

INDIANA ANNUAL NOTICES

2018

Required by Law

A. Civil Rights Compliance Officer - Daniel A Sichting, Superintendent, 219-984-5009

B. Nondiscrimination in education

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Board Policy 2260

The School Board does not discriminate on the basis of religion, race, color, national origin, gender, disability, age, or genetic information in its programs, activities or employment.

Further, it is 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 or the Corporation, or social or economic background, sexual orientation to learn through the curriculum offered in this Corporation.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, culture or sexual orientation; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems or color/racial, gender, religious, national, cultural, sexual orientation or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. Corporation Support

ensure that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed,

gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

C. Nondiscrimination in employment.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

School Board policy 3122, 4122

The School Board does not discriminate on the basis of religion, race, color, national origin, gender, disability, age, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Compliance Office – Dan Sichting, Superintendent (219) 984-5009

D. Directory information on students.

DIRECTORY INFORMATION

School Board policy 8330

Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": as student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially reorganized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the U.S. Armed Services or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior parental consent. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The School Corporation shall notify the parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. The notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her

sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever parental consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically state otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the recordings through a hearing;
- E. file a complaint of Corporation noncompliance with the United States Department of Education.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, or preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing student's records in accordance with this policy and administrative guidelines

E. Drug prevention memorandum to parents.

DRUG PREVENTION

School Board policy 5530

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products

E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

F. anabolic steroids;

G. any "look-alike" substances;

H. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on Corporation property or an any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

F. Memorandum to staff on Federal drug regulations.

DRUG-FREE WORKPLACE

School Board policy 3122.01, 4122.01

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Corporation's staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

G. Staff acknowledgement of information concerning toxic hazards. – Cathy L. Rowe, Superintendent toxic hazard preparedness officer and asbestos management coordinator

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

School Board policy 8431

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses and equipment, and the maintaining of school grounds.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

- A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriated actions based on the inspections
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;

- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

H. Request for waiver of vaccination for Hepatitis B.

Information concerning the meningococcal disease including causes, symptoms, and spread of the diseases and places where parents may obtain additional information and vaccinations for their children.

IMMUNIZATION

School Board policy 5320

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella, (German measles), tetanus, mumps, hepatitis B, hepatitis A, and varicella (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 un-immunized 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.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

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

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Health Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

I. Acknowledgement of training in blood-borne pathogens.

Parent notification regarding blood-borne pathogens.

CONTROL OF BLOOD-BORNE PATHOGENS

School Board policy 8453.01

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriated protective supplies and equipment;
- D. establish appropriated procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

J. Student privacy and parental access to information including surveys, analyses, and evaluations. Notification to public regarding inspection of instructional materials.

**STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
School Board policy 2416**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student of his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close, family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations or beliefs of the student of his/her parents; or

- G. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

K. Parents' rights in inspect, review and request amendments to student educational records.

STUDENT RECORDS

School Board policy 8330

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name, the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the school corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, personally identifiable information concerning students shall not be left unprotected, shared, or transferred from the School Corporation records to any place not within the control of the School Corporation. This includes any laptop computer or portable storage medium.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the students latest ISTEP/GQE test results;
- C. any secondary level and postsecondary level certificates of achievement earned by the student;
- D. immunization information from the student's immunization record.
- E. a functional and practical Spanish designation on the student's transcript if the student has taken Spanish language courses that meet the requirements of IC 20-32-4-12(b).

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and/or standardized intelligence tests, and/or formative assessments results.
- D. verified reports of serious or recurrent behavior patterns
- E. rank in class and academic honors earned;
- F. psychological tests
- G. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

L. Address where parents and student can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.

Frontier School Corporation Office
 126 E. Main Street
 Chalmers, IN 47929

**PUBLIC COMPLAINTS AND CONCERNS
 School Board policy 9130**

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration.

**Employee notification of the Fair Labor Standards Act (FLSA) rights - Posted in District.
Employee notification of the Uniformed Services employment and Re-employment Rights Act (USERRA) rights and benefits - Posted in District.**

**STUDENT DISCIPLINE
School Board policy 5600**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules require that students include rules adopted by the Board of Education provided to students in the student handbooks.

ANTI-HARRASSMENT

General Policy Statement

Pursuant to Policies 3362, 4362, 5517

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

M. Emergency medical authorization.

EMERGENCY MEDICAL AUTHORIZATION

School Board policy 5341

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those

students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by and "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

Emergency medical authorization - Building level.

Parent signatures authorizing student early dismissal - Building level.

Parent/student acknowledgement of risk when participating in interscholastic athletics.

INTERSCHOLASTIC ATHLETICS

School Board policy 2431

The School Board recognizes the value to the Corporation and to the community of a program of interscholastic athletics for as many students as feasible.

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 so long as the Association complies with the requirements of IC 20-26-14-5 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 a large a number of students as feasible within the Corporation.

A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a licensed physician; 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.

B. Any student who is found to have a life-threatening health condition such as a heart defect, respiratory dysfunctions, and the like, shall be denied participation in all athletic activity unless authorized in writing by the student's physician and parents in order to participate in any athletic activities

C. 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.

In order to minimize health and safety risks to student-athletics and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

O. Blanket authorization by parents for child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc.

TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS
School Board policy 8640

It shall be the policy of the School Board to use regular or special-purpose, school vehicles for transportation on field and other Corporation sponsored trips.

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Corporation shall assume transportation costs for approved field trips.

The corporation will assume transportation costs of all academic, athletic, and other extra-curricular trips that are required to participate. A one-dollar transportation fee will be charged all students for all other trips. This applies when a van, a mini-bus or a bus is used.

It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members of adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, noncorporation students and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles and/or use private vehicles.

P. Verification of insurance coverage for student accidents.

STUDENT ACCIDENT INSURANCE
School Board policy 8760

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall

offer parents the opportunity to participate in group accident insurance at the expense of the parents.

Student insurance information is available at each building.

Q. Parent notification regarding sex education and reproductive health.

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 venereal diseases, as essential ingredients in a comprehensive school health education curriculum. As required by State law, the curriculum shall also include the teaching of abstinence.

R. Parent and staff notification regarding Asbestos Hazard. Board policy 8431

Preparedness for Toxic Hazard and Asbestos Hazard

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from exposure to toxic chemicals used in the classroom as a part of an instructional program, as well as toxic chemicals used for cleaning or maintenance or from the presence of asbestos materials used in previous construction.

Recent legislation requires schools to provide parents with information on curriculum as well as the ability to “opt-in” to the instruction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses, and equipment, and the maintaining of school grounds.

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer who shall oversee the implementation of the Corporation’s Chemical Management/Toxic Hazards Plan. The plan may include:

- A. Identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with Material Safety Data Sheets (MSDS’s);
- B. Ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. Maintain a current file of MSDS’s for every hazardous material present on Corporation property;
- D. Design and implement a written communication program which:
 1. Lists hazardous materials present on corporation property;
 2. Details the methods used to inform staff and students of the hazards, and
 3. Describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and, if possible, the owners and operators of identified potential sources of toxic hazard.

PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

- A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Indiana Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Asbestos School Hazard Abatement, 20 U.S.C. 4011 et seq.
Asbestos Hazard Emergency Act, 40 C.F.R. Part 763
Toxic Substances Control Act 15, U.S.C. 2601 et seq.
I.C. 16-9-3-5, 16-41-37.5
410 IAC 33-4-8

Revised 11/12/01
Revised 7/9/12

Regulations

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide or a rodenticide. These regulations do not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating

under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:

- a. A review of the corporation's pest control policy;
- b. A review of the label instructions for the pesticides to be used;
- c. Methods to determine when an application of a pesticide is

necessary;

d. How to minimize potential pesticide exposure to students, teachers

and staff;

e. What activities are prohibited; and

f. Written documentation of the training.

2. When possible, pesticide, pesticide applications will be done during non-instructional

time or during vacation periods.

3. When inspections are conducted by an independent contractor, the contractor should

contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection.

The building administrator will then implement the notification requirements of the pest control policy and its regulations.

4. An emergency application of pesticides is defined as when an application of pesticides

is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.

5. At the time of registration for each school year, the Board shall provide the staff members

of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the

school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year.

A request for such notice may be made at any time during the school year.

6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.

7. The aforementioned notice shall include the (1) name of the active ingredients of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximated time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.

9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide application as soon as possible after such application.

11. A copy of records of each pesticide application at a school shall be maintained for at

least 90 days. The records will contain the following information:

- a. Date and time of the inspection and pesticide application;
- b. Pests found during inspection'
- c. Brand name and active ingredient of pesticide(s);
- d. EPA registration number of pesticide(s);
- e. Areas treated;
- f. Name of applicator; and
- g. Source for obtaining information on the pesticide label(s), material safety

data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for a least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations

and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.

13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions

will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.

14. All pesticide products will have complete label instructions, will remain in the original

container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

15. All applications of pesticides will be made in strict compliance with label instructions.

16. School corporation employees responsible for handling and applying pesticides shall have a specific pesticide training.

17. Training for school employees to become certified pest control applicators is available.

The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

The Superintendent of his or her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.

S. Reminders to staff on student supervision/health/safety matters.

STUDENT SUPERVISION AND WELFARE

School Board policy 3213, 4213

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional and ethical duty of care for students.

- A. A professional staff member shall immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff members shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate with student's at any time in a manner which gives the appearance of impropriety, including but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as illegal drugs, tobacco, or alcohol. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the corporation or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

Parents are to be notified.

- G. A professional staff member shall not transport student in a private vehicle without the approval of the principal.

- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc, when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school, other than directory information described in Policy 8330, confidential under Federal and State laws any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil penalty. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other information.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

FACILITY SECURITY

School Board policy 7440

Board Policy 7440 establishes that the building and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent is authorized to install metal detectors and other security devices, including video surveillance/electronic monitoring which would assist in the detection of guns and dangerous weapons or illegal or inappropriate behavior on corporation property or corporation transportation. Authorities may be contacted in the case of serious offenses.

T. Rules regarding entry on school grounds or premises of persons other than students, staff, and faculty.

SCHOOL VISITORS

School Board Policy 9150

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to involve visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if

there are no formal entrances, and at the main entrance to each school building.

U. McKinney Vento Homeless Student Liaison - Daniel A Sighting, Superintendent(219) 984-5009

Statement of educational rights of homeless students are available on request.