOLLEYBALL - 1ST team All-State AP or Volleyball Coaches Association IHSAA Mental Attitude Winner Selected to North/South All-Star Game

CHEERLEADING – Selected to ICA All-State Cheerleading Squad, Selected as Ms. Cheerleader

INDIVIDUAL SPORTS – (Cross Country, Golf, Tennis, Track) State Champion 1ST Team All-State AP or Coaches Association IHSAA Mental Attitude Winner

INDIVIDUAL 8 x 10 – INDIVIDUAL SPORTS (Cross Country, Golf, Tennis, Track)

1. Participation in State Tournament
2. Sectional Champion
3. Regional Champion

4. Track Relay Teams—would be one picture, not 4 individual
5. Undefeated Season (effective 1998-1999 school year)

INDIVIDUAL 8 x 10 STUDENTS WHO EARN ACADEMIC ALL-STATE IN ALL SPORTS

*Undefeated season—no losses during regular season prior to sectional.

ADOPTED 8/10/98

660.20-Red-Shirt/Retention Policy

The Springs Valley 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 Springs Valley School Corporation does not allow the retention of any student who has successfully completed any grade, except upon the 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, she/he will lose his/her last year of eligibility in high school athletics. The school board reserves the right to waive this rule for certain hardship cases. Such waiver will be considered on a case-by-case basis.

Adopted May 15, 1995 and Readopted August 26, 1999

700.00 – PROGRAMS

700.05 – Educational Process Goals of All School Sponsored Programs

In order to achieve educational outcome goals, the School Board will establish policies which will authorize and encourage:

1. instruction which bears a meaningful relationship to the present and future needs and/or interests of students;
2. specialized and individualized kinds of educational experiences to meet the needs of each student;
3. opportunities for professional staff members and students to make recommendations concerning the content and operation of Corporation programs;
4. an environment in which any interaction among individual students and groups of students helps them learn how and when competition and cooperation are appropriate and productive in accomplishing goals;
5. efficient and effective use of educational resources;
6. continued professional growth of staff members;
7. constructive cooperation with parents and community groups.

I.C. 20-8.1-1-8
511 IAC 6-1-1 et seq.

700.10 – Access to equal educational opportunity

The Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

I.C. 20-8.1-2-1 et seq.
Title III of the No Child Left Behind Act of 2001

700.15 – Mandatory Curriculum

In compliance with the Indiana Code, the School Board directs the Superintendent and his administrative staff to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

1. The Constitution of the United States and Indiana
2. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections
3. American History
4. safety education
5. the principles of hygiene and sanitary science
6. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
7. the nature of alcoholic beverages, tobacco, prescription drugs, narcotics, and their effects on the human system and society at large
8. Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other dangerous communicable diseases
9. instruction on human sexuality or sexually transmitted diseases, including the teaching of abstinence
10. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammographies
11. career-awareness in grades 1 - 12
12. human donor program and blood donor program as part of the high school health education curriculum
13. good citizenship instruction

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

When required by law, the Board shall approve the course of instruction prior to its use in the classroom.

I.C. 20-10.1-4-1 et seq., 20-10.1-4-15
511 IAC Article 6

700.20 – Title I Services

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the Indiana State Department of Education a plan for the delivery of services which meets the requirements of the law, including but not limited to those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

Assessment - The Corporation shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Indiana Department of Education as well as those determined by the Corporation's professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

Scope - Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

Participation - The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

Comparability of Services - Title I funds will be used only to augment, not to replace, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments. In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the Corporation.

Professional Development - The Superintendent shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. Involve parents in the training, when appropriate.
2. Combine and consolidate other available Federal and Corporation funds.

Simultaneous Services - In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 6301 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200, et seq.

700.25 – Parent Participation in Title I Programs

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

1. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;

2. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
3. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
4. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
5. parents will be involved in the planning, review, and improvement of the Title I program;
6. information concerning school performance profiles and their child's individual performance will be communicated to parents;
7. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
8. timely responses will be given to parental questions, concerns, and recommendations;
9. the Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
10. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
11. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
12. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:

1. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
2. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
3. involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
4. provide participating students' parents with:
 - A. timely information about the Title I programs;
 - B. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
 - C. regular meetings, upon request, to make suggestions and receive response

regarding their student's education;

5. develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 - A. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
 - B. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
 - C. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq

700.26 – Title I & Parent's Right to Know

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Corporation will provide the following information on the student's classroom teachers:

1. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
2. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
3. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
4. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents shall be provided:

1. information on the level of achievement of their child(ren) on the required State academic assessments;
2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

20 U.S.C.6311, Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

700.30-Library Services

The following guidelines shall be followed in the selection of library materials for the Springs Valley Community Schools:

1. Selection of books and reading materials shall be exercised by the librarians and teachers.
2. Standard evaluation aids shall be consulted to assist in selection of library materials.
3. A book shall not be excluded because of race, nationality, or the political or religious views of the writer.

Adopted1984

700.40- Technology Services

Internet access is now available on a limited basis to students and teachers in the Springs Valley Community School Corporation. This access is being brought to our facilities in order that a broad-based exposure to knowledge and experience may be obtained by our students and faculty. It will also allow access to facilitate communications in support of research and education. This program will aid in meeting the educational needs of the students and help them accomplish educational goals, which are significant, durable, and transferable.

Technology Mission

The technology mission of the Springs Valley Community Schools is to provide the appropriate technology to allow the student to have the opportunity to explore his/her individual values and goals and to provide new skills and experiences to reach these goals. The school system also strives to teach individuals that technology is a tool to improve the effectiveness of the individual and enhance life-long learning.

Philosophies

In making decisions regarding student access to the Internet, the Springs Valley School Corporation considers its own educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens 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 throughout the world. The faculty is expected to blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Guidelines

Students utilizing the school provided Internet access must have the permission of and be supervised by the Springs Valley School Corporation's professional staff. Students utilizing the school-provided Internet access are responsible for acceptable behavior while on-line just as they are in the classroom or other areas of the school. The same general rules for behavior and communications apply.

With Internet access comes the availability of materials that may not be considered to be of educational value. Therefore, no student in the Springs Valley School Corporation may use a

school resource or account to access the Internet without permission of a member of the professional staff.

Policies and Procedures

Having an Internet user account is a privilege. A user who violates the terms and conditions of Internet use or commits other acts of misconduct will be subject to disciplinary action. Any violation of school policy and rules may result in loss of school-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 and behavior. When and where applicable, law enforcement agencies may be involved.

ADOPTED 1-15-96

700.41-Internet Policies

Internet access requires that all users adhere to the following guidelines for acceptable and unacceptable use of his/her user account and user privileges:

1. Be polite. Use appropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited on-line contact.
4. Use of the Internet is not guaranteed to be private. People who operate the system do have access to all e-mail messages.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligations on the part of the parent. Under no circumstances should a credit card number be used on the Internet.
6. Do not use the network in such a way that you would disrupt the use of the network by others.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

The Corporation's Acceptable Use policy and guidelines for Internet use are on file and available for review by parents, guardians, professional staff and members of the community at the Superintendent's Office located at 498 S. Larry Bird Blvd., French Lick, Indiana 47432.

The Springs Valley School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Springs Valley School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Springs Valley School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted 1999

700.42 – Web Publishing Policy

Anyone wishing to publish web content on any Springs Valley Community School Corporation web site must agree to the following policies regarding web publishing.

1. In order to assure that information published electronically at Springs Valley is well written, accurate, visually appealing, organized, easily viewed by different browsers, of reasonable size, secure, legal, protective of individuals and groups, and providing educational purpose, school and technology administrators reserve the right to deny, remove, or edit anything published for the Springs Valley Community School Corporation or on their systems.
2. All publications must comply with all state, federal, and international laws, including copyright, intellectual property rights, and legal uses of network computers.
3. All publications and links must comply with school board policies and administrative regulations.
4. Web content will not include a student's personal e-mail address, phone number, or street address.
5. Any student project information published on the web should not contain grades or scores for the project.
6. Individuals are not to use the Springs Valley School Corporation web site for personal gain or profit.
7. Any e-mail addresses, street addresses, or telephone numbers must be approved by the school administration prior to publishing on the web.
8. Each staff member is responsible for content, links, and maintenance on their own web sites. Published documents are to be proofread, accurate, clear, and concise. All links should be for educational purposes, comply with school policies, and be checked regularly to insure that educational purpose and policy compliance remain.
9. All web content published or displayed on our web pages must originate from our web site and be only under the control of those people authorized by the corporation. Exceptions to this must be submitted to the Technology Office for approval by the Superintendent.

Disclaimer:

Although extreme precautions and measures (both technical and procedural) have been implemented to prohibit unauthorized access to your child's information, Springs Valley

Community School Corporation, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the access it is providing. Furthermore, Springs Valley Community School Corporation may not be held liable for:

- a. the accuracy, nature, or quality of information posted on its web sites.
- b. Any delays or interruptions in service of its web sites.
- c. Unauthorized access to student information on its web sites.

Adopted September, 2006

700.50-Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student travel activity which is approved as part of the Corporation's total educational program.

The Board shall approve those field trips and other Corporation-sponsored trips which take students out of State and/or keep students out of the Corporation overnight or longer.

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's Administrative Guidelines for Extended Trips.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled outside the State is more than 200 miles.

I.C. 20-9.1-5-2

700.60 – Latch-Key Programs

The School Board is concerned about the growing number of children who are not provided sufficient care, nurture, or supervision when not attending school. This has serious implications for their general well-being as well as for their ability to benefit from the school program to the extent they need or want to.

Since these children constitute a significant portion of the growing number of students who are considered "at-risk", the Board shall seek to provide appropriate programs and services for these, as well as all other students in Grades K through 5, and/or by contracting for its facilities to be used by an outside organization.

The Superintendent shall establish administrative guidelines that will ensure:

1. programs and services are available to participating students after school and prior to the start of school.
2. the organization(s) providing these programs:
 - A. has acquired adequate liability insurance.
 - B. is maintaining appropriate adult to child ratios.
 - C. is providing quality child care, and, in general, complying with guidelines established by the State and the Corporation.
3. the time periods are scheduled so that a student may participate from the time s/he leaves a supervised environment until s/he may return to one.
4. the major emphasis of the program is on:
 - A. providing educational activities that help the students learn how to function more effectively as learners in the school setting while at the same time coping better with the out-of-school factors that are keeping them at risk.
 - B. providing opportunities for students to engage in beneficial recreational, noneducational activities.
5. adequate attention is given to ensuring that the students are being clothed and fed properly, exercising regularly, and learning how to maintain good physical and mental health.
6. any fees charged to the contracting organization are not related to the use of facilities but are only for Corporation personnel and services that can be attributed directly to the program purposes.

I.C. 20-5-2-1.5; 34-4-16.5-4

700.70- Guidance and Counseling

The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the Corporation. Such a program should:

1. assist students in achieving educational goals;
2. enable students to draw benefit from the offerings of the instructional program of the schools;
3. aid students in identifying options and making choices in vocational and academic course areas;
4. assist students in career awareness and planning;
5. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
6. help students learn to make their own decisions and solve problems independently;
7. assist students and families with personal issues that are affecting the students performance in school.

A program of guidance and/or counseling shall be offered to all students and shall include the services of professional student services personnel and other designated faculty and staff members.

511 IAC 4-1-5

700.80– Scholarship Sponsorships

The Board appreciates the multitude of individuals and civic organizations that contribute annually to scholarship funds awarded to students continuing their pursuit of education following graduation from high school. There are times when a contributor may want to recognize the student recipients by donating a sponsorship plaque that would identify the sponsor and list the students that have been presented the award. Scholarship sponsorship plaques are subject to the following criteria :

1. All existing plaques (September 1st, 2012) are “grandfathered in” in regards to the existing contributions and size/style of plaques.
2. The location of all plaques will be in the Pool Hallway, near the current Hall of Fame display.
3. A minimum annual scholarship of \$500 must be offered in order to place a plaque and for the plaque to remain on display.
4. The plaque will bear the name of the contributor or designee, however the focus would be on the student recipients.
5. The required size of the plaque is 12” x 18”. The design must be pre-approved by the School Board of Trustees prior to placement. The Board always maintains the right to approve or deny plaque requests and/or scholarship contributions.

Adopted 9/10/2012

710.00-CONTROVERSIAL ISSUES

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

1. is related to the instructional goals of the course of study and level of maturity of the students;
2. does not tend to indoctrinate or persuade students to a particular point of view;
3. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the curriculum guide, the Board will permit the instructional use of only those issues which have been approved by the Superintendent.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that curriculum or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

The Superintendent shall develop administrative guidelines for dealing with controversial issues and with parental concerns about program content or the use of particular materials.

710.10- Reproductive Health and Family Planning

The School Corporation believes that provision should be made for the teaching of reproductive health, family planning, and the recognition, prevention, and treatment of sexually transmitted disease (STD), as essential ingredients in a comprehensive school health education curriculum.

The Superintendent shall prepare administrative guidelines to implement these curriculum components.

710.20- Religion in the Curriculum

The Board believes that an understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the Corporation schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the Corporation. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the Corporation's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

U.S. Constitution, Amendment. 1

720.00 – LOST RIVER CAREER CENTER PROGRAMS

The School Board recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers.

For purposes of this program shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

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

I.C. 20-1-8-1; 20-10.1-6-1 et seq.
511 IAC 6-1-1(x)(y)
511 IAC 8
511 IAC 6-2-5(d)(10),(11)
511 IAC 6-10

720.10 – School-to-Work Program

The School Board strongly supports the School-to-Work Opportunities Act as a vehicle to help the Corporation prepare students more effectively for the world of work. Through this legislation, the Corporation will be able to provide students with the following learning experiences needed to develop career-related knowledge, attitudes, and skills as well as life-long learning skills:

1. School-Based Learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.
2. Work-Based Learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school-based learning.
3. Connecting Activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.

Public Law 103-239, School-to-Work Initiatives Act of 1994

730.00- SOUTH CENTRAL SPECIAL EDUCATION COOPERATIVE

The School Board shall provide for a comprehensive, free and appropriate public education to all eligible and/or educationally disabled students.

The Board also shall provide such supplemental aids and related services as may be necessary for a disabled child to receive such an education in the regular classroom environment, if appropriate.

The Board directs the Superintendent to plan, implement, and coordinate a special education program in accordance with Federal and State law.

The School Board shall enter into an agreement with the South Central Special Education Cooperative to provide any or all of the special education programs.

The Superintendent shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

20 U.S.C.A. 1401 et seq.
I.C. 20-1-6-1
511 IAC 7

740.00 - SUMMER SCHOOL

The School Board may conduct a summer program of academic instruction and/or State-mandated testing and assessments remediation for resident students of this Corporation.

Summer school instruction shall be designed to provide opportunities for students to:

1. improve learning skills;
2. Make-up a failed course.

In order to support such a program of summer instruction, the Board will:

1. employ teaching and administrative staff;
2. purchase such books, materials, supplies, and equipment as may be necessary;
3. make available school facilities as required

Tuition shall be charged for nonresident students at rates as determined by the Board.

With regard to transportation, the Board accepts responsibility for disabled and disadvantaged students, if Case Conference so determines, and for those resident students involved in State-mandated testing and assessments who require transportation.

I.C. 20-10.1-7-12 and 13, 20-10.1-7-4.5, 20-10.1-5.5-6

800.00-FINANCE

800.10 - Fiscal Planning

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

Accordingly, the Superintendent shall:

1. include cost estimates of all ongoing financial requirements;
2. prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
3. maintain a plan of anticipated local, State, and Federal revenues;
4. report to the Board any serious financial implications that emerge from the Corporation's ongoing fiscal planning.

In addition, the Superintendent shall maintain annually a detailed three (3) year forecast of estimated expenditures and revenues of the Capital Projects Funds.

I.C. 20-5-2-2(19)

800.15-Budget Preparation

The Corporation's operation and educational plan is reflected in its budget. Each year, the School Board will cause to have prepared and then review and approve the General Fund, Transportation Operating Fund, Bus Replacement Fund, Capital Projects Fund, Special Education Preschool Fund, and the Debt Service Fund which constitute the budget of the Corporation.

The budget shall be designed to carry out Corporation operations in a thorough and efficient manner, maintain Corporation facilities properly, and honor continuing obligations of the Board.

The proposed budget requires the critical analysis by every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent to present the budget to the Board, along with necessary information associated with each Fund, in sufficient time for proper review and discussion and in compliance with Indiana Code. Prior to the start of the budget preparation process, the Superintendent will prepare a Timetable for Budget Preparation by which the preparation, review, and approval will take place.

At the beginning of each budget year, the Superintendent and Director of Building, Grounds, and Transportation will estimate the costs of Corporation-wide operations such as staff, building maintenance, transportation, capital improvements, etc., and determine the allocation for each school as well as the total allocation for each operating department.

1. These will be entered on a spread sheet and distributed to each principal/department supervisor with the discretionary allocation highlighted along with the parameters and constraints they are to use in developing spending plans for the coming year.
2. Each principal is to review the current year's budget (appropriations) to determine whether the allocations for the current year are being used effectively and whether changes need to be considered when making allocations for the coming year.
3. If the assigned allocations are an increase over the previous year, each principal, as the budget manager for his/her school, will, in collaboration with the staff, allocate the increase in ways that will best accomplish the school's instructional goals. All increases as well as all changes in percentages of the allocation from the previous year are to be justified in terms of the effect on the accomplishment of the school's instructional goals.
4. If there is a decrease in allocation, the principal and staff are to apportion the decreases among the discretionary categories and justify the apportionment in terms of impact on accomplishing the school's instructional goals.
5. Operating department supervisors are to apportion their department's allocation and justify the apportionment in terms of the effect on accomplishing the department's operational goals.
6. When the allocations have been completed, the school's/department's proposed budget is to be submitted, no later than June 1st to the Superintendent for review and inclusion in the total budget.
7. The Superintendent, in collaboration with the administrative team, shall make a compilation of the budget requests and determine how any increase in revenues will be allocated.

I.C. 21-2-11-2 et seq., 21-2-11.5-2 et seq., 21-2-15
I.C. 36-1-8-5.1

800.20-Purchasing

It is the policy of the School Board that the Superintendent shall act as the purchasing agent for the Board.

The purchasing agent may make open market purchases of no more than \$50,000 maximum for a single item or a group of similar items.

The purchasing agent must seek at least three (3) price quotations on purchases of more than \$50,000 but less than \$150,000 except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the School Corporation.

If the purchasing agent receives a satisfactory quote, s/he shall award a contract to the lowest responsible and responsive quoter for each line or class of items required. S/He may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive quoter s/he may purchase the items by following procedures for items costing under \$50,000.

When the purchase of, and contract for, single items of supplies, materials, or equipment amount to \$150,000 or more, the Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened by a committee designated by the purchasing agent. All orders or contracts shall be awarded to the lowest responsive and responsible bidder.

For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

1. the experience (type of product or service being purchased, etc.) of the bidder;
2. the financial condition;
3. the conduct and performance on previous contracts (with the Corporation or other agencies);
4. the bidder's facilities;
5. management skills;
6. the ability to execute the contract properly.

The Board reserves the right to reject any and all bids. The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

All specifically identified purchases that were originally contemplated in the budgeting process may be made upon authorization of the Superintendent.

The Board should be advised, for prior approval, of all purchases when they were not contemplated during the budgeting process.

The purchasing agent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

1. an opportunity be provided to as many responsible suppliers as possible to do business with the School Corporation;
2. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
4. Unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally

responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract sets forth the terms of such a purchase.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriate being available.

I.C. 20-5-2-2, 20-5-3-5, 36-1
I.C. 5-22-2-6, 5-22-8-2, 5-22-8-3
I.C. 5-22-10-10

Amended 7/9/2007

800.25- Payment of Claims

The School Board directs the prompt payment of legitimate accounts payable vouchers by suppliers of goods and services to the School Corporation.

Each bill or obligation of this Board must be itemized fully and verified before a warrant can be drawn for its payment.

When an invoice is received, the Treasurer shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, that the amount of the invoice is correct, and a signed claim has been submitted.

All payments shall be submitted for Board approval in the form of a listing that includes the vendor's name; the number and amount of the check; and the description of the item.

All warrants or checks that are drawn on the funds of the School Corporation that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of the year are void and will not be honored by any financial institution for payment or deposit.

I.C. 5-11-10.5-2

800.30-Deposit and Investment of Funds

The purpose of this investment policy is to set forth the investment policies and objectives of the schools. All investments shall conform to State statutes governing the investment of public funds. This policy will provide realistic risk policies to guide the schools toward long-term rate of return objectives, which will serve as standards for evaluating investment performance. This policy also establishes certain investment restrictions and outlines procedures for policy and performance review.

This investment policy shall apply to all financial assets of the schools as well as to any new fund created hereafter unless specifically exempted. Authority to manage the School Corporation's investment portfolio is delegated to the Treasurer/Deputy Treasurer of the schools. No person may engage in an investment transaction except as provided under the terms of this policy.

The schools may deposit funds only with designated depositories which are financial institutions with a principal or branch office in Orange County, Indiana. A financial institution may not be

designated as such by the schools until such time as the institution is a depository and eligible to receive State funds, all pursuant to State statutes.

Investments will be made for the exclusive purpose of providing the maximum return within the constraints described herein. The assets must be invested with the care, skill, and diligence that a prudent person acting in this capacity would undertake.

Specific investment objectives, in order of importance, are:

1. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.
2. The investment portfolio will remain sufficiently liquid to enable the schools to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be structured so as to afford the schools the ability to adapt to changing budgetary or economic conditions.
4. The investment portfolio shall be designed with the objective of maximizing the rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

State statute prohibits the investment in securities having a stated final maturity of more than two (2) years. Therefore, the schools may invest only in securities having a final maturity of two (2) years or less from the date of purchase. All investments will be done in accordance to IC5-13-9.

I.C. 5-13-9, 20-5-2-2

800.40- Short-Term Indebtedness

When the School Board determines that an emergency condition exists within a particular fund(s) and that the revenue being generated will not meet the current projected needs, the Superintendent may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax anticipation warrants.

The appropriate bid procedure is to be followed for all short-term loans authorized by the Board. Funds are to be borrowed from the institutions or organizations offering the terms most favorable to the School Corporation following approval by the Board.

I.C. 20-5-4-6 through 20-5-4-8

800.50- Recognition

The purpose of this policy is to permit the School Board to honor its staff, former Board members, and other non-employee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the Corporation.

The Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that "public purpose" serves for the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers as well as furthering other interests. The funds shall be made available from the General Fund promotion account.

800.60 – Payroll Deductions

For those employees not covered by the terms of a negotiated agreement, the School Board authorizes that certain deductions may be made from an employee's paycheck upon proper authorization on the appropriate form. Deductions may be made for:

1. Federal and State income tax;
2. Social Security;
3. County local option income tax;
4. Public Employees Retirement Fund;
5. State Teachers Retirement Fund;
6. Section 125 deductions (cafeteria plans);
7. payment of dues to labor organizations;
8. payment of group insurance premiums;

900.00-FACILITIES

900.10 - Policies Regulating Use of School Facilities

It is the duty of each school employee to safeguard and protect all properties of the school corporation. Care shall be taken to see that all windows and doors are properly secured before leaving the building at the close of each day. Children shall be instructed by the principals and the teachers in the proper use of textbooks, supplies, furniture and fixtures.

900.15–Community Use of School Facilities

1. Community groups within the school corporation shall be encouraged and permitted to use school facilities for worthwhile purposes when such use does not interfere with the school program or its activities and is in accordance with the policies and regulations of the school corporation.
 - a. The use of facilities shall be granted only if all programs and events are suited to available facilities and are of an educational, cultural, civic or recreational nature.
 - b. The Board may make facilities available to any patriotic program or meeting which it thinks merits the use of the facilities.
 - c. The Board discourages the use of the public school system or any part of it for commercial purposes by private agencies. The above does not apply to activities approved by and beneficial to the public school system.
 - d. The superintendent of schools is authorized to approve and schedule the use of school facilities in accordance with the policy pertaining to the community use of school facilities in accordance with the policy pertaining to the community use of school facilities and the rules and regulations which govern their use.
 - e. The Board of School Trustees reserves to itself power to approve the use of school facilities by non-school organizations for activities to which an admission or other charge is made including the solicitations of funds.
 - f. Upon recommendation by the Superintendent, school buildings and related facilities may be made available for community use when not required for instructional or other school corporation purposes, and when they are not held in reserve in anticipation of the requirements for such purposes. School facilities include generally equipment; meeting and general purpose rooms, auditorium, gymnasiums and play fields.
 - g. The Board of School Trustees reserves the right to reassign or cancel usage of school facilities when necessary as a result of conflicts with the school or the adult education program activities, or when it appears to be in the best interests of the school corporation.
 - h. A written application for permission to use school facilities is required. The responsible adult signing the application shall agree to care for said facilities and also shall agree to pay for damages that may occur as the result of the negligent behavior of members of the group while facilities are under the care of such person or persons.

- i. If the use of kitchen cooking facilities is requested, a cafeteria employee shall be present.

900.20-Use by School and School Connected Organizations

1. There will be no charge for the use of school buildings or properties by school classes or approved school organizations. Meetings of such groups, however, must be supervised by a faculty member who will be responsible for the care of the building and the conduct of the group.
2. Parent-Teacher organizations, teacher groups and other school connected organizations may use the school buildings and properties for activities contributing to the school program without charge.
3. Use by such organizations will be scheduled with the building principal.

900.25-Use by Non-School Connected Community Groups

1. The use of school buildings and properties by established local community organizations will be permitted only for cultural, educational, or recreational purposes.
2. The request for use of school buildings or properties by a non-school group shall be made by an authorized representative of the group by filling out a request.
3. The authorized representative will agree upon the date and terms of use with the Superintendent.
4. The authorized representative assumes responsibility for the proper care of the building and properties and for the conduct of his group.
5. There shall be no violation of the State Fire Marshall's no smoking rule.
6. No drinking or profane language will be permitted on school premises.
7. School buildings and properties shall not be used for the purpose of raising money unless the proceeds of such activities shall be devoted to a public or charitable purpose, in which case the use of the school facilities must be specifically approved by the Board of School Trustees.
8. Tennis courts are reserved for student use. Springs Valley Area residents are welcome to play if courts are not being used by students. Playing time will be limited to 30 minutes if others are waiting to play.
9. Application for the use of school facilities must be made at the Central Office

ADOPTED OCTOBER 18, 1999

900.30- Pest Control Policy

1. Springs Valley Community Schools is committed to providing students a safe environment. We seek 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:
 - A. When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals;
 - B. personal insect repellents when self-applied; and
 - C. gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides
2. 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.
3. The corporation will:
 - A. Inform parents and staff members annually of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
 - B. Provides that name and phone number of the person to contact for information regarding pest control is the Superintendent at 936-4474.
 - C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. One needs to call either the elementary or high school Principal to be placed on the registry.
 - D. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
 - E. Provide notice of all pesticide applications to the school nurse.
 - F. Maintain written record for at least 90 days of any pesticide applications.
4. The corporation will provide notice at least two 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.

5. In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.
6. 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.
7. The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

900.40- Latex Balloon Policy

The corporation enforces a no latex balloon policy. No latex balloons are allowed on school property or school buses.

900.45 – Wellness Policy

LOCAL WELLNESS POLICY

The Springs Valley School Board of Trustees believes that good nutrition and physical activity are important for academic achievement. Our District supports participation in the National School Lunch and Breakfast Program and, in accordance with federal law (PL 108-265), establishes this wellness policy. To promote student wellness, our District supports goals in the following four areas:

NUTRITION EDUCATION

1. Nutrition education will be included whenever Springs Valley's health education curriculum standards and guidelines are written and revised.
2. Nutrition education will be offered in lunchroom as well as in classrooms through the coordination between the foodservice and instructional staff.
3. Students in grades K-12 will receive nutrition education to support their adoption of healthy eating behaviors.
4. Schools will link nutrition education activities with the coordinated school health program.

PHYSICAL ACTIVITY

1. Students will be given opportunities for physical activity during the day through physical education classes, daily recess periods for elementary students or the integration of physical activity into the academic curriculum.
2. Students will be given opportunity for physical activity through a range of before/after-school programs including but not limited to, intramurals, interscholastic athletics and activity clubs.
3. Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. School will promote lifelong physical activity among students.

FOODS AND BEVERAGES ON SCHOOL CAMPUSES

1. All food available for sales to students including vending machines, student stores, and fund raisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles.
2. All food sales in our District must comply with state and federal child nutrition program regulations.
3. All beverage and food vending machines in the district that are available to students shall provide at least 50% healthy beverages and 50% healthy foods. The following definitions apply to this policy:

Healthy beverages: water, milk, fruit drinks with at least 50% fruit juice, vegetable drinks, and 100% fruit juices.

Healthy foods: any food item that does not have more than 30% total calories from fat, more than 10% of the recommended daily value for one of the following nutrients; vitamin A, vitamin C, calcium, iron, protein, or fiber.

4. Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.

OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

1. Springs Valley Schools will provide a clean, safe and enjoyable meal environment for students.
2. Our District will encourage all students to participate in school meals programs and will protect the identity of students who eat free and reduced priced meals.
3. Lunch times will be scheduled as near the middle of the day as possible.
4. Our District will ensure that school fundraising efforts are supportive of healthy eating.
5. Staff members are encouraged to plan classroom parties/activities to include "healthy food" choices.
6. All vending machine contracts with outside vendors will be honored through-out the length of the present contract and will be evaluated at renewal.

The Springs Valley Superintendent is responsible for developing procedures to implement this policy.

Legal Reference: PL 108-265

900.50 – Chemical Management Policy

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.

The superintendent will be responsible for the implementation and enforcement of this policy.

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. Chemicals will be purchased by authorization from the building principal, facilities director or superintendent.
 - 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. Material 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.

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. Contact Building Office which will contact Administration and School Nurse
2. Call 911
3. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8

DATE ADOPTED: 11/14/2011

900.55 – Vehicle Idling Policy

VEHICLE IDLING POLICY

This 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 or while on school grounds.

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.

LEGAL REFERENCE: 410 IAC 33-4-3

DATE ADOPTED: 11/14/2011

900.60 – Animals in Classrooms

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 a 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.

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 animal 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, teachers may allow students to handle and/or feed the animals.

LEGAL REFERENCE: 410 I.A.C. 33-4-7

DATE ADOPTED: 11/14/2011

1000.00- TRANSPORTATION

1000.10-Driver Requirements

The School Bus Driver is an important member of the total staff of Springs Valley Community School Corporation. The School Bus Driver shall be given the same respect and support as other staff members. To earn this respect, the bus driver must exercise a positive influence over the students which would include maintaining discipline, treating students with respect, using no profanity, and transporting them in the safest and most comfortable manner possible. Regarding this policy, a school bus driver is defined as an employee or contracted driver who holds a Commercial Drivers License with a Public passenger endorsement. This includes corporation drivers, contracted drivers, substitute drivers, and drivers who drive to extra-curricular activities.

A bus driver must meet several requirements to be eligible to drive a bus for Springs Valley Community School Corporation. They are as follows:

1. A driver must be 21 years of age.
2. Complete a successful interview with the Superintendent or Transportation Director.
3. Furnish a certificate of health, which has been completed by a licensed Indiana Physician initially and then biannually.
4. Have on file at the Superintendent's office a satisfactory Commercial driver's license physical.
5. Complete four hours of observation and eight hours of practice driving under the direction of a licensed CDL driver.
6. Hold a valid commercial driver's license.
7. Has a seven-year driving summary, which the School Board determines to be satisfactory on record in the Superintendent's office.
8. Completed the three day pre-service school bus driver safety education training course.
9. Attend the annual school bus safety education course.
10. Drivers will be required the have drug and alcohol tests as mandated by the Omnibus Transportation Employee Testing act of 1991.
11. Drivers shall submit an annual physical examination at his/her cost after having reached the age of 66 with a statement from the doctor verifying his/her physical and mental capacity to drive a bus.
12. Drivers will follow all operational requirements as agreed to in their contractual agreement.

Whenever the bus driver has a problem or concern he/she should report to the appropriate building principal or the superintendent. The Administration is to be visible and available to bus drivers to help keep them informed; help them maintain safe road conditions; help maintain a rapport between driver, parent and school; and help in the driver in other transportation related matters.

1000.20- Evaluation

All drivers are under the supervision of the Superintendent. All drivers will receive a yearly written evaluation.

1000.30-Insurance

Drivers must carry not less than \$500,000 bodily injury insurance for each person and at least \$1,000,000 for each accident. Not less than \$5,000 medical insurance for each person; not less

than \$100,000 property damage insurance, and not less than \$1000,000 uninsured motorist bodily injury insurance for each person and at least \$300,000 for each accident. This policy together with a receipt for payment in full of the premiums for the first full school year shall be filed with the Board by August 15th each year. The same procedures shall likewise be followed the 2nd, 3rd and 4th years of the contract. Insurance policies that come due other than August 15th shall be rewritten to become effective for one year as of August 15. The insurance policy is to contain a statement that any time the policy is allowed to lapse, the agent is to inform the superintendent.

1000.40- Drug Testing Policy

Beginning January 1, 1996, bus drivers will be required to have drug and alcohol tests as mandated by the Omnibus Transportation Employee Testing Act of 1991, Rule 382.103. Testing expenses will be paid by the corporation except for any pre-employment testing which results from a driver showing positive on a test.

For further information about the drug testing policy see section 510 – *Controlled Substance Testing for (CDL) Employees and Contracted Bus Drivers.*

1000.50- Route Bidding Information

When bidding on bus routes, the owner is to obtain the specifications from the superintendent's office. The specifications will include some specific details not listed in this policy book.

Bus routes are determined by the superintendent. Mileage, number of students, and length of time students must be on the bus will be considered when determining routes. The superintendent will ride all routes periodically, to determine the above and to identify any hazards on the routes. In addition, all drivers are instructed to report any hazards they observe. Routes are re-evaluated every four years, beginning in 2003.

Any changes in starting a route, exchanging students with other drivers, or changing the route in any way must be approved by the superintendent.

The owner is to drive the bus and personally perform all the work set out in the contract and shall not sell or assign his/her contract to any other person or substitute any other driver, except as provided by Indiana Statutes and in no case without the approval of the Board of School Trustees.

The owner is required to drive the bus and transport all school children along or adjacent to the designated route and all children which may locate along or adjacent to said route each day during the school terms of the contract.

A corporate surety bond in the penal sum of \$5,000 for the full term of the contract must be filed with the corporation. This bond shall be conditioned on the faithful performance of all duties in carrying out the contract for transporting school children as set out in the specifications.

Bus models must not exceed 16 years in age by the end of the contract period.

The corporation may at any time alter any school bus route, or may require the school bus driver to furnish equipment with a greater seating capacity or both. If a school bus route, as altered, is longer than the route in the original contract, the school bus driver shall be paid additional compensation for each mile or fraction thereof in excess of the mileage contained in the original contract and such additional compensation shall be calculated on the basis of the average rate per mile of the original contract: Provided, that if any school bus driver is required, during the term

of the contract, to furnish equipment with greater seating capacity or to furnish different equipment, the governing body and the school bus driver may mutually agree to the cancellation of the existing contract and re-negotiate a new contract for the balance of the term on the contract. In the event the route, as changed or altered, is no longer than the route in the original contract, no additional compensation shall be paid the driver.

If two or more buses are scheduled to travel the same road, or turn along at the same point, the superintendent will decide which bus picks up the students along that route. Therefore, drivers should bid routes assuming that they will be required to run the entire route and pick up any and all students along your route.

It shall be the responsibility of the bus driver to provide a turn around on private property if the turn around is needed to save the driver time and gasoline. Turnarounds will be located as much as possible at existing county roads.

In the event certain parts of routes are impassable on given days, the driver will make every attempt possible to get the child to and from school.

In the event schools are closed due to inclement weather, road conditions, etc. the corporation reserves the right to rearrange the school calendar in order to make up any days missed. Drivers shall be required to transport children on the designated route on all make-up days authorized by the Board. As long as the number of days actually driven does not exceed the number of days on the school calendar in which students were scheduled to attend school, no additional compensation will be paid.

1000.60-Schedule

The driver shall cooperate with the school officials in operating his/her route on satisfactory school schedule. Students must be delivered at the schools not earlier than ten minutes before doors open or no later than five minutes after doors open in the morning, unless the superintendent directs otherwise. The driver must be in the school ready for children to board the bus when school is out in the afternoon. If school is dismissed early for any reason, then the driver, at the direction of the superintendent or designee, shall be at school to take the students home at such time as the superintendent or designee shall direct.

The driver shall consider it part of his/her duties to set up a schedule of stops and adhere faithfully to that schedule. Such schedule shall be subject to the approval of the superintendent.

Before a new driver is asked to run a route, the drivers will have an opportunity to run the route with a previous driver of that respective route. The corporation will provide a bus for the trial run.

Routes are to be run in reverse order in the evening if conditions are favorable.

1000.70-Bus Equipment

All school buses and equipment must meet or exceed the minimum standards and specifications as established by state statutes. All buses must pass State Police inspection each year at the location and time selected by the police and at the drivers' expense.

Every bus body and chassis must be in good condition and must meet with the approval of the corporation.

All buses shall be equipped with two-way radios furnished by the corporation.

All buses shall be equipped with automatic snow chains furnished by the corporation.

All buses shall be equipped with a video camera furnished by the corporation.

All buses shall be equipped with strobe lights.

1000.71-Bus Safety Rules

The Following bus conduct and safety rules are designed to promote safety on the school at all times. The safety of students is our top priority. There, each student is expected to cooperate fully with the following rules and safety guidelines.

Riding a bus is a privilege. Whenever a student violates any of the following rules, he/she may have bus- riding privileges suspended for a period of time as deemed appropriate for the offense. Whenever a student seriously interferes with the safety of other students or seriously interferes with the driver being able to drive, bus- riding privileges could be permanently suspended for a given school year.

The school bus drivers shall keep order and maintain discipline on the bus. To assist the drivers in this responsibility, drivers have the authority to assign seats to students and deny students bus- riding privileges for one day. When more serious problems exist, bus drivers will refer students to the appropriate building principal or transportation director.

Bus drivers are expected to come to a complete stop at each student's pickup point. However, if after coming to a complete stop, the student(s) are nowhere in sight, the driver is not obligated to wait any prescribed length of time.

Following are rules of conduct which students are expected to follow regarding bus service:

1. When student enter or leave a school bus to cross the road, they shall cross in front of the bus as directed by the driver.
2. Students are to seat themselves immediately when boarding the bus, and they are to stay seated during the trip
3. Students are not to occupy the space forward of the yellow line located on the floor behind the driver's seat.
4. Students are to speak in low tones and use no profane or vulgar language.
5. Students are not to push, shove scuffle, hit, or be involved in horseplay.
6. Throwing objects inside or outside of the bus is forbidden.
7. Bus drivers will grant permission to open and close windows and emergency doors.
8. Students are to keep head, hair, hands, feet, and all belongings inside the bus.
9. The use or possession of tobacco products, matches, cigarette lighters is forbidden.
10. Possession or use of fireworks or other explosive devices is prohibited.
11. Possession of a knife, gun, or other weapon is prohibited.
12. The use or possession of any illegal or controlled substance is prohibited.
13. Buses will stop at authorized stops only. Elementary students wanting off at a different stop must have written permission.
14. Students are to treat seats, equipment and others' property with respect. Students who intentionally damage others' property will be expected to pay for the same.
15. Drivers may request that students not drink, eat, or chew gum on the bus.
16. Students are expected to comply with requests of bus drivers regarding these rules and in emergency situations.
17. Students are expected to show bus drivers the same respect as given to any other school personnel.

1000.72-Bus Safety

All laws of the State of Indiana governing the transportation of school children shall be complied with by the school bus driver and by the Springs Valley Community School Corporation.

It shall be the driver's responsibility to report and file charges against any motorist who the driver sees violating traffic laws which endanger the safety of the students he/she is transporting. The Board of School Trustees will consider it negligence on the part of the driver if he/she knowingly fails to report such motorists.

1000.80-Use of Corporation Buses by contracted Drivers

The first day a driver would need to use a corporation bus, the cost of using the bus would be free.

In the event that a driver would need a corporation bus additional times, the following plan would be used:

1. If a contracted driver uses a corporation bus for one-half of their route, the driver would receive three-fourths of their pay for that day plus five dollars.
2. If a contracted driver had to use the bus for both morning and evening runs, the driver would receive one-half of their pay for that day plus five dollars.

1000.90-Compensation

The compensation shall be determined, and fixed by the superintendent on a per diem basis for:

1. The number of days on which the calendar of the school corporation provides that students are to be in attendance at school;
2. The number of days on which the driver is required by the school corporation to operate the bus on school related activities;
3. The day (or days) of in-service training of bus drivers which is required by statute or authorized by the school corporation, including, but not limited to the safety meeting workshop(s).

The contracted compensation amount will be paid to drivers bi-weekly during the nine months of the school term.

1000.91 – Gas Escalator Clause

Gas escalation and de-escalation amounts will be a of the corporations bus contract. The starting date for the clause will be the first full week of the school during August of 2003. The following conditions will determine the amount added to your present daily rate.

1. Miles per gallon (5)
2. Prices figured as of the first full week of school; tenth full week of school, and the twentieth full week of school.
3. Miles figured on actual miles driven.
4. Pay one time at the end of the school year.
5. Prices rounded to the nearest cent.
6. Fuel will be figured on the lowest station price in the school district.
7. If state law removes taxes, taxes would also come off the escalator clause.
8. Base rate is set on gas and diesel.
9. The base will not drop below \$1.50.

