

Bylaws & Policies

Northwest Allen County Schools

8000 Policies – Operations

Northwest Allen County Schools

Bylaws & Policies

Adoption Resolution

Resolved, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws & Policies of the Northwest Allen County School Corporation School Board” are hereby adopted and that all bylaws and policies heretofore adopted by the Northwest Allen County School Corporation School Board are hereby rescinded, further be it

Resolved, that in the event any policy, part of a policy, or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this School Board the remaining bylaws, policies, and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the Northwest Allen County School Corporation School Board at a public meeting held at Fort Wayne, Indiana on May 3, 1993.

Table of Contents

8000 – OPERATIONS

8120	Volunteers
8121	Personal Background Check – Contracted Services
8210	School Calendar
8220	School Day
8310	Public Records
8320	Personnel Files
8330	Student Records
8350	Confidentiality
8351	Security Breach of Confidential Databases
8400	School Safety
8405	Environmental Health and Safety Issues
8410	Crisis Intervention
8420	Emergency Evacuation of Schools
8430	Bomb Threat
8431	Preparedness of Toxic Hazard and Asbestos Hazard
8432	Pest Control and Use of Pesticides
8442	Reporting Accidents
8450	Control of Casual Contact Communicable Diseases
8452	Automatic External Defibrillators (AED)
8453	Control of Non-Casual Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8462	Child Abuse and Neglect
8500	Food Services
8510	Wellness
8531	Free and Reduced-Price Meals
8540	Vending Machines
8600	Transportation
8640	Transportation for Field and Other Corporation Sponsored Trips

Northwest Allen County Schools

Bylaws & Policies

Table of Contents (continued)

8651	Non-School Use of Corporation Vehicles
8710	Insurance
8740	Bonding
8750	Indemnification
8760	Student Accident Insurance
8800	Religious / Patriotic Ceremonies and Observances
8900	Anti-Fraud

Northwest Allen County Schools

Bylaws & Policies

8120 - VOLUNTEERS

~~The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with Corporation needs. Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check.~~

~~The Superintendent is to inform each volunteer that s/he:~~

- ~~A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;~~
- ~~B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;~~
- ~~C. will be required to report any personal arrests on the filing of criminal charges while serving as a volunteer.~~

~~The Superintendent shall also ensure that each volunteer is properly informed of the Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.~~

~~Adopted 9/1/09~~

REPLACED BY: D325 - SEE BOARD DOCS

~~8121 - PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES~~

~~To protect students and staff members, the Board requires an inquiry into the personal background of each employee of a contractor or sub-contractor who is likely to have direct, on-going contact with children within the scope of their employment.~~

~~The Superintendent shall establish the necessary procedures to provide that contractors and sub-contractors conduct an inquiry into the background information of these employees that shall include the following:~~

- ~~A. an expanded national criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification~~
- ~~B. a search of the national sex offender registry maintained by the United States Department of Justice~~
- ~~C. arrest and/or filing of criminal charges against each employee within two (2) business days of the occurrence and the disposition of such arrest or filing of charges concerning employees of contractors and sub-contractors~~

~~Personally identifiable information reported to the Corporation in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.~~

~~Each contractor and sub-contractor providing services to the Corporation shall screen all employees who are likely to have direct, on-going contact with children in the course of providing services to the Corporation. Screening shall only be required one (1) time during the period of the current contract with the Corporation as long as the contractor has continuously screened new hires, and required the same of its sub-contractors and required that these employees report arrest and the filing of criminal charges against them. Compliance with this requirement shall be verified by either:~~

- ~~A. inclusion of the requirement as material term of the contractor's or sub-contractor's contract; or~~
- ~~B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files~~

~~Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/sub-contractor and the Corporation.~~

~~The Superintendent shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or sub-contractor to remove an employee from direct contact with students, upon request from the Superintendent, shall be considered to be a material breach of the contractor's or sub-contractor's contract with the Corporation.~~

~~I.C. 10-13-3, 20-26-2-1.5~~

~~I.C. 20-26-5-10, 11, 20-28-1-2,6,8~~

Adopted 9/1/09
Revised 7/6/10

REPLACED BY: D325 - SEE BOARD DOCS

8210 - SCHOOL CALENDAR

The School Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the Corporation.

The total number of days when the schools will be in session for instructional purposes shall be in accordance with the collective bargaining agreement, and for purposes of receiving State school aid, such days will number no fewer than 180.

All days lost due to snow, fire, epidemics, health conditions, etc. cannot be counted as a part of the minimum days of instruction for State aid and must be made up unless a waiver is obtained from the State Department of Education.

The Superintendent shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

I.C. 20-30-2-1,6, 20-18-2-17
511 IAC 6-2-1.1(j)

8220 - SCHOOL DAY

The School Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members or to provide time for staff development program. S/He shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

511 I.A.C. 6-2-1.1

8310 - PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this Corporation and to make such records available for inspection and reproduction.

The public records of this Corporation include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials, but does not include certain records described under I.C. 5-14-3-4, including the disclosure or use of any list of Corporation employees for commercial purposes nor any record or part of a record the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack.

A social security number contained in the records of the school corporation (student or employee) may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

A written request to inspect and copy by hand the public records of this Corporation may be made during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one (1) working day before the inspection. The Superintendent is authorized to grant or refuse access to the records of this Corporation in accordance with the intent of this policy.

Purchase of copies of the Corporation's public records may be made upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

The Board authorizes the Superintendent to provide, upon written request, enhanced i.e. immediate access to any public record which the Corporation has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. Such a record may be provided by means of a computer disk provided by the requestor, electronic mail, or a modem providing the requestor has paid the fee established for such transmission.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Corporation, except student records and certain portions of personnel records.

The Board establishes the following fee schedule for public records. These fees will be uniform through the Corporation and uniform to all purchasers.

A. Copies

The greater of:

1. ten cents (\$0.10) per page for copies that are not color copies or twenty-five cents (\$0.25) per page for color copies; or
2. the actual cost of copying the document.

"Actual cost" means the cost of paper and the per-page cost for use of copying or facsimile equipment and does not include labor costs or overhead costs.

B. Certification of document five dollars (\$5.00).

C. Other

The Corporation may charge a fee for providing a duplicate of a computer tape, computer disc, microfilm, or similar or analogous record system containing information owned by the Corporation or entrusted to it that does not exceed the sum of:

Northwest Allen County Schools

Bylaws & Policies

1. the Corporation's direct cost of supplying the information in that form; and
2. the standard cost of selling the same information to the public in the form of a publication if the Corporation has published the information and made the publication available for sale.

I.C. 5-14-3

Revised 1/5/04

Revised 9/1/09

Revised 7/6/10

8320 - 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.

A social security number contained in the records of the school corporation (student or employee) may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

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.

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:

- A. make no alterations or additions to the record nor remove any material therefrom;
- B. sign a log attached to the file indicating date and person reviewing.

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:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination in accordance with law within ninety (90) days of the appeal.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

I.C. 5-14-3, 5-14-3-4(a)(12)

Revised 9/1/09

8330 - STUDENT RECORDS

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 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

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:
 - 1. interest inventories and aptitude tests,

Northwest Allen County Schools

Bylaws & Policies

- 2. vocational preference inventories,
- 3. achievement tests,
- 4. standardized intelligence tests,
- 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, eligible students, designated school officials and designated school 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). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); school psychologist, a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a 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/her tasks (including volunteers). "Designated school personnel" could include, but not be limited to agents of an insurance carrier providing a defense to the Corporation or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

Northwest Allen County Schools

Bylaws & Policies

- A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – [Form 8330 F9](#) - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 - 2. the parent or eligible student, upon request, receives a copy of the record; and
 - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- D. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See [Form 8330 F14](#).) While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration

Northwest Allen County Schools

Bylaws & Policies

either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.
- G. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

Northwest Allen County Schools

Bylaws & Policies

DIRECTORY INFORMATION

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": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

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 United States Armed Forces 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 consent of the parent(s)/eligible student. 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 Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This 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 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 stated 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.

Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Board to not release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3 (f))

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

Northwest Allen County Schools

Bylaws & Policies

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

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 education records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the United States Department of Education;

Northwest Allen County Schools

Bylaws & Policies

- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for the proper storage and retention of records including a list of the type and location of record and informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and 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 students' records in accordance with this policy and administrative guidelines.

Violation of this policy

As provided for by State law, an employee or agent of the Board:

- A. who knowingly or intentionally discloses information classified as confidential by this policy commits a Class A misdemeanor;
- B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Class D felony unless the destruction is pursuant to a record retention scheduled adopted by the County Public Records Commission.

I.C. 31-39-2-13.8

I.C. 5-14-3-3(f)

I.C. 5-14-3-4(c)

I.C. 5-14-3-4(a)(12)

I.C. 20-33-2-13

I.C. 20-33-7-1,2,3, 20-33-10-2

34 C.F.R. Part 99

20 U.S.C. Section 1232g, 20 U.S.C. 7165(b), 20 U.S.C. 7908

26 U.S.C. 152

The Family Educational Rights and Privacy Act of 1974 93-380

Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400 et seq.

Revised 9/2/97

Revised 11/18/02

Revised 1/5/04

Revised 2/8/05

Revised 9/1/09

Revised 11/14/11

© Neola 2009

8350 - CONFIDENTIALITY

It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

This policy applies **only** to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

20 U.S.C., Section 1232g, 34 C.F.R. 99

Revised 11/18/02

8351 - SECURITY BREACH OF CONFIDENTIAL DATABASES

It is the policy of the School Board that when unauthorized access or acquisition of data occurs, which would compromise the confidentiality or security of personal information maintained by the Corporation on a database, the Corporation will take appropriate action to assess the risk, and notify the affected individuals in accordance with law.

Scope

This policy applies to any security breach involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the Corporation and handling personal information on the Corporation's behalf. It is expected that those offices, individuals or entities operating, maintaining, and using databases containing personal information will effectively control access to the databases to protect against unauthorized access, acquisition, modification, use or disclosure of personal information.

Security Breach and Personal Information – Definitions

A "security breach" means the unauthorized access to and acquisition of computerized data that compromises the security or confidentiality of personal information owned or licensed by the Corporation and that:

- A. causes a material risk of identity theft or other fraud to the person or property of a resident of the State;
- B. reasonably is believed to have caused a material risk of identity theft or other fraud to the person or property of a resident of the State; or
- C. reasonably is believed will cause a material risk of identity theft or other fraud to the person or property of a resident of the State.

Unauthorized access of information will not be considered a security breach if:

- A. the employee or agent acted in good faith in accessing the data;
- B. the access was related to the activities of the Corporation or the employee's or agent's job-related duties; and
- C. the employee or agent did not use the personal information for an unlawful purpose or subject the information to further unauthorized disclosure.

Also, the acquisition of personal information pursuant to a search warrant, subpoena, or other court order, or pursuant subpoena, order or duty of a regulatory State agency, will not be considered a security breach.

For purposes of this policy, personal information means an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any of or more of the following (when the information is not encrypted, redacted, or altered by any method or technology in such a manner that the information is effectively obscured or unreadable):

- A. Social Security number;
- B. driver's license number or State identification card number; and/or

- C. account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.

Discovery of Security Breach and Notification

If an employee suspects, discovers and/or determines that a security breach has occurred, the employee shall promptly notify his/her immediate supervisor and the Superintendent, in writing.

The Superintendent shall determine and implement the steps necessary to correct the unauthorized access and requirements for notifying those individuals whose personal information may have been compromised.

The Superintendent shall develop and implement administrative guidelines related to this policy.

Adopted 11/14/11

© Neola 2009

Northwest Allen County Schools

Bylaws & Policies

~~8400 - SCHOOL SAFETY~~

~~The Board of School Trustees is committed to maintaining a safe environment in all of the Corporation's schools. To that end, in accordance with State law, each school within the Corporation shall establish a *Safe School Committee*, the composition of which shall be in accordance with the Superintendent's guidelines.~~

~~The *School Safety Committee* shall be responsible for developing a plan for the school that addresses the following issues:~~

- ~~A. Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school.~~
- ~~B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.~~
- ~~C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.~~
- ~~D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.~~

~~In developing the school's plan, the *School Safety Committee* may seek input from representatives of the following:~~

- ~~A. local law enforcement agencies;~~
- ~~B. the local Fire Marshall(s) or his/her designee(s);~~
- ~~C. emergency medical services;~~
- ~~D. building administrators;~~
- ~~E. the local emergency management service agency;~~
- ~~F. School Resource Officer(s).~~

~~The Superintendent shall recommend the approval and adoption of each school's plan.~~

~~Security Police Training~~

~~In the case of a special police officer who is assigned as a security police officer for the School Corporation, the Board shall require that the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with autism and Asperger's syndrome.~~

Northwest Allen County Schools

Bylaws & Policies

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Corporation report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall refer this to the *School Safety Committee* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall meet with the *School Safety Committee*, discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

I.C. 5-2-10.1-12, 20-26-16, 20-26-5-31, 20-34-3-20-9
Title IX, Section 9532 of the No Child Left Behind Act of 2001

Adopted 3/6/06
Revised 9/1/09

REPLACED BY: G100 - SEE BOARD DOCS

8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the Corporation, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of Corporation facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a corporation-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and Corporation safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the Corporation.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to Corporation employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

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.

ANIMALS IN CLASSROOMS

Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean (see AG 8405A).

INDOOR ENVIRONMENTAL QUALITY (IEQ)

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks;
- B. structural defects in the building;
- C. improperly controlled humidity levels;
- D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination;
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards;
- C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment;
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

Northwest Allen County Schools

Bylaws & Policies

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environment Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The Superintendent shall develop the administrative guidelines necessary to establish these practices in the Corporation. (See AG 8615)

POLLUTION CONTROL AND PREVENTION

In an effort to comply with environmental policy and applicable regulations, the Corporation shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 8420	Emergency Evacuation of Schools
Policy 8431	Preparedness for Toxic Hazard and Asbestos Hazard
Policy 8432	Pest Control and Use of Pesticides
Policy 8442	Reporting Accidents
Policy 8450	Control of Casual-Contact Communicable Diseases
Policy 8453	Control of Noncasual-Contact Communicable Diseases
Policy 8453.01	Control of Blood-Borne Pathogens

Adopted 3/6/06

POLICY 8453 REPLACED BY: A325 - SEE BOARD DOCS

POLICY 8453.01 REPLACED BY: C525 - SEE BOARD DOCS

8410 - CRISIS INTERVENTION

The School Board believes that the employees, and students of the Corporation, as well as visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various crisis situations.

The Superintendent shall promulgate administrative guidelines for responding to a crisis situation, developing a prevention plan, and providing effective intervention for students who may show warning signs that relate to violence or other troubling behaviors.

Adopted 4/00

8420 - EMERGENCY EVACUATION OF SCHOOLS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. minimum disruption to the educational program occurs;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

I.C. 20-34-3-20

511 IAC 6-2-1(b)(7)(8), 2-4-3

8430 - BOMB THREAT

While the likelihood of a bomb actually being placed in a school is very remote, the School Board believes the following steps should be taken to ensure the safety of students and staff:

- A. Students and staff will be evacuated from the building upon the decision of principal upon contacting the Superintendent.
- B. The police will be contacted and requested to investigate and may enlist the assistance of outside help.

Administrators, building engineers, and maintenance personnel will assist and cooperate with police authorities.

The Superintendent will contact the Board President.

Police and school authorities will make every effort to determine who made the bomb threat call. If an individual is apprehended, s/he shall be prosecuted to the fullest extent permitted by law. If a student is involved, the Student Code of Conduct will be enforced to its fullest and the matter referred to the appropriate court.

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 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.

The Superintendent will appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- 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.
- E. conduct a training program for all Corporation employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the Corporation's plan for communication, labeling, etc.

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

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 Asbestos Abatement Contractors Licensing Act.

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.

Revised 5/21/01

8432 - PEST CONTROL AND USE OF PESTICIDES

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. 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 for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000

Adopted 9/1/09

8442 - REPORTING ACCIDENTS

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred immediately to the school nurse or appropriate personnel for such medical attention as may be needed.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office of the building principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury.

The Superintendent shall prepare administrative guidelines which should include procedures for notification of the insurer.

8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, "casual-contact communicable disease" shall include:

- A. diphtheria;
- B. scarlet fever and other strep infections;
- C. whooping cough;
- D. mumps;
- E. measles;
- F. rubella;
- G. others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the school nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from Corporation property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

Northwest Allen County Schools

Bylaws & Policies

~~8452 - AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)~~

~~The School Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the Corporation.~~

~~An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.~~

~~The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, placement of the AED. The AED devices will be located at school buildings for use by employees with proper AED training.~~

~~I.C. 16-31-3.5, 34-30-12-1~~

~~Adopted 3/6/06~~

REPLACED BY: C525 - SEE BOARD DOCS

8453 - CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "noncasual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a noncasual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the Allen County Health Department to determine if the initial evidence warrants exclusion.

The Superintendent shall also consult with either the infected person's physician or the Allen County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be removed from the school environment, the person shall be temporarily excluded.

The Corporation shall provide an alternative education program for any student excluded from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Home-bound Instruction.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be from school, the Superintendent will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Northwest Allen County Schools

Bylaws & Policies

~~Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.~~

~~The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, certified staff, and classified staff on the principal means by which noncasual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.~~

~~The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.~~

~~20 U.S.C. 1232(g)~~

~~I.C. 20-8.1-7-21, 16-1-9.5-6, 20-8.1-7-8~~

~~Revised 9/1/09~~

REPLACED BY: A325 - SEE BOARD DOCS

~~8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS~~

~~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 appropriate protective supplies and equipment;~~
- ~~D. establish appropriate 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.~~

~~29 U.S.C. 1910.1030~~

REPLACED BY: C525 - SEE BOARD DOCS

Northwest Allen County Schools

Bylaws & Policies

~~8462 - CHILD ABUSE AND NEGLECT~~

~~As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.~~

~~Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator in the presence of the staff member if possible, shall immediately call the Child Protective Services or the Allen County Police Department.~~

~~Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.~~

~~Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.~~

~~I.C. 31-33-1 et seq.~~

~~Revised 1/3/95~~

~~Revised 9/2/97~~

~~Revised 5/21/01~~

REPLACED BY: A225 - SEE BOARD DOCS

8500 - FOOD SERVICES

The School Board will provide cafeteria or serving facilities in all schools where space and facilities permit, and food service for the purchase and consumption of lunch for all students.

The food-service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the procedures established by the Superintendent.

The operation and supervision of the food services program is the responsibility of the food services director. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board will assist the program by furnishing available space, initial major equipment, and utensils.

In accordance with Federal law, the Food Service Director will take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food service accounts will be made by the business manager. Any surplus funds from the National School Lunch Program will be used to reduce the cost of the service to students or to purchase food service equipment. Surplus funds from a-la-carte foods may accrue to the food service program, the school, or a student activity fund.

The Superintendent will prepare administrative guidelines for the conduct of the school breakfast and/or lunch program that will include provisions for:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food;
- C. the purchase of foods and supplies in accordance with law;
- D. the accounting and disposition of food service funds;
- E. the safekeeping and storage of food and food equipment;
- F. the maintenance and replacement of equipment.

No foods or beverages, other than those associated with the Corporation's food-service program, are to be sold during food-service hours. The Corporation will serve only nutritious food as determined by the Food Service Department and will not purchase with food service funds and will not serve, in any food-service area during meal-serving hours: carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy, and candy-coated popcorn. Foods and

Northwest Allen County Schools

Bylaws & Policies

beverages unassociated with the food-service program may be vended subject to the limitations of State law in accordance with Board Policy [8540](#).

The Superintendent will ensure a wholesome, nutritious food services program in the schools of the Corporation which reinforces the concepts taught in the classrooms.

I.C. 20-26-5-4, 20-26-9-1 et seq., 20-26-9-8, 20-26-9-12, 20-26-9-13, 20-26-9-18
7 C.F.R. Parts 210, 215, 220, 240

Revised 1/3/95

Revised 5/7/07

Northwest Allen County Schools

Bylaws & Policies

8510 - WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Northwest Allen County School Corporation.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
5. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
6. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
7. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
8. Schools are members of the USDA Team Nutrition Program.

B. With regard to physical education, the Corporation shall:

1. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
2. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
3. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

C. With regard to other school-based activities the Corporation shall:

1. The school shall provide attractive, clean environments in which the students eat.
2. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

Northwest Allen County Schools

Bylaws & Policies

- ~~3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.~~
- ~~4. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.~~
- ~~5. NACS discourages parents from bringing restaurant-type foods into schools.~~

~~Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:~~

- ~~A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.~~
- ~~B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).~~
- ~~C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.~~
- ~~D. All foods available to students in the dining area during school food service hours may comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.~~
- ~~E. The food service program shall be administered by a qualified nutrition professional.~~
- ~~F. Continuing professional development shall be provided for all staff of the food service program.~~
- ~~G. School menus are followed and analyzed using USDA-approved software.~~
- ~~H. NACS Food Service Nutrition Guidelines are established for foods available on the school campus, during the school day.~~

~~The Board designates the Superintendent as the individual charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.~~

~~The Superintendent shall report on the Corporation's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.~~

~~42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771~~

~~Adopted 6/19/06~~

REPLACED BY: A275 - SEE BOARD DOCS

Northwest Allen County Schools

Bylaws & Policies

~~8531 FREE AND REDUCED PRICE MEALS~~

~~The School Board recognizes the importance of good nutrition to each student's educational performance.~~

~~The Board shall provide needy children with lunch at a reduced rate or no charge to the student.~~

~~Children eligible for free or reduced price meals shall be determined by the criteria established by the Child Nutrition Program.~~

~~The Board designates the principal to determine the eligibility of students for free and reduced price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.~~

~~The schools shall notify all families annually of the availability, eligibility requirements, and application procedure for free and reduced price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced price meals.~~ **REPLACED BY: G325 - SEE BOARD DOCS**

~~I.C. 20-26-9-3,4,6~~

~~42 U.S.C. 1751 et seq.~~

~~42 U.S.C. 1771 et seq.~~

8540 - VENDING MACHINES

The School Board recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities provided that the following conditions are satisfied:

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The Corporation's share of the revenues are managed by the principal in accordance with relevant Board policies and administrative guidelines.
- C. No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.

The Superintendent shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis and that the proper procedures are established regarding location, operation, and maintenance of the equipment as well as for the dispensing of products.

8600 – TRANSPORTATION

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary. The regulations of the State Department of Education shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Corporation for the transportation of resident students between their home areas and the schools of the Corporation to which they are assigned. A school bus is a motor vehicle that is designed and constructed for the accommodation of at least ten (10) passengers and used for the transportation of school children to and from school, school athletic games or contests, and other school functions. The term "school bus" does not include a privately owned automobile with a capacity of not more than five (5) passengers that is used for the purpose of transporting school children to and from school.

A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards except the requirement for stop arms and flashing lights, that is used by the School Corporation for transportation purposes not appropriate for school buses.

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program for the habilitation or rehabilitation of developmentally disabled or physically disabled persons) between their residence and the school.

A special purpose bus may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

A special purpose bus may also be used to transport homeless students.

If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeur's or public passenger chauffeur's, commercial drivers, license. If the special purpose bus has a capacity of more than fifteen (15) passengers, the operator must meet the requirements of a regular school bus driver.

A special purpose bus is not required to be constructed, equipped, or painted as specified for a regular school bus.

Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other Corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the Corporation on the same basis as public school children.

Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of every resident student entitled to transportation services.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

I.C. 16-41-37-2.3

I.C. 9-13-2-161

I.C. 20-26-5-4, 20-27-3-5, 20-27-9; 20-27-9-5, 20-27-12-5

Revised 1/5/2004; 2/8/2005; 5/7/2007; 11/14/2011; 12/15/2014

~~8640 TRANSPORTATION FOR FIELD AND OTHER CORPORATION SPONSORED TRIPS~~

~~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 Corporation shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.~~

~~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 or 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 pre-school age shall not be permitted to ride on the trip vehicle.~~

~~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 of private vehicles.~~

~~I.G. 20-27-9-1 et seq., 20-27-9-6~~

Revised 9/1/09 **REPLACED BY: C500 - SEE BOARD DOCS**

8651 - NONSCHOOL USE OF CORPORATION VEHICLES

The School Board will permit school vehicles, owned or leased by this Corporation, to be used to transport individuals or groups in accordance with law.

Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students. The Board reserves the right to refuse or cancel any nonschool transportation in the interest of the educational program or the efficient operation of the Corporation.

Vehicles must be operated by the holder of a valid bus driver's license who is an employee of this Corporation or someone approved by the Board. The cost of nonschool transportation shall be based on administrative guidelines established by the Superintendent.

I.C. 20-27-9-6

8710 - INSURANCE

The School Board shall purchase with Corporation funds the type and amount of insurance necessary to protect the Corporation from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. fire and extended coverage on buildings and contents
- B. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- C. boiler and machinery
- D. special coverage for equipment not ordinarily covered under a standard policy
- E. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- F. worker's compensation coverage
- G. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The business manager shall administer the insurance program.

I.C. 20-26-5-4, 20-27-5-9, 20-9.1-2-6, 21-2-5.6-1 et seq.

8740 - BONDING

The School Board recognizes that prudent trusteeship of the resources of this Corporation dictate that employees responsible for the safekeeping of Corporation monies be bonded.

The Corporation shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

8750 - INDEMNIFICATION

It is the policy of the School Board to carry liability insurance protection for employees, volunteers, student teachers, and parent organizations.

As authorized by I.C. 20-5-2-2 it shall be the policy of the Board to defend any employee of the Corporation in any suit arising out of the performance of duties for, or employment with, the Corporation, except in the case of a civil rights suit as discussed below, provided the Board by resolution determines that such action was taken in good faith. The intent is to save any such employee harmless from any liability, cost, or damage in connection therewith, including but not limited to the payment of any legal fees, except where such liability, cost, or damage is predicated on, or arises out of, the bad faith of such employee, or is a claim or judgment based on his/her malfeasance in employment.

As authorized by I.C. 34-4-16.7-1, if a present or former employee of the Corporation, as defined by said statute, is or could be subject to personal civil liability for a loss occurring because of a noncriminal act or omission within the scope of his/her employment or duties which violates the civil rights laws of the United States, the Board shall, subject to the provisions of statute, pay any judgment, compromise, or settlement of the claim or suit when the Board determines that paying the judgment, compromise or settlement is in the best interest of the Corporation. The Corporation shall also pay all costs and fees incurred by or on behalf of any such employee in defense of any such claim or suit.

I.C. 20-26-5-4, 34-4-16.7-1, 34-13-2-1, 34-13-3-5, 34-13-3-20, 34-13-4-1

8760 - STUDENT ACCIDENT INSURANCE

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.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

I.C. 20-26-5-4

Northwest Allen County Schools

Bylaws & Policies

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

Corporation staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in act of worship or celebration. The Corporation shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Corporation property by any party shall be in accordance with Policy [7510](#) and AG [7510A](#) - Use of Corporation Facilities and Policy [9700](#) - Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. Such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate. However an individual who is required by his/her religious beliefs to engage in religious exercise (e.g. a formal prayer during the school day) will be accommodated unless such accommodation would disrupt an educational function.

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

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

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

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day.

The Board shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student's parent chooses not to have the student to participate. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

I.C. 1-1-11-2

I.C. 1-2-2-1

I.C. 1-2-3-6

I.C. 20-30-5-0.5, 20-30-5-4.5

20 U.S.C. 4071 et seq.

REPLACED BY: G425 - SEE BOARD DOCS

Revised 3/6/06

8900 - ANTI-FRAUD

~~This policy is implemented to advise employees about activities which may be fraudulent, illegal or otherwise unethical. The Corporation will not tolerate such activities and disciplinary measures will be implemented as appropriate.~~

Scope

~~This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and any other parties with a business relationship with the Corporation.~~

Policy

~~Fraud and fraudulent activity is strictly prohibited.~~

~~Each employee or agent of the Corporation shall be responsible for reporting any observed or suspected fraud or fraudulent activity to the Business Office, the Superintendent or the Board President.~~

~~All administrators shall be vigilant for any conduct that may appear to constitute fraud within the areas of their responsibility.~~

~~All reporting and investigation shall be done in accordance with the Corporation's Whistleblower's Guideline. (AG [1411](#)).~~

Fraud – Definitions

~~Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon his/her injury.~~

~~The following are examples of prohibited acts:~~

- ~~A. falsification of any Corporation record with the intent to conceal information to the Corporation's detriment or the individual's advantage, particularly financial records~~
- ~~B. forgery of a check, bank draft, wire transfer or any other Corporation financial document~~
- ~~C. unauthorized alteration of a financial document or account belonging to the Corporation~~
- ~~D. misappropriation of funds, supplies or other assets of the Corporation~~
- ~~E. impropriety in the handling or reporting of money or financial transactions~~
- ~~F. disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly)~~
- ~~G. asking for or accepting anything of material value from contractors, vendors or persons providing services or materials to the Corporation, except as provided in gift policies~~
- ~~H. unauthorized destruction, removal, or use of records, furniture, fixtures and/or equipment for personal gain~~

Northwest Allen County Schools

Bylaws & Policies

~~(either directly or indirectly)~~

- ~~I. misuse of State or Federal funds for other than their designated purposes~~

~~This list is meant to illustrate the types of activities that are prohibited. It is not comprehensive. Other misconduct of a similar nature is similarly prohibited.~~

~~Confidentiality~~

~~The Corporation will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and its obligations under the Freedom of Information Act. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.~~

~~Except as authorized by the Superintendent, the reporting witness and others interviewed are not to discuss the allegations or investigation with other Corporation employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations which are not privileged could harm an innocent individual's reputation and result in potential civil liability.~~

~~Non-Retaliation~~

~~Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the Corporation's Whistleblower's Policy [1411](#).~~

~~Adopted 9/1/09~~

REPLACED BY: F100 - SEE BOARD DOCS