

Bylaws & Policies

Northwest Allen County Schools

9000 Policies – Relations

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all bylaws and policies heretofore adopted by the Northwest Allen County School Corporation School Board are hereby rescinded, further be it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.

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9120 - PUBLIC INFORMATION PROGRAM

The School Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other Corporation residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

I.C. 20-26-5-4

9130 - PUBLIC COMPLAINTS AND CONCERNS

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

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

The Board shall not discuss nor shall permit the discussion of personnel matters in a public forum.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure. Extenuating circumstance may cause the issue to be directed to the Superintendent or Board President.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the supervisor of the staff member. The supervisor, the employee, and the complainant shall discuss it promptly and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

Documentation of this conference shall be the responsibility of the highest ranking school official.

This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member's supervisor shall report the matter and whatever action may have been taken to the principal.

B. Second Level

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~~If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's principal and the staff member and in compliance with provisions of a collective bargaining agreement, if applicable.~~

~~Documentation of this conference shall be the responsibility of the highest ranking school official.~~

~~This request should include:~~

- ~~1. the specific nature of the complaint and a brief statement of the facts giving rise to it;~~
- ~~2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;~~
- ~~3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.~~

~~C. Third Level~~

~~If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent. A conference shall be convened with the complainant, the staff member, the staff member's principal, and the Superintendent.~~

~~Documentation of this conference shall be the responsibility of the highest ranking school official.~~

~~This request should include:~~

- ~~1. the specific nature of the complaint and a brief statement of the facts giving rise to it;~~
- ~~2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;~~
- ~~3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.~~

~~Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.~~

~~Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.~~

~~The Board, after reviewing all material relating to the case, may grant an audience before the Board.~~

~~The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.~~

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~~Matters Regarding an Administrative Staff Member~~

~~Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.~~

~~Matters Regarding a Support Staff Member~~

~~In the case of a support staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member".~~

~~Matters Regarding Corporation Services or Operations~~

~~If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".~~

~~Matters Regarding the Educational Program~~

~~If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".~~

~~Matters Regarding Instructional Materials~~

~~The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See [Form 9130 F3](#).~~

~~If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:~~

~~A. The criticism is to be addressed to the principal, in writing, and shall include:~~

- ~~1. author;~~
- ~~2. title;~~
- ~~3. publisher;~~
- ~~4. the complainant's familiarity with the material to which they object;~~
- ~~5. sections objected to, by page and item;~~
- ~~6. reasons for objection.~~

~~B. Upon receipt of the information, the principal may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:~~

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1. one (1) or more professional staff members including media specialist and principal;
2. one (1) or more lay persons knowledgeable in the area.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

The material in question may not be withdrawn from use pending the committee's recommendation to the Superintendent.

The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case in public session and advise the complainant, in writing, of its decision within fifteen (15) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

I.C. 20-26-5-4
20 U.S.C. 1232h

Revised 8/7/95
Revised 9/20/00
Revised 11/18/02

REPLACED BY: H225 - SEE BOARD DOCS

9150 - SCHOOL VISITORS

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

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

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or to remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation at any function occurring on Corporation premises.

However, raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy [9211](#) - ~~Corporation Support Organizations and Policy [9700](#) - Relations with Special Interest Groups.~~ **9700 REPLACED BY H200 - SEE BOARD DOCS**

The Board is aware of the increasing desire of many parents and other members of an audience to use "camcorders" and other audio/visual devices at school events. The Board authorizes the use of such devices providing their use does not interfere with the conduct of the particular activity, impinge on the enjoyment of the event by other members of the audience, or violate copyright or contract provisions related to a performance. The Superintendent shall establish rules and procedures governing the use of noncorporation audio/visual devices and equipment at any Corporation-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that do not delay or disrupt the activity.

Any person or organization that wishes to film students or school activities which are not public events must receive prior permission from the Superintendent or his/her designee.

For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available at no charge for use by Board members, and/or members of the staff,

Such tickets shall be distributed on priority basis established by the Superintendent.

I.C. 20-26-8-1, 20-26-5-5

Revised 5/1/95

Revised 4/00

9190 - EDUCATIONAL PROJECT CHARGE

It is the policy of the School Board to approve school sponsorship of functional, occupational projects as part of the instruction related to the industrial arts and vocational programs being taught by the Corporation school(s).

Functional projects may be accepted by the teacher with the approval of the principal.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects.

9210 - PARENT ORGANIZATIONS

The School Board supports all organizations of parents whose objectives are to promote the educational experiences of Corporation students. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the Corporation must obtain the approval of the principal as a prerequisite to organizing.

Representatives and members of approved school related organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the School Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

9211 - PARENT-TEACHER ORGANIZATIONS

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of Corporation students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

These needs may be educational to parents and/or children. In addition to parents, membership shall be available to the Corporation's professional staff.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the principals and other staff members. Each group will submit its bylaws to the principal for his/her approval and shall abide by the policies of the Board and the guidelines established by the Superintendent.

The Superintendent shall implement administrative guidelines which ensure that each group's fund-raising activities are in compliance with Board policies and that the funds are used for school-related projects that have the approval of the Superintendent and appropriate building administrators.

The Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures no later than June 30th of each year.

9250 - RELATIONS WITH PARENTS

The School Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

Parent-teacher conferences to permit two-way communication between home and school.

Open houses in Corporation schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Each school in the Corporation shall hold an open house at least annually.

Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.

Special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school administrative guidelines, and by accepting their own responsibility for children's willful in-school behavior, including participating in disciplinary actions when requested to do so by the school;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Each school in a school corporation may develop a written agreement that contains the expectations for the school, the student, the student's teachers, and the student's parents.

A school that develops an agreement must seek the participation of parents and students in developing the agreement.

Each educator at the school shall affirm and sign the agreement, and each student and the student's parents shall sign and affirm the agreement.

A parent, a student, an educator, and a school shall make a reasonable effort to comply with the terms of the agreement.

9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)

The School Board encourages the enrollment of all school age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment.

All requests to educate a child in an equivalent education (home-schooling) program are to be submitted to the Superintendent. S/He shall inform the parents that later enrollment of the child in any of the Corporation's schools will be in accordance with Board Policy [5463](#) - Credits From Nonpublic Schools/Home Schools and the administrative guidelines associated with that policy.

The Board shall not allow a student who is being educated at home or at a noncorporation school to participate in any of the Corporation's co-curricular or extra-curricular activities.

A resident student may, however, enroll in one or more academic courses with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes.

I.C. 20-33-2-27, 20-33-2-4 thru 9

Revised 5/1/95

9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the School Board that strong lines of communication be maintained by the Corporation with other school corporations and with institutions and organizations which provide Corporation students with programs, training, or services not available in the Corporation.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the Corporation's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of Corporation resources or require any additional resources of the Corporation.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School Corporation in order to be aware of any program changes that may be planned that could affect this Corporation; and to cooperate fully in the implementation of all State and Federal programs administered by this Corporation that benefit, in whole or in part, eligible students attending private or parochial school.

9555 - PARTNERSHIPS WITH BUSINESS

The School Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the Corporation need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the Corporation and individual companies but also, if possible, consortia involving several companies and/or school Corporations. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of Corporation personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships with the understanding that the Board shall review and approve each specific plan prior to its finalization with the potential partners.

Adopted 5/1/95

9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The School Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of Corporation resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure:

- A. community activities and events which are related to Corporation Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.

9700 - RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. Political/Commercial Interests

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, benefit to students, good taste, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the Corporation's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. have the primary affect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Corporation;
3. involve any direct cost to the Corporation;
4. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the School Corporation, unless:
 - a. the Board's Policy [2340](#) - Field and Other Corporation-Sponsored Trips has been complied with in all aspects;

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- b. ~~the Board has granted special permission;~~
- c. ~~the parents of a minor student have granted their permission.~~

~~C.~~ Distribution/Posting of Literature

~~No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the principal.~~

~~The Superintendent shall establish administrative guidelines which ensure that:~~

- 1. ~~criteria established in Policy 5722 - Student Publications and Productions are used to make a decision regarding materials that students seek to post or distribute;~~
- 2. ~~distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated collective bargaining agreements;~~
- 3. ~~the school mail system is not used by students or staff for distribution of nonschool-related materials;~~
- 4. ~~the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.~~

~~D.~~ Solicitation of Funds

~~Because the Corporation cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the Corporation to solicit funds on Corporation property.~~

~~Any booster club or school support group that may use students in a fund-raising activity must comply with I.C. 4-32-9-34, namely, that no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fund-raising events - bingo games, charity game nights, raffles, door prizes, fund-raising festivals, activities related to pull tabs, punchboards, tip boards, and the like.~~

~~E.~~ Prizes/Scholarships

~~The School Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:~~

- 1. ~~No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.~~
- 2. ~~The type of scholarship or prize, and any restrictions upon it, shall be approved by the principal.~~

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3. ~~The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.~~
4. ~~All scholarships and prizes shall be awarded without regard to race, sex, color, religion, age, physical disability, ancestry or national origin, or other unlawful discriminatory classifications.~~

~~F.~~ **Surveys and Questionnaires**

~~Neither Corporation-related or non-corporation-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved in accordance with the Superintendent's criteria, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent for review and approval before they are released.~~

Revised 1/3/95

REPLACED BY: H200 - SEE BOARD DOCS

9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR I, WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS

The School Board recognizes the service provided to the country and the individual sacrifices made by veterans of World War I, World War II, the Korean Conflict and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The individual served as a member of the armed forces of the United States at any time during World War I, World War II, the Korean Conflict, or the Vietnam Conflict.
- B. The veteran either left a public or nonpublic school located in Indiana prior to graduation in order to serve in the armed forces of the United States.
- C. The veteran was a student in good standing at the high school described above to the satisfaction of the Department of Veterans' Affairs.
- D. The veteran received an honorable discharge from the armed forces of the United States.
- E. The veteran has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

An eligible veteran who has received a general educational development (GED) diploma may also apply for the issuance of a diploma under this policy.

If the veteran is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Indiana Department of Veterans' Affairs. The application is available through and the eligibility verification is handled by the Indiana Department of Veterans' Affairs.

I.C. 20-20-7

Adopted 9/1/09