

MSD OF NORTH POSEY COUNTY

Resolution to Adopt a 403(b) Retirement Plan

This resolution is adopted by the Board of School Trustees of the Metropolitan School District of North Posey County, Posey County Indiana.

Whereas, a 403(b) Retirement Plan has been established; and

Whereas, the Board of School Trustees is required under the Internal Revenue Service Code 403(b) to adopt a plan with respect to a 403(b) Retirement Plan; and

Whereas, the Board of School Trustees held a public meeting on the 10th day of November 2008 at 6:30 PM at the Office of the Superintendent, 101 N. Church Street, Poseyville, IN 47633.

THEREFOR, BE IT RESOLVED by the Board of School Trustees that the plan entitled 403(b) Retirement Plan is hereby incorporated by reference into this resolution and is adopted as the Board of School Trustees' plan with respect to the Internal Revenue Service(IRS) code, section 403(b) Retirement Plan.

BE IT FURTHER RESOLVED, that the Board of School Trustees grants the Superintendent of Schools permission to change or amend the 403(b) Retirement Plan as needed in order to keep the plan current and compliant with the Internal Revenue Service Code.

Adopted the 10th day of November, 2008.

AYE

NAY

Larry A. Lewis
Kathy A. Mauck
Stephen H. Bender
Mark J. Smith
Michael H. Beers

ATTEST:

Kathy A. Mauck
Kathy A. Mauck, Secretary
Board of School Trustees

MSD of North Posey County

Acceptable Use Policy

Access to the Internet and the Corporation's Technology Services (Technology Services include, but are not limited to computers, local network services, telephone services and the Internet) enables students and staff access to a vast wealth of information that is made possible by the District's existing network and the State's Internet connection. These services are made available to all staff members who have a signed copy of this form on file with the Corporation Office and all students who have a signed parental permission form on file with the school office. Students who do NOT have a form on file with the office, are granted basic computer access for classroom purposes only and not given access to any resources outside of the Corporation, such as the Internet. Staff users must have a form on file at Central Office before computer access is granted. Access to technology services is a privilege, not a right and may be revoked at any time for abusive conduct or violation of policies that are set forth in this Acceptable Use Policy, herein referred to as the AUP. This agreement will remain in effect until the user is no longer employed or enrolled in the District. The corporation will periodically make determinations on whether specific uses of technology access are consistent with the AUP. Changes / additions to the AUP may be made as needed without notice to users but only changed as approved by the Board of Education.

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

In exchange for use of the District's Technology Resources, I understand and agree to the following:

- I. All computers, telephone systems, electronic mail services, and voice mail systems are the District's property. Users of technology resources **should not** expect that files stored on the District's computer network will remain private. Electronic messages (E-Mail), voice mail files, instant messages (IM), data transmitted via Wi-Fi and files stored on the network should be treated as public domain information. Administrators and faculty may review files and messages to maintain system security and ensure that Acceptable Use Policies are being followed. Review of such information may be done by the District with or without the user's knowledge. Files/Messages relating to illegal activities may be reported to authorities.
- II. Users are expected to abide by the generally accepted rules of network etiquette. These may include (but are not limited to) the following:
 - Be Polite – do not use abusive language in any messages to others (including email)
 - Do not reveal any personal information, such as your personal address or phone number(s) or those of any other staff member or students.

Board Adopted May 12, 2008

Revision Board Approved: Feb. 10, 2014

- E-Mail / IM is not guaranteed to be private. People who operate the system, as well as the Superintendents, have access to all mail. Any messages relating to or in support of illegal activities may be reported to law enforcement. The Corporation will cooperate with any subpoena presented by law enforcement authorities.
 - Messages and internet activity can be traced to you. Once a message has been sent, it cannot be recalled. Avoid sending messages when you are angry or upset.
- III. The Corporation reserves all rights to any material stored in files or messages which are generally accessible to others and will take disciplinary action regarding any material to which the Corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Corporation reserves the right to filter such content as deemed necessary; however, the Corporation makes no assurance that 100% of such content is filtered. A user may not use his/her computer to obtain, view, download, or gain access to distribute or transmit filtered materials.
- IV. Abusive conduct or system misuse will not be tolerated and is cause for revocation of the user's access and / or other disciplinary measures. Abusive behavior and / or system misuse includes, but is not limited to:
- Intentionally sending or displaying offensive messages or pictures, including pornography
 - Using obscene language or harassing, insulting, or attacking other users
 - Damaging any computer, computer peripheral (mouse, keyboard, etc.), or networking equipment
 - Violating copyright laws
 - Using others' password or sharing your password with another user
 - Trespassing in others' folders, work area, home directories or files
 - Intentionally wasting resources such as gaming sites
 - Use of social networking sites.
 - i. The building principal may designate access to a staff member to provide updates of District pages using a district established account.
 - Purchase of any goods or services through online sources
 - Intentionally attempting to bypass network and/or computer security, including through use of open or anonymous proxies
 - Opening computer hardware or attempting to gain access to the computer hardware
 - Modifying the operating system or installing non-licensed or unauthorized software
 - Attempting to gain Administrator access on any workstation or server
 - Attempting to copy Corporation licensed software onto floppy disks, CD-ROMs, DVD-ROMs, BD-ROMs, flash memory cards, hard drives, ISO images, ghost images or any other form of removable media
 - Employing the network for commercial purposes
 - Employing peer-to-peer measures of any kind
 - Use of any personal or 'free' email services such as Hotmail, G-Mail, Yahoo Mail, etc.
 - Installing unauthorized software or software which has not been approved by the District Technology Coordinator
 - Using the Internet / Network to engage in 'hacking' or other illegal/unlawful activities

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- V. Technology access is intended for the exclusive use by the Corporation's registered users. The user is responsible for the use of his/her password. Any problems which arise from the use of a user's account are the responsibility of the user. Use of an account by someone, other than the registered user, is forbidden and is cause for AUP revocation. Any staff user who feels their password has been compromised or any user who wishes to change his/her password should notify the District Technology Coordinator immediately. Student users may request password changes from the building office. Student password changes will be assigned by the technology department. **Staff Users should under NO circumstances share any password with anybody other than the technology department, including building principals, substitute teachers, or another teacher within the corporation. - Student users may ONLY share their password with their classroom teacher and to office personnel for verification purposes.** Teachers MAY share credentials with a student teacher, provided that the credentials are changed at the end of the student teacher's term. Teacher is responsible for notifying the technology department of effective dates and password change. See Substitute Teachers Network Guidelines for further info.
- VI. The corporation does not warrant that the technology services will meet any specified requirements that the user may have or that service will be error free or uninterrupted; nor shall it be liable for any direct, indirect, incidental, or consequential damages, including lost data or time. Staff members need to have back-up plans or contingency procedures in place for times when the Internet and/or District's computers/network may not be accessible. Staff members should also take back-up measures, such as saving to removable disks or network resources, to any local files on their hard drives they wish to protect.
- VII. The user may not transfer files to/from information services, electronic bulletin boards, message forums, etc. The user will be liable to pay any cost or fee for any services that were accessed, whether intentionally or inadvertently.
- VIII. The Corporation reserves the right to log usage of all network services as well as monitor file server space utilization. The Corporation reserves the right to remove a user or restrict space available to prevent outages or overuse by select users.
- IX. Any software that any building, department, or user wishes to obtain for use on any Corporation technology resource, either by purchase, grant, or download, must be approved by the District Technology Coordinator. Requests should be submitted by email or in writing. Users may not copy software on any District computer and may not bring in software from outside sources for use on District equipment without approval from the District Technology Coordinator.
- X. Non-Corporation or personal computers and equipment, including desktops, laptops, printers, PDAs, WAPs, etc. are NOT allowed on the secure network. Any foreign device detected on the network will be removed immediately and reported to the Superintendent and/or Board of Education.
- XI. All wireless networks established by the District are subject to the AUP. Non-Corporation devices may access the non-secure guest wireless network established as "Guest". The Technology Department cannot support non-District items on the guest network nor is the District responsible for devices that cannot connect or for any malware the guest user may download or install.

Board Adopted May 12, 2008

Revision Board Approved: Feb. 10, 2014

ALL USERS (Students Grades K-6):



In consideration for the privileges of using and gaining access to the Corporation's Technology Resources, I hereby release the MSD of North Posey County, its operators, the administration, and the Board of Education from any and all claims of any nature arising from my use of, or inability to use, the resources above.

Student's Printed Name Here

Parents Only:



Please check the box below that indicates your preference and sign below. Return this form to the school office when completed. Student forms without a parent signature will be returned. Forms returned with no box check will assume option 2 (Internet Use Denied).

☐

My child has permission to have computer access AND Internet Access with the District and we agree to the terms described in the Acceptable Use Policy.

☐

My child has permission to have computer access ONLY (Internet Access Unavailable) and we agree to the terms described in the Acceptable Use Policy.

Parent / Guardian Signature

Date

Board Adopted May 12, 2008

Revision Board Approved: Feb. 10, 2014

ALL USERS (Students Grades 7-12):



In consideration for the privileges of using and gaining access to the Corporation's Technology Resources, I hereby release the MSD of North Posey County, its operators, the administration, and the Board of Education from any and all claims of any nature arising from my use of, or inability to use, the resources above.

Print Name Here

Student Signature

Date



Parents Only:

Please check the box below that indicates your preference and sign below. Return this form to the school office when completed. Student forms without a parent signature will be returned. Forms returned with no box check will assume option 2 (Internet Use Denied).

☐

My child has permission to have computer access AND Internet Access with the District and we agree to the terms described in the Acceptable Use Policy.

☐

My child has permission to have computer access ONLY (Internet Access Unavailable) and we agree to the terms described in the Acceptable Use Policy.

Parent / Guardian Signature

Date

Board Adopted May 12, 2008

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Confidentiality Statement

Under the Family Educational Act of 1974(FERPA), student information that is considered private may not be shared or released without approval in writing by the parent/guardian or eligible student. A Statement of Understanding regarding the release of information should be explained to the parent/guardian or eligible student, signed, and placed in the student's files before information is shared.

Basic information

Information that is excluded from this statement, and is not considered harmful; full name, address and telephone number, birth date and place of birth, and attendance.

Administrators, Teachers, Office Staff and Paraprofessionals – Information of student's record may be shared among employees who need to know to perform their jobs and to keep the school environment safe.

It is the policy of MSD of North Posey County that employees shall respect and preserve privacy and confidentiality of student information. Violations of this policy include, but are not limited to:

1. Accessing confidential information that is not within the capacity of your job description.
2. Misusing, disclosing without proper authorization, or altering confidential information.
3. Disclosing to another person your password or using another person's password for accessing electronic confidential information.
4. Intentional or negligent mishandling or destruction of confidential information.
5. Failing to take proper precautions for preventing unintentional disclosure of confidential information.
6. Leaving confidential information, electronic or hard copy, where others may gain access.

Violation

Any violations by an employee could result in disciplinary action and possible termination of employment.

Board Adopted May 12, 2008

Revision Board Approved: Feb. 10, 2014

ALL USERS (Staff):



In consideration for the privileges of using and gaining access to the Corporation's Technology Resources, I hereby release the MSD of North Posey County, its operators, the administration, and the Board of Education from any and all claims of any nature arising from my use of, or inability to use, the resources above. I also acknowledge that I have read and agree to comply with the policy of MSD of North Posey County relative to confidentiality statement.

Print Name Here

Staff Signature

Date

Please provide two passwords below: one for Windows Logon and Exchange accounts, the second one for Harmony access. Passwords must be a minimum of six (6) characters and must contain at least one number (example: school_is_fun01). Additionally, passwords cannot be the same as your previous passwords and may not be 'obvious,' such as your name or your associated subject (example: long4 or technology2). Note: For Instructional Assistants and other non-Harmony users, only a login / Exchange password is required.

Please Print:

Computer / Exchange: _____

Harmony : _____

Once you have completed this page, please return it to the tech department at Central Office.

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MSD OF NORTH POSEY COUNTY

Admission of Non- Resident Transfer Students and Transfer Students within the District Policy

The Board of School Trustees of the Metropolitan School District of North Posey County will accept non-resident transfer students provided:

- 1. A request to transfer and enroll a non-resident student in the Metropolitan School District of North Posey County must be completed on or before August 1st of each school year. Any request after August 1st must be approved by the Superintendent.**
- 2. The transfer must not exceed the capacity established for the school corporation.**
- 3. If the number of requests to transfer into MSD of North Posey County received by August 1st exceeds the established capacity, each timely request will be given an equal chance to be accepted, with the exceptions of the priority students described in Indiana Code 20-26-11-32. MSD of North Posey County will determine which students will be admitted as transfer students to each school building and each grade level within the school corporation by a random drawing in a public meeting.**
- 4. The parent(s), guardian(s), or custodian(s) agree to pay any transfer tuition payments allowed by the State of Indiana in a timely manner when applicable.**
- 5. The parent(s), guardian(s), or custodian(s) agree to provide transportation to and from the school(s) being attended.**
- 6. The transfer is based solely on the parents', guardians', or custodians' sincere belief that the student can be better accommodated by the educational programs provided by the Metropolitan School District of North Posey County.**
- 7. The student's school record and past conduct shall be consistent with the standards expected of the student body enrolled in the Metropolitan School District of North Posey County.**
- 8. Transfer students shall be accepted or rejected on an annual basis subject to review prior to the opening of each school year.**
- 9. The Metropolitan School District shall reserve the right to accept, deny, or restrict student transfers according to Indiana Code 20-26-11-32.**

An appeal from any determination concerning admission of a non-resident student may be directed to the Superintendent. The decision rendered by the Superintendent shall be final.

With-in District Transfers

- 1. Students living in the district must make written application prior to May 1st of the school year to be eligible to transfer the upcoming year. All requests must be approved by the superintendent. All request after May 1st must be approved by the Board of Education with the recommendation of the superintendent.**
- 2. Transfer will be determined on first come first serve basis.**
- 3. Space available.**
- 4. Transportation will not be provided with transfers.**
- 5. The request is seen as the best interest of the student and for reasons such as working parent or daycare.**
- 6. MSD of North Posey reserves the right to deny any transfer request.**

BOARD OF EDUCATION

Metropolitan School District of North Posey County

ANIMALS IN THE CLASSROOMS POLICY

Live animals, with the exception of fish in aquariums, are only to be in the school for educational purposes.

No live animal will be allowed to stay in a classroom longer than one (1) school year or during an extended school break of more than two (2) days. Live animals will have Board approval to remain in school more than two (2) weeks.

At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changing to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue.

Guidelines

Examples of educational purposes where animals would be in the classroom are:

- 1) Animals used in health class to demonstrate the effects of different diets.
- 2) Animals used in biology to show developmental changes or diversity.
- 3) Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

- 1) Pets/animals brought into the classroom to allow students exposure to a variety of species.
- 2) Pets/animals used to demonstrate obedience training.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.

LEGAL REFERENCE: 410 I.A.C. 33-4-7

DATE ADOPTED: December 12, 2011

BOARD OF EDUCATION
Metropolitan School District of North Posey County

409a – Annualization of Salary
(To comply with IRS Code Section 409a)

All non-time card employees will be paid in 26 installments on alternate Fridays of each month over a 12 month period. There is no other option.

Separation of Service Final Payment – shall have the same meaning as defined in section 1.409A-1(h) of the Treasury Regulations (generally the regulation of separation service occurs when the employee dies, retires, resigns, or otherwise has a termination of employment).

In the event of a separation from service occurs before the end of the 12 month period the employee is entitled to an additional payment for the amount of money earned from the beginning of that 12 month period of service. This payment will be made in a final payment minus deductions.

Annualization of Salary

Employee Acknowledgement Form

- This letter is to notify all MSD of North Posey County Employees that all employees will be paid over a 12 month period. There is no election of payment in any other form.
- There will be 26 bi-weekly approximately equal pays that will be equal to 1/26 of the employee's total pay. There is no provision for early or lump sum payments, except at separation of service.
- In the event of separation of service the employee will be paid lump sum payment of all money owed less deductions within 30 days of separation or the last day of service. Separation of services occurs in the event of retirement, resignation, termination, or death of the employee.
- Unpaid Leave of Absence – corporation deductions will be made and the final payment will be made within 30 day of the employee's last working day.
- Lay coaches will be paid one lump sum on a designated pay date by the corporation near or at the the end of the regular season.
- I understand and have read the above annualization policy of the MSD of North Posey County.

Signature

Date

3/7/2008

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY**

ANTI-HARASSMENT

General Policy Statement

The Metropolitan School District of North Posey Board of School Trustees commits to maintaining an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. The School Trustees commitment applies to all School District's operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment affecting the District's environment. The Anti-Harassment policy applies to School Board members, administrators, teachers, staff, students, volunteers, and individuals under the supervision of the Metropolitan School District of North Posey.

The Board will enforce the prohibition against unlawful harassment, which is based upon race, color, national origin, sex, religion, disability, military status, ancestry, or genetic information that are classes protected by Federal and/or State civil rights laws and encourages aggrieved parties to seek assistance in rectifying problems.

All District employees shall report any incident of alleged unlawful harassment occurring in any District activities or reported by employees.

The Board will investigate all allegations of unlawful harassment in any District activities and take appropriate steps in substantiated cases to end the harassment, prevent future occurrences, and remedy effects.

Individuals who are substantiated in participating in unlawful harassment in any District activities will be subject to appropriate disciplinary action up to and including termination of employment or expulsion from school.

District employees who fail to report incidents of unlawful harassment in any District activities are also subject to disciplinary action up to and including termination of employment.

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Other Violations of the Anti-Harassment Policy

The District will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;

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- H. sexual violence;
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student in reasonable fear of harm or damage to his/her property;
- B. substantial effects the student's educational performance.
- C. disrupts the normal operations of the school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Conduct by an individual is used as the basis for employment or educational decisions affecting the individual.
- C. Conduct effects the individual's work or educational performance creating an intimidating or hostile working environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Conduct that constitute sexual harassment may include, but are not limited to the following types:

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- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- J. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
- K. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

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NOTE: Sexual conduct/relationships with students by a District employee or any other adult member of the District community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color. Such harassment may include but is not limited to conduct about the person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed. Such harassment may include but is not limited to conduct about a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin. Such harassment may include but is not limited to conduct about the person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability. Such harassment may include but is not limited to conduct about a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment also may include but is not limited to conduct directed at or pertaining to a person's genetic information.

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OF NORTH POSEY****Reports and Complaints of Harassing Conduct**

All employees and stakeholders of the District are encouraged to promptly report incidents of unlawful harassment to an administrator or supervisor of the District to permit the conduct to be addressed before it becomes severe, pervasive, or persistent. All District employees shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee. Any administrator or supervisor who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer immediately. District employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

District community members or third parties who believe they have been subjected to unlawful harassment by an employee of the District are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Anti-Harassment Compliance Officers

The Assistant Superintendent or a designee will serve as the "Anti-Harassment Compliance Officer" for the District. They are hereinafter referred to as the "Compliance Officers".

The names, titles, and contact information for the Compliance Officer will be published annually on the School District's web site.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to "unlawful harassment" to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any District employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the District's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or his/her designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of

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eighteen (18), within two (2) business days to advise him/her/them of the District's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a District employee or any other adult member of the District community against a student will be formally investigated.

The Compliance Officer is assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. However, if the alleged harasser is the Superintendent, the recommendations shall be submitted to the Board President.

All District employees must report incidents of unlawful harassment (see definition on page 1) that are reported to them to the Compliance Officer within five (5) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the District community or third party (e.g., visitor to the District) may seek resolution of his/her unlawful harassment complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of unlawful harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission

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(ICRC) or Equal Employment Opportunity Commission (EEOC), or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and/or unlawful harassment, and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully harassed or retaliated against in the District's employment opportunities, programs, and/or activities, or, if initially occurring off District grounds or outside the District's employment opportunities, programs, and activities, affecting the District environment. This informal procedure is not required as a precursor to the filing of a formal complaint and/or filing a concurrent criminal complaint, and will be utilized only where all parties agree to participate in such process.

Employees, other members of the District community, or third parties who believe that they have been subjected to unlawful harassment or retaliated against may proceed immediately to the formal complaint and not complete the informal procedure.

However, all complaints of unlawful harassment involving a District employee, any adult member of the District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, an individual should inform the harasser if s/he feels they are being unlawfully harassed and request them to stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to the Compliance Officer; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to the Compliance Officer who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

BOARD OF SCHOOL TRUSTEES METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY

Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may schedule and facilitate a meeting to negotiate a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint, may file a complaint with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights commission (ICRC) or Equal Employment Opportunity Commission (EEOC), and/or may file a concurrent criminal complaint with the law enforcement agency having jurisdiction. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

The Compliance Officer or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC), and/or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

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An individual who believes s/he has been subjected to offensive conduct/unlawful harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of harassment or retaliation, the employee to whom the complaint is reported must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints of unlawful harassment or retaliation must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/unlawful harassment/retaliation.

**BOARD OF SCHOOL TRUSTEES
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The Compliance Officers or a designee will inform the individual alleged to have engaged in the unlawful harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used (i.e., it is more likely than not that unlawful discrimination retaliation occurred). The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent. Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY**

completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

A Complainant or respondent who is dissatisfied with the decision of the Superintendent may appeal through a signed written request to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent's final decision.

If the Superintendent is the Respondent, the appeal process will skip the review by the Superintendent and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation.

The Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of a written request to appeal. At this meeting, the parties have the right to present evidence, including testimony and/or exhibits, to the Board in support of their position. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, Equal Employment Opportunity Commission, Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY****Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the privacy of the Complainant, the Respondent(s), and the witnesses to the extent possible, consistent with the District's legal obligations to investigate, to take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Remedial Actions, Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment or retaliation by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment.

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant. Such remedial action may include, but is not limited to, counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s), if any.

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All subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

The Board may appoint an individual, who may be an employee of the District, to monitor the Respondent to ensure no further discrimination or retaliation occurs. Likewise, the Board may appoint an individual, who may be an employee of the District other than the Respondent, to follow up with the Complainant to ensure that no further discrimination or retaliation has occurred and to take action to promptly address any reported occurrences.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to complaints, responses, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, e-mails related to the investigation and allegations, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 and the District's records retention schedule.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice of unlawful harassment (see definition on page 1), or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing pertaining to unlawful harassment, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Federal or State laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY****Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services, Office of Child Protective Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to the local Child Protective Services or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Compliance Officer will oversee training of District employees and students so that they understand their rights and responsibilities under Federal and State law and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Compliance Officer will be posted throughout the District, and published in any District statement regarding the availability of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and this policy.

**Board Of Education
Metropolitan School District of North Posey County
Asbestos Policy**

The MSD of North Posey School Board will ensure the compliance of all state and federal regulations and work to minimize potential exposure of asbestos to faculty, staff, and students and with the public.

The proper people will be trained to work with and recognize potential asbestos situations. The maintenance director will maintain and keep up to date the corporation asbestos manual the will be housed in the central office.

With any projects or facility refurbishing no asbestos will be allowed to be installed and every attempt will be made to remove any existing asbestos within the regulations.

BOARD OF EDUCATION
Metropolitan School District of North Posey County

Athletics Eligibility Policy

1. Students who compete in sports (including cheerleading) must be passing five solid classes for the grading period involved. All subjects for which one credit per semester can be earned are considered solids.
2. Students participating in sports must have a completed physical form and concussion form on file in the Activities Director's office.
3. Student athletes are advised to carry at least six solid subjects each grading period.
4. Student athletes are expected to be good citizens on and off the field or playing course.
5. Students participating in athletics will abide by the established IHSAA regulations and the MSD of North Posey County.
6. The foregoing notwithstanding, if a student is enrolled in and attends, full time, a non-public non-accredited school the student may be eligible to participate in the athletics of MSD of North Posey County provided that:
 - a. The student resides in the MSD of North Posey County district.
 - b. The student has been enrolled in the non-public, non-accredited school for the previous three years in succession.
 - c. The student completes any state-wide examinations authorized by the Indiana Department of Education.
 - d. The non-public, non-accredited school agent provides proof of meeting the provisions of the requirements listed above.
 - e. The student must be enrolled and attending a minimum of one (1) full credit subject offered within the schools of MSD of North Posey County.
7. MSD of North Posey County will follow all guidelines in the IHSAA manual regarding Home School and Virtual Schools.

Due to factors that arise which are unforeseen or out of school personnel's control, it is the sole decision of the building administrator of that school to allow or deny the participation of a homeschool student in activities of said school, being athletic or academic. This statement supersedes all of the above mentioned requirements.

ATTENDANCE

The School Board, as an agency of the State, is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School District students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school district as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

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- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7)

The student must be in good academic standing as determined by the District. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

- G. participating in an educationally related non-classroom activity that is consistent with and promotes educational philosophy and goals of the School District, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions, a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than one (1) day duration;
- D. repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance

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- E. professional appointments - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with I.C. 20-33-2-19
- H. maternity
- I. military-connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of an excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without the permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court of the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where the school is in session by the authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under the approval of the Superintendent, to be in regular attendance for the program provided that s/he reports daily and/or weekly to such staff member s/he is assigned

BOARD OF SCHOOL TRUSTEES**STUDENTS****METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY**

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for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session that is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;

BOARD OF SCHOOL TRUSTEES

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- D. ensures that truant students are disciplined in accordance with the District's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct (I.C. 20-33-2-11 and I.C. 9-24-2-1, -4).

The Superintendent shall also ensure that the Board's policy on attendance and the District's administrative guidelines are made available to all parents and adult students.

I.C. 9-24-2-1, -4

I.C. 20-33-2

511 IAC 1-3-1

Board Approved 9/13/21

**Board Of Education
Metropolitan School District of North Posey County
Board Compensation**

The Board will receive an annual stipend of \$2,000.00 and \$100.00 per meeting up to twelve (12) meetings, for a total of \$3,200.00 per calendar year. The payment will be split and paid two times per year

MSD of North Posey County

Anti-Bullying Policy

The following policy has been established by the school board of MSD of North Posey County regarding anti-bullying.

I. Policy Statement

The school board of MSD of North Posey County prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

II. Definitions

1. Bullying

- a. As defined by MSD of North Posey County, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions

1. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the MSD of North Posey County shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents and visitors of a school within MSD of North Posey County are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint

additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent within ten (10) school days of the completion of the investigation.

8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services within 48 hours of the completion of the investigation.

13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.
17. The school board of MSD of North Posey County understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the data on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

MSD of North Posey

Cafeteria Student Refund Policy

If a student moves out of the district with a balance in their cafeteria account, a refund check will be issued. Refunds or charges of \$5.00 or less will not be processed, but will be written off.

Student account balances will roll over each year, with the exception of seniors. If the senior has siblings, the balance is to be transferred to the sibling's account. Seniors with no sibling will be refunded with a check if the amount is over \$5.00. Any balance under \$5.00 will be written off.

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MSD of North Posey

Cafeteria Meal Charging Policy

The MSD of North Posey County School Corporation strongly discourages meal charges but we understand there are instances when a student may need assistance with meal funds. It is the responsibility of the parents to provide meals either by food from home, by sending money to school so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal program.

Therefore the following rules apply:

- At all the schools in the district, a student will be allowed to charge a meal when the need arises up to \$5.00, but the parents are expected to bring the negative balance to zero or a positive balance in a timely manner. After the \$5.00 limit has been reached by a student at the Jr. & Sr. High no meals and no alternative meals will be provided; at the elementary schools an alternative meal consisting of a cheese sandwich and milk will be given. No ala carte items will be sold to students with a negative account balance or if that item will put them in the negative.
- Students are informed at the cash register when their meal account is in need of funds. Emails are sent to parents when their child is in the negative.
- Parents are encouraged to keep track of their students account on Harmony and set up automatic low balance reminder in Harmony under My Notification Profile to receive emails or text messages if the account goes below a level of your choice. Please set it to send you daily messages, as if you go weekly you may not get the message in time to pay before you get in the negative.
- At the end of each school year there cannot be any negative balances.

BOARD OF EDUCATION
Metropolitan School District of North Posey County

Chemical Management Policy

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for and or designate the implementation and enforcement of this policy.

Inventory

Each year, school corporation principals and maintenance staff shall be responsible for and conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. MDS of North Posey has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. Any employee wishing to purchase chemicals must send a request to their department head or building administrator.
 - b. Requests approved by the department head or administrator must then be approved by the superintendent prior to purchase.
 - c. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

LEGAL REFERENCE: 4 I O I.A.C. 33-4-8

DATE ADOPTED: December 12, 2011

Chemical Management Guidelines

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation, are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

- Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
- Storage areas will be properly ventilated.
- Storage areas will be compatible with the chemicals being stored in them.
- Reactive chemicals will not be stored near each other.
- Hazardous chemicals will be stored in locked areas at all times.
- All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
 2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances. Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)
1. In the event of an emergency, employees should report to their building administrator or designee to determine if steps 2 and/or 3 are necessary.
 2. Call 911
 3. Call Indiana Poison Center at 1-800-222-1222

MSD OF NORTH POSEY COUNTY

CHILD ABUSE OR NEGLECT REPORTING POLICY

Indiana law requires that any individual who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate oral report of the same to the local child protection service or law enforcement agency. The law further provides that as a member of the staff of a school, a report also must be made to the individual in charge of the school, that is, the principal or his designated agent. The principal also becomes responsible to report or cause a report to be made to the child protection service or law enforcement agency. Individuals are not relieved of their obligation to report the child abuse or neglect on their own behalf, unless a report has already been made to the best of the individual's belief, by the principal.

The law defines "child abuse or neglect" as a child who is alleged to be a child in need of services ("CHINS") if before the child's eighteenth birthday:

1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision;
2. The child's physical or mental health is seriously endangered due to injury by the act or omission by the child's parent, guardian, or custodian;
3. The child is a victim of a sex offense;
4. The child's parent, guardian, or custodian allows the child to participate in an obscene performance;
5. The child's parent, guardian, or custodian allows the child to commit a sex offense;

and needs care, treatment or rehabilitation that the child is not receiving and that is unlikely to be provided or accepted without the coercive intervention of the court.

It is not necessary for the employee to observe external physical signs of abuse or neglect. Abuse may be presumed if the child complains of pain or sexual molestation which the child says is the result of an injury inflicted by a person. If the employee is in doubt as to whether to report, resolve the doubt in favor of the child. It is not an individual's function to investigate the matter.

A person who makes or causes to be made a report of a child who may be a victim of child abuse or neglect is immune from any civil or criminal liability. However, immunity does not attach for any person who has acted maliciously or in bad faith. A person making a report that a child may be a victim of child abuse or neglect or assisting in any requirement or reporting child abuse or neglect is presumed to have acted in good faith. A person who knowingly fails to make a report of child abuse or neglect commits a Class B misdemeanor. An individual who knowingly falsifies child abuse or neglect information commits a Class B misdemeanor and may be held liable for actual and punitive damages.

PROCEDURES

1. Any individual who has reason to believe a child is a victim of child abuse or neglect shall immediately notify the building principal. Said individual is also required to

- make an oral report to the local child protection service or law enforcement agency, unless a report is made by the principal or his designee.
2. In his/her absence, the principal may designate another administrator, counselor, home school advisor, and/or school nurse to act in his or her behalf. The school principal or his or her designee becomes responsible to report or cause a report to be made immediately to the local child protection service or law enforcement agency.
 3. All employees involved shall complete a written report for the school record.
 4. The local child protection service shall initiate an immediate and appropriately thorough child protection investigation of every report of known or suspected child abuse or neglect it receives. The school personnel shall cooperate in such investigation.

I.C. 31-6-11-1 et. seq.

REPORTING CHILD ABUSE

OPERATIONAL PROCEDURES

1. It is not necessary for the employee to observe external physical signs of abuse. He may presume abuse if the child complains of sexual molestation or pain which the child says is the result of an injury inflicted by a parent or other persons. If the employee is in doubt as to whether to report, resolve the doubt in favor of the child.
2. Any individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by Indiana law.
3. Do not press the child to validate your suspicions. Investigation is not our function.
4. In accordance with Indiana law a person who makes or causes to be made a report of child abuse or participates in any investigation or judicial proceeding is immune from any civil or criminal liability that might be imposed because of such actions if that person acted in good faith.
5. Report Procedure:
 - a. The employee reports to the building principal.
 - b. The principal may designate another administrator to act in his behalf in the event that the principal is absent at the time of the report.
 - c. The building principal and nurse confer with the child.
 - d. The principal reports to the child protection service and notifies the employee that he has done so or the principal reports to the employee that he is not reporting the situation.
 - e. The child protection representatives may interview a child at school when investigating an abuse issue.
 - f. The child protection service should report the disposition of the report to the principal.

*Adopted by the Board of Education on the 8th day of March 1999.
Reviewed by the Board December 12, 2011 (No Changes)*

MSD of North Posey County
CHILD NUTRITION PROGRAM PROCUREMENT PLAN

This procurement plan contained on the following pages will be implemented on August 14, 2017 and from that date forward until amended. All procurements must adhere to free and open competition. Sponsors must retain all documentation for each procurement per regulations.

Dr. Todd Camp Dr. Todd Camp
Printed Authorized Name*

Dr. Todd Camp
Authorized Signature *

8/14/2017
Date

*As referenced in CNP Web:

Executive Contact for National School Lunch

Authorized Representative for Child and Adult Care Food Program

Authorized Representative for Summer Foods Service Programs

Procurement Plan for MSD of North Posey County

The MSD of North Posey County will purchase goods, products, and/or services for use in the Child Nutrition Programs (CNP) in compliance with 2 CFR Part 200, 7 CFR Parts 210-250 (child nutrition regulations by program) and State Law, using the procedures outlined as follows.

The primary purpose of this procurement plan is to assure that open and free competition exists to the maximum extent possible. The procurement process practiced by the CNP Sponsor must not restrict or eliminate competition. For example description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets your needs.

A new procurement plan does not need to be developed every year. However, an annual review of the approved plan is suggested to assure its relevance to current procedures.

It will be the responsibility of Food Service Director to document the amounts to be purchased so the correct method of procurement will be followed.

A Child Nutrition Program Sponsor may set a lower simplified acquisition threshold than the federal simplified acquisition threshold. The most restrictive (lowest) threshold must be used.

Does MSD of North Posey Country have a lower simplified acquisition threshold?

Mark the appropriate answer. ☐ Yes List the dollar amount \$ _____
☒ No

- A. **Informal purchase procedures.** This method applies to purchases of goods, products, and/or services when the aggregate dollar amount is less than \$150,000. Quotes from more than one (1) qualified vendor/contractor will be required.
- In developing your written specifications the same information needs to be provided to all vendors/contractors, you may use prices found online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer's markets, and etc.
 - Each vendor/contractor will be contacted and given an opportunity to provide a price quote on the same specifications.
 - The Food Service Director will be responsible for contacting potential vendors/contractors when price quotes are needed.
 - The price quotes are to remain confidential information until the actual purchase has been made.
 - Quotes will be awarded by Food Service Director. Quotes awarded will be to the lowest and best quote based upon price, quality, and service availability.
 - The Food Service Director will be responsible for documentation of records to show selection of vendor/contractor, reasons for selection, names of all vendors/contractors contacted, price quotes from each vendor/contractor, and written specifications.
 - The Food Service Director will be responsible for documentation that the actual product specified is received.
 - Any time an accepted item is not available, the Food Service Director will select the acceptable alternate. Food Service Director will document the reason for accepting an alternate

and keep the documentation on file.

- Bids will be awarded on the following criteria: (Examples: quality, delivery, service, etc.)
 1. Price
 2. Quality
 3. Delivery

- The Food Service Director is required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.
- The Food Service Director is the Sponsors authorized purchaser.

Micro purchase procedures. This method applies to the purchase of supplies or services when the aggregate dollar amount does not exceed \$3,500. These purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable, keeping in mind that multiple purchases throughout the year must be equitably split among all qualifying vendors.

- The Food Service Director will be responsible for contacting potential vendor/contractor.
- The Food Service Director will be responsible for documentation of records of the purchase, name of vendor/contractor, price, and the written specifications.
- The Food Service Director will be responsible for documentation that the actual product was received.
- The Food Service Director is required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.

B. Formal purchase procedures. This method applies to purchases of supplies or services when the aggregate cost amount is more than \$150,000. The formal procurement method requires the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP).

- The Food Service Director is the Sponsors authorized purchaser.
- An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the Newspaper/media, Website, other internet source to publicize the intent of the Child Nutrition Program Sponsor to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 2 weeks.
- An advertisement is required for all purchases over the districts simplified acquisition threshold of actual amount of the CNP SPONSOR's simplified acquisition threshold. The announcement (advertisement or legal notice) will contain a general description of items to be purchased, the deadline for submission of sealed IFB's and RFP's and the address where complete specifications and other procurement documents may be obtained.
- In an IFB or RFP, each vendor/contractor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:
 1. Contract period
 2. CNP Sponsor is responsible for all contracts awarded (statement)
 3. Date, time, and location of bid opening
 4. How vendor/contractor will be informed of bid acceptance or rejection
 5. Delivery schedule
 6. Requirements which bidder must fulfill in order for bid to be evaluated

7. Benefits to which the Child Nutrition Program Sponsor will be entitled if the contractor cannot or will not perform as required
 8. Statement assuring positive efforts will be made to involve minority and small business
 9. Statement regarding the return of purchase incentives to the Child Nutrition Program Sponsor non-profit Child Nutrition account
 10. Termination provisions and the basis for any settlement for all procurement over \$10,000.00
 11. Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
 12. Contract and/or purchase orders may be issued for firm fixed prices after formal bidding process.
 13. Escalation/De-escalation clause based on appropriate standard or cost index
 14. Specific bid protest procedures
 15. Provision requiring access by duly authorized representatives of the Child Nutrition Program Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 16. Method of shipment or delivery upon Contract award
 17. Provision requiring contractor to maintain all required records for **three (3)** years after final payment and all other pending matters are closed for all negotiated contracts
 18. Provision describing the process for vendors/contractors will use to receive or pick up orders upon Contract award
 19. Provision requiring the contractor to recognize mandatory standards and polices related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94- 165)
 20. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
 21. Signed Certificate of Lobbying for all contracts over \$100,000
 22. Signed statement of non-collusion
 23. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
 24. Provision requiring "Buy American" (7 CFR Part 210.21(d)) as outlined in Policy Memorandum SP 24-2016; specific instructions for prior approval of any and all of non-domestic product.
- Specifications will be prepared and provided to potential vendors/contractors desiring to submit IFB or RFP for the products or services requested. Vendors/contractors will be selected using the Sponsor's procedures such as:
- Does the vendor's product meet the required specifications?
 - Does the vendor's delivery schedule meet the Sponsor's needs?
 - Other criteria that each Sponsor determines is of value to them.

- If any potential vendor/contractor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by Food Service Director.
 - The Food Service Director will be responsible for securing all IFB or RFP.
 - The Food Service Director will be responsible to ensure all CNP Sponsor procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the Sponsor.
 - The following criteria will be used in awarding contracts as a result of bids. (Examples: quality, delivery, service, etc.)
 1. Price
 2. Quality
 3. Delivery
 - In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.
 - The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and best meets the needs of the CNP Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
 - The Food Service Director is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - The Food Service Director will review the procurement system to check ensure compliance with applicable laws.
 - The Food Service Director will be responsible for documentation that the actual product specified is received.
 - Any time an accepted item is not available, the Food Service Director will select the acceptable alternate. The contractor must inform Food Service Director, time/by when a product is not available. In the event a non-domestic agricultural product is to be provided to the CNP SPONSOR, the contractor must obtain, in advance, the written approval of the product. The Food Service Director must comply with the Buy American Provision.
 - Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Food Service Director.
 - The Food Service Director will be responsible for maintaining all documentation of the procurement process.
- C. If items are available **only** from a single source (aka Sole Source) when the award of a contract is not feasible under simplified acquisition purchase, IFB or RFP NON-COMPETITIVE NEGOTIATION procedures will be used:
- Written Specifications will be prepared and provided to the vendor/contractor.
 - The Food Service Director will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
 - The Food Service Director will be responsible for documentation that the actual product or service specified was received.
 - The Food Service Director will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

- Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Child Nutrition Program Sponsor's Official. The record of non-competitive purchases shall include, at a minimum, the following:
 - a. Item name
 - b. Dollar amount
 - c. Vendor/contractor, and
 - d. Reason for non-competitive procurement
- D. If it is necessary to make an emergency procurement to continue service, the purchase shall be made, and a log of all such purchases shall be maintained by the Food Service Director. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Food Service Director. At a minimum, the following emergency procurement procedures shall be documented:
 - a. Item name
 - b. Dollar amount
 - c. Vendor/contractor, and
 - d. Reason for emergency
- E. The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment, or until audited by CNP Sponsor, whichever is sooner. The CNP Sponsor, its authorized agents, State Agency, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.
- F. The CNP Sponsor shall agree to retain all books, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically they shall maintain, at a minimum, the following documents:
 - Written rationale for the method of procurement;
 - A copy of the RFP or IFB;
 - The selection of contract type;
 - The bidding and negotiation history and working papers;
 - The basis for contractor selection;
 - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - The basis for award cost or price;
 - The terms and conditions of the contract;
 - Any changes to the contract and negotiation history;
 - Billing and payment records;
 - A history of any contractor claims; and
 - A history of any contractor breaches.
- G. The Child Nutrition Program Sponsor must maintain a written code of standards of conduct (2 CFR 200.318 (c)(1)) that includes procedures that governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by Child Nutrition Program Funds.

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition Program Funds.

- No employee, officer or agent of the MSD of North Posey County shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a. The employee, officer or agent;
 - b. Any member of the immediate family;
 - c. His or her partner;
 - d. An organization which employs or is about to employ one of the above;
 - e. A less-than-arms-length transaction. This is one party's ability to control or influence the other party to the transaction. A less-than-arms-length transaction occurs:
 - i. When a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised;
 - ii. When one party to the transaction is able to control or influence the actions of the other party.
 Examples could include:
 - 1. Hiring the CEO's brother as a janitor.
 - 2. Purchasing goods or services from a business owned by an officer, employee, or relative of the Sponsor's entity.
 - 3. Agreement for computer maintenance between a business and person who are related to the Sponsor's employees or board members.
- The MSD of North Posey County's employees, officers or agents must not solicit or potentially accept gifts, travel packages, and other incentives from prospective vendors/contractors
- The Child Nutrition Program School or Sponsor must set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.
- Penalties for violation of the code of conduct of set forth within this plan will be the following actions:
 - a. Talked to
 - b. Warning
 - c. Fired

Local School/Sponsor Requirements

MSD of North Posey County Schools

Chromebook Care & User Agreement

Please read this entire section carefully.

The policies, procedures, and information within this document apply to all Chromebooks used at MSD of North Posey County Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

North Posey County Schools Chromebooks are designed to be an educational tool and an extension of the classroom. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration, Chromebook deployment or during new student enrollment.

This agreement is made effective upon receipt of a Chromebook, between MSD Of North Posey County, the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at North Posey, hereby agree as follows:

EQUIPMENT

- a. Ownership: MSD OF NORTH POSEY COUNTY retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in this document. Moreover, MSD OF NORTH POSEY COUNTY administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample storage space, educational applications, and wireless network capability. MSD OF NORTH POSEY COUNTY will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the Chromebook is inoperable, MSD OF NORTH POSEY COUNTY has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. MSD OF NORTH POSEY COUNTY does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install or uninstall any applications to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

ACCEPTABLE USE POLICY

- a. All aspects of MSD OF NORTH POSEY COUNTY's Acceptable Use Policy remain in effect at all times.
- b. Monitoring: MSD OF NORTH POSEY COUNTY will monitor Chromebook use using a variety of methods – including electronic remote access – to assure compliance with MSD OF NORTH POSEY COUNTY's policies.
- c. MSD OF NORTH POSEY COUNTY will provide content filtering within the MSD OF NORTH POSEY COUNTY network.
However, MSD OF NORTH POSEY COUNTY does not have full control of the information on the Internet or incoming email from a non- MSD OF NORTH POSEY COUNTY email provider.
- d. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school- related needs to use these tools may seek prior approval from the Technology Department.
- e. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, MSD OF NORTH POSEY COUNTY reserves the right to insure all customizations follow the Acceptable Use Policy and may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

INTENTIONALLY DAMAGED DEVICE & ACCESSORIES AND/OR LOST

MSD OF NORTH POSEY COUNTY reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
 - Replacement of the Chromebook - \$299.00
 - AC Adapter & power cord - \$30
- Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the Chromebook is stolen or vandalized while not at MSD OF NORTH POSEY COUNTY or at an MSD OF NORTH POSEY COUNTY sponsored event, the Parent shall file a police report.
- Intentional malicious damage of another's student's Chromebook will result in disciplinary measures and the repair and/or replacement cost of the device will be the responsibility of the parent of the student who committed the offense.

Chromebook Technical Support:

- MSD OF NORTH POSEY COUNTY will provide technical support, maintenance and repair during school hours.
- The Chromebook Help Desk located in the Library or Tech Center will be a point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Help Desk include:
 - Password Identification
 - User account support
 - Coordination of warranty repair
 - Distribution of loaner Chromebooks
 - Hardware maintenance and repair
 - Operating System or software configuration support
 - Restoring Chromebook to factory default
 - System software updates
- Any attempt to repair outside of MSD OF NORTH POSEY COUNTY will result in the Student and Parent being charged the full replacement cost.
- A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. Every attempt will be made to re-issue the same serial # device at the start of the next school cycle for the life-cycle of the Chromebook.

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

MSD OF NORTH POSEY COUNTY STANDARDS FOR PROPER Chromebook CARE

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Following the manufacturer's advice and the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Chromebook and charging unit every school day.
- Keep the Chromebook either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in your school locker and arrange to return to school to

retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave the Chromebook in school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk.
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to MSD OF NORTH POSEY COUNTY’s Acceptable Use Policy/Chromebook Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students will be trained on proper file management procedures. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.
- Don’t force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of MSD OF NORTH POSEY COUNTY for repairs

General Care

- Do not attempt to remove or change the physical structure of the Chromebook, including the screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of MSD OF NORTH POSEY COUNTY. Spot checks for compliance will be done by Administration and MSD OF NORTH POSEY COUNTY Technicians at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

- When moving with the Chromebook, be sure to hold it securely with both hands.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Always store the Chromebook in the school-provided protective case.
- The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the Chromebook or case with anything other than approved Chromebook cleaners. Never use anything abrasive. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use window cleaner or any type of liquid or water on the Chromebook. Do not lean on top of the Chromebook or leave objects on the device.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- **Don't let the battery completely drain.** Charge when the battery reaches 10% capacity. Immediately shut down if you are unable to connect to the charger.

Personal Health and Safety

- Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing & screen time). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Training

- MSD OF NORTH POSEY COUNTY Students will be trained on how to use their chromebook in addition to curriculum designed to support Digital Citizenship. Training documents and videos will be made available for students to refer to as needed.

Managing Your Files and Saving Your Work

- Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

MSD of North Posey County

Student Chromebook Acknowledgement Form

Review and initial each statement below. The following items reiterate some of the most important points covered in the Chromebook Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I am responsible for managing my own files.		
I will not leave my Chromebook unattended unless it is locked in a secure place/classroom. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen. A police report must be filed for theft.		
I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence."		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the Chromebook secure whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my Chromebook to a teacher or administrator.		
I will not attempt to repair the Chromebook outside of approved MSD OF NORTH POSEY COUNTY channels.		

Student & Parent/Guardian Section:

I understand the Chromebook Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions.

This form must be signed and returned before a device will be issued to the student

Student Name (printed clearly) _____

Student Signature + Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature + Date _____

Office Use Only

Serial Number Assigned: _____

MSD OF NORTH POSEY COUNTY

Classified Employee Retirement Benefits Policy

I. DEFINITION OF CLASSIFIED EMPLOYEE

- A. For the purpose of identification, a "classified employee" shall be: school treasurer/bookkeeper, Central Office secretary, building secretary, custodian, maintenance/custodial supervisor, instructional assistant, nurse, bus driver, bus mechanic, bus supervisor, cafeteria worker, computer coordinator, and activities director.
- B. Classified employees shall be categorized into two (2) groups accordingly:
 - 1. Full-time employees shall be individuals working seven (7) or more hours per day/35 hours per week.
 - 2. Part-time employees shall be individuals working a minimum of 15 hours and no more than 34 hours per week.

II. ELIGIBILITY FOR RETIREMENT PAY

- A. To be eligible for retirement pay, current employees must be at least fifty-five (55) years of age, and have at least fifteen (15) years of service with the M.S.D. of North Posey County.
- B. Notification of the employee's intent to retire should be made to the Superintendent by July 1st of the year preceding retirement. The school year begins on July 1 and ends on June 30.

III. RETIREMENT PAY

- A. Each full-time employee shall receive, upon retirement, retirement pay computed on the following basis:
 - 1. Thirty-five dollars (\$35) for each year of service in the MSD of North Posey County, and;
 - 2. Fifteen dollars (\$15) per day of unused accumulated sick leave
- B. Each part-time employee shall receive, upon retirement, retirement pay computed on the following basis:
 - 1. Seventeen dollars and fifty cents (\$17.50) for each year of service in the MSD of North Posey County, and;
 - 2. Seven dollars and fifty cents (\$7.50) per day of unused accumulated sick leave
- C. Such additional retirement pay shall be added to the employee's salary for the last year of service and is payable as part of the last pay for each employee's service.

IV. EFFECTIVE DATE OF RETIREMENT POLICY

This policy for classified employee retirement benefits shall go into effect on August 1, 1997.

**Board Of Education
Metropolitan School District of North Posey County
COPYRIGHTED WORKS**

The School Board directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school corporations and the staff must, therefore, avoid acts of copyright infringement under penalty of law.

Because the Board maintains a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board will work with the administration to ensure that infringements do not occur.

BOARD OF EDUCATION

Metropolitan School District of North Posey County

Credit Card Policy

The Board recognizes the value and efficiency in the use of credit cards and therefore authorizes the use of credit cards.

The superintendent shall develop administrative guidelines that specify those authorized to use credit cards and the types of expenses that can be paid with credit cards.

Credit cards will not be used to bypass the corporation treasurer's accounting system and shall not be used for any personal expenses.

The superintendent shall authorize the Financial Officer and the Corporation ECA Treasurer to apply for the credit cards in the name of the corporation or specific schools.

Guidelines

List of Titles of Officers and Schools authorized to use credit cards

- A. Office of the Superintendent
 - 1. Superintendent
 - 2. Director of Curriculum, Assessments, and Evaluations
 - 3. Financial Officer
 - 4. Human Resource Officer
 - 5. Administrative Secretary/Deputy Treasurer
 - 6. Corporation ECA treasurer
 - 7. MSD of North Posey County
- B. North Posey High School
 - 1. Athletic Department
- C. North Posey Junior High School
 - 1. Athletic Department

Any credit cards issued will be held by the named people of the eligible positions in the office of the superintendent. All credit cards at the High School and Junior High will be held by the Corporation ECA treasurer.

The credit cards shall be used for expenses necessary for the operation of the corporation and do not violate State Board of Account regulations.

Employees requesting a credit card from the Financial Officer or ECA treasurer shall sign the log in and out sheet and complete the required fields on the sheet.

The form shall consist of; name, position, estimated charge, purpose, and dates needed.

*Resolution adopted at a regular Board meeting held on February 10, 2003.
Converted to a policy December 12, 2011, Amended September 9, 2013*

Board Of Education
Metropolitan School District of North Posey County
Criminal Gangs and Criminal Activity

A. Gang activity in schools

It is the policy of the Metropolitan School District of North Posey (MSDNP) to prohibit gang activity and similar destructive or illegal group behavior on school property or school busses or at school- sponsored functions.

B. Reprisal or retaliation

It is the policy of the MSDNP to prohibit reprisal or retaliation against individuals who report gang activity or similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

C. Definition of "criminal gang" and "criminal activity"

"Criminal gang" is defined (per IC 35-45-9-1) as a group with at least three (3) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2- 1).

"Gang Activity:" refers to a student who knowingly or intentionally participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join or continue to be a member of a criminal gang as per IC 35-45-9-3.

D. Reporting suspected gang activity and the prompt investigation of suspected criminal gang activity

The MSDNP shall offer information about the supports and services available for students who are 'at risk' for, or suspected of, participating in gang activity and their families. Information may include, but is not limited, to:

1. Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.
2. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the student discipline policy.
3. The principal or designee shall conduct a prompt, thorough, and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one (1) school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five (5) school days from the date of the report of the alleged incident of criminal gang activity.
4. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Board Approved: June 13, 2016

5. Each school shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.
6. The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law regulations. The information to be provided to parents include the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
7. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's student discipline policy. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
8. The principal shall proceed in accordance with the student discipline policy, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the student discipline policy has been implemented, and provide intervention and/or relevant support services (i.e., referral to counseling, establishing training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement, or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
9. The superintendent of the school corporation shall annually disseminate this policy to all parents. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures, and standards for schools within the school corporation.

E. Types of services, including family support services, for a student suspected of participating in gang activity

The school corporation shall offer information about the supports and services available for students who are 'at risk' for, or suspected of, participating in gang activity and their families. Information may include, but is not limited to:

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

F. Criminal gang prevention and intervention services and program for students that maximize community participation and the use of federal funding:

The MSDNP shall strive to collaborate with community stakeholders to provide additional prevention and intervention services and programs according to policies and procedures, and to:

1. Provide training for staff and teachers on gang prevention and intervention resources on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

Create formalized collaboration plans between school administrators and community-based prevention and intervention providers (possibly using the existing Posey County School Safety Commission as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention/intervention activities.
4. Integrate School Resource Office Programs when available.
5. Consider utilizing the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

IC 20-19-3-12

IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

IC 35-42-2-1

IC 35-45-9-3

MSD of North Posey County

Criminal History & Child Protection Policy

To help ensure a safe environment and as required by state law, the MSD of North Posey County School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and beginning July 1, 2016 an expanded child protection index check. The expanded criminal history check and expanded child protection index check will be obtained by the Corporation prior to the individual's employment but no later than three (3) months after the individual's employment begins. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check as well as the expanded child protection index check.

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

Any volunteer, who may have direct, ongoing contact with children when performing services for the school, must have a limited criminal history check prior to beginning volunteer work for the Corporation.

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

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

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

LEGAL REFERENCE: I.C. 20-26-5-10
 I.C. 20-26-5-11
 I.C. 20-26-2-1.3

Revision approved: August 8, 2016
Adopted July 13, 2009

MSD of North Posey County

Disclosure of Student Lists

The Board of School Trustees of the MSD of North Posey County in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student lists" is defined as a list containing the names, addresses and/or email addresses of any or all students currently or formerly enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United State" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question.

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coastal Guard, the U.S. Marine Corps., the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Under federal law, the school corporation is required to release to military recruiters upon request a secondary student's name, address, and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

LEGAL REFERENCE: I.C. 5-14-3-3(f)
 I.C. 20-33-10-2
 20 U.S.C. 7908
 10 U.S.C. 503

MSD OF NORTH POSEY COUNTY DISPOSAL OF TEXTBOOKS POLICY

The Board of Education for the MSD of North Posey County, upon determination that a certain textbook will no longer be used in the school corporation, may attempt to sell, exchange, transfer, donate, or otherwise suitably dispose of the textbooks. Prior to destroying the textbooks, the following provisions must be followed:

1. Any parent of a child who is enrolled in the school corporation and who wishes to receive a copy of the textbook, will receive one (1) copy of the textbook at no cost to the parent, subject to the availability of the textbook. If any textbooks are available after distribution to all parents requesting such textbooks, any resident of the school corporation who wishes to receive a copy of the textbook will receive one (1) copy of the textbook at no cost to the resident.
2. The textbooks are to be stored for at least three (3) months. Storage area shall be provided by each elementary and secondary school in the corporation.
3. A list of all textbooks in storage shall be created and maintained. The list will contain the title of the textbook, the publisher of the textbook, the number of volumes being stored, and the location where they are being stored. This list will be mailed to the Indiana State Department of Education.
4. The textbooks shall be maintained and stored in accordance with the state and local health regulations.

The superintendent, or his designee, will have the responsibility of overseeing that the provisions of this policy have been met.

I.C. 20-10.1-10-3

I.C. 20-10.1-10.4

I.C. 20-10.1-10.5

Adopted by the Board of Education on the 12th day of August, 1997.

BOARD OF EDUCATION
Metropolitan School District of North Posey County
POLICY FOR A DRUG FREE WORKPLACE

Employees of the M.S.D of North Posey County have a special status in the community because they serve as examples to and role models for children. Employees also have similar health related problems as do other citizens in society. Recognizing these factors, the purpose of this policy is to state the school district's position relating to employees in a drug free school environment.

It is the policy of the M.S.D of North Posey County to maintain a drug free workplace. To that end, the Board of School Trustees shall not permit the manufacture, possession, use, distribution, or dispensing of alcohol or any illegal controlled substance by any employee of the corporation at any time while on corporation property, in any school district vehicle, or at any school corporation sponsored activity where students are under jurisdiction of the employee. Violation of this policy will result in discipline up to and including termination.

1. The manufacture, distribution, or dispensing of alcohol or any illegal controlled substance by an employee will result in dismissal from employment and referral for prosecution.
2. An employee having an illness or other problems relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to employees having any other illness.
3. The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the employee. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action up to and including termination.
4. If an employee initiates a request for counseling or referral assistance prior to initiation of disciplinary action by the school district, the initiation for assistance will not jeopardize his/her job security or promotion opportunities.
5. Employees who suspect that they may have an alcohol or drug abuse problem are encouraged to seek counseling, and information on a confidential basis. Employees are encouraged to contact any of the following available community resources or any other support program or service. Unauthorized release of confidential information by any employee shall be considered as insubordination.
 - a. Alcoholics Anonymous
 - b. Evansville State Hospital
 - c. Deaconess Hospital/Alcohol and Drug Recovery
 - d. St. Mary's Chemical Dependence Center
 - e. Welborn Baptist Hospital/Mulberry Center
 - f. Koala Outreach
 - g. Narcotics Anonymous Support Group
 - h. Southwestern Indiana Mental Health Center

Compliance with this policy is a condition of continued employment with the M.S.D. of North Posey County. Employees shall notify the Superintendent of Schools of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Should discipline for violation of this policy result in termination or contract nonrenewal, the employee shall be afforded all due process rights provided by law and/or school board policy.

The M.S.D of North Posey County will conduct a biennial review of its drug prevention programs to determine their effectiveness and to make any needed changes.

Adopted February 11, 1991

**ELECTRONIC PARTICIPATION BY SCHOOL BOARD MEMBERS
IN SCHOOL BOARD MEETINGS**

General Policy Statement

The Metropolitan School District of North Posey Board of School Trustees believes the constituents of the North Posey community have elected the Board of School Trustees to represent them in issues related to the school district at regular and special School Board meetings. This policy applies to the Metropolitan School District of North Posey Board of School Trustees and any committee or advisory board appointed by the School Board. This policy does not apply when the School District is subject to a declared local, state, or federal public emergency.

Subject to the provisions provided within this policy, a School Board member may participate in a School Board meeting by any electronic means of communication that:

- A. Allows all participating members of the School Board to simultaneously communicate with each other; and
- B. Other than an Executive Session, allows the public attending physically or viewing later electronically to observe the School Board member.

Limitation on Number of School Board Members Participation

Not more than one School Board member may participate by electronic means of communication at the same School Board meeting at any one time.

A School Board member may participate in no more than two School Board meetings in a calendar year by an electronic means of communication. Electronic participation is allowable due to the following reasons:

- A. Military service,
- B. An emergency involving actual or threatened injury to persons or property.

A School Board member who wishes to participate in a School Board meeting by electronic means of communication must notify the School Board President and Superintendent twenty-four (24) hours prior to the start of the School Board meeting. Once a School Board member

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY**

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has given notice of participation by electronic means, the Director of Technology will be responsible to set up the electronic means of communication for the School Board member and the School Board meeting requested.

No School Board member may participate by means of electronic communication in a School Board meeting at which the Board will take final action to:

- A. Adopt a Budget,
- B. Make a reduction in personnel,
- C. Initiate a referendum,
- D. Impose or increase a fee,
- E. Exercise the School Board's power of eminent domain, or
- F. Establish, raise, or renew a tax.

Voting

A School Board member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and participating in the School Board meeting; and may vote on a matter before the Board only if the School Board member can be seen and heard.

All votes taken during a School Board meeting at which at least one board member participates by an electronic means of communication must be taken by roll call vote.

Minutes

The minutes of a School Board meeting at which any School Board member participates by electronic means of communication must:

- A. Identify each School Board member who:
 - 1. Was physically present at the meeting,
 - 2. Participated in the meeting by electronic means of communication, and
 - 3. Was absent
- B. Identify the electronic means of communication by which:
 - 1. School Board members participated in the meeting, and
 - 2. Members of the public attended and observed the meeting.

Legal Reference: IC 5-14-1.5-3.5

MSD of North Posey County

Early Literacy Achievement Grant (ELAG) POLICY

The Indiana Department of Education's (IDOE's) Early Literacy Achievement Grant was established through House Enrolled Act (HEA) 1001-2023, to reward schools and teachers for improving students' foundational reading skills, as evidenced by IREAD-3 data. Early Literacy Achievement Grant funds shall be allocated among and used only to pay cash stipends to teachers, instructional coaches, and other school staff who were responsible for the implementation and delivery of literacy and reading instruction through grade three during the 2022-2023 school year and who maintain employment within the corporation school on the date of distribution.

Definitions: For purposes of this policy, the following shall apply:

The term "teacher" shall include a professional person whose position with a school corporation; special education cooperative established under IC 20-35-5; cooperative career and technical education program, special education program established by an interlocal agreement under IC 361-7; joint program agreement established under IC 20-26-10; or charter school requires a license (as defined in IC 20-28-1-7) and whose primary responsibility is the instruction of students in the classroom or virtual classroom.

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

The term "instructional assistant" shall include individuals employed to fulfill these non-certified positions and whose primary responsibility is to assist licensed teachers in the instruction of students in the classroom or virtual classroom.

Distribution of Early Literacy Achievement Grants:

Early Literacy Achievement Grant funds received by the District shall be distributed to:

1. All licensed teachers who meet the following criteria:
 - a. Primary responsibility is the instruction of students in grades PS, PK, K, 1, 2, or 3 in the classroom or virtual classroom,
 - b. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and
 - c. Employed on the date of distribution.
2. All instructional assistants or unlicensed teachers who meet the following criteria:

- a. Primary responsibility is the instruction of students in grades PS, PK, K, 1, 2, or 3 during reading block instruction,
 - b. Employed on the date of distribution.
3. All librarians and/or media specialists contributing to literacy instruction of students in grades PS, PK, K, 1, 2, or 3.

The District will distribute its Early Literacy Achievement Grant monies as follows:

1. To all Effective and Highly Effective Teachers: A stipend as determined by the superintendent, or designee.
2. To all Instructional Assistants, Librarians, and Media Specialists: A stipend in the amount of a minimum of 50% less than the stipend given to Effective teachers.
 - a. The superintendent, or designee, will determine the prorated amount for any qualifying staff member who worked less than the whole year, part-time, or served a portion of their day in literacy instruction.
3. Within the timeline of distribution determined by the IDOE.
4. Cost of TRF and FICA will be paid for by the grant.
5. 100% of the grant funds will be distributed.

MSD OF NORTH POSEY COUNTY

EMPLOYEE DISCIPLINARY CONFERENCE POLICY

Any rules, orders, and penalties of the school will be applied without discrimination. Before taking any disciplinary action against an employee, the superintendent or designee will conduct an investigation and make an effort to discover whether the employee did, in fact, violate a rule, policy, or order of the employer.

If the superintendent or designee schedules a conference with an employee which might result in disciplinary action, the employee must be informed of that possibility and may request an Association representative to be present at said conference.

If disciplinary action is taken, a written summary of the charges and the action taken shall be given to the employee.

MSD OF NORTH POSEY COUNTY

Modified RISE

District Evaluation Plan

“We believe all people in our schools have a right to learn and can learn at different levels and rates. We believe learning is the responsibility of the total school community. We believe our school should promote a caring, cooperative and challenging environment conducive to learning for each individual.”

Administrative Procedures for Teacher Evaluation/RISE Modifications/Clarifications

Revised August 5th, 2013

1) **Teacher Evaluation General Provisions:** Days as used in these administrative procedures shall be school days. The procedures in this section do not apply to walk-throughs, and a walk-through does not constitute a short or an extended observation. A walk-through may be conducted by administrators other than the designated primary and secondary evaluators. The school district will utilize the MSD of North Posey County Modified RISE Evaluation model.

2) **General Procedures**

- a) Within the first three weeks of the school year, each principal, or other appropriate administrator shall present MSD of North Posey County's teacher evaluation procedures. This discussion shall include an explanation of the Harmony Staff Assessment Tool and evaluation forms as adopted by the district.
- b) After the summative conference, the teacher's evaluation will be filed in the teacher's personnel file at the district office (hardcopy) in addition to the Harmony Staff Assessment tool (e-copy).

3) **Observation Procedures**

- a) Each teacher will be observed with at least two short observations and two extended observations resulting in a total of four observations per school year (minimum). A short observation shall be at least ten minutes in length and an extended observation shall be at least forty minutes. One short and one extended observation must be conducted every semester. The teacher or evaluator may request a pre-observation conference prior to an extended observation. The principal, assistant principal, and secondary evaluator has the responsibility to evaluate the teacher pursuant to the MSD of North Posey County's Modified RISE Evaluation Model. There are no peer evaluators for the modified RISE model.

- b) For any short observation (s) made, the observer shall provide written feedback within 72 hours. For any extended observations completed, the observer shall schedule and conduct a follow-up conference(s) with the teacher within eight school days. The teacher shall receive his or her copy of the written summary of the extended observation prior to or at the follow-up conference. In the event that changes are made to the written summary at this meeting, the teacher shall receive the revised written summary within five school days.
- c) If either the teacher or evaluating administrator is absent during any of the above timeframes, the time period will be extended by the number of school days absent.
- d) All formal observations shall be completed by May 1st.
- e) Formal observations during the time of state assessments should be avoided if possible.
- f) No formal observations are to be conducted during the first week of school but walk-throughs are permissible by the building and central office administration.
- g) Only one formal observation can occur during the same day.

4.) Evaluation procedures

- a) A teacher assigned to two or more schools shall be evaluated by the principal and/or secondary evaluator from each school. The primary evaluator will be the principal where the teacher is assigned the greatest amount of time. In the event that the amount of time is equal, the primary evaluator role will be rotated between the two principals annually.
- b) If a teacher so desires, he/she may write a response to any evaluation that such teacher receives. This response will be recorded in the Harmony Staff Assessment tool.
- c) Retiring teachers: Evaluators will not complete extended observations and summative evaluations for teachers submitting their letters of retirement by March 1st to the district human resource officer and which take effect at the end of the current school year. At least one short observation and routine walk-throughs will be conducted by the evaluators. Retiring teachers will not be eligible for stipends distributed after their last day of service.

5.) Adoption of RISE 2.5: State model changes

- a) The modifications of RISE 2.5 reduce the weight of the objective measures of student achievement and growth used to calculate evaluation results for Group 1 and Group 2 teachers to mirror the significance for Group 3 teachers. For all groups, the state model now reflects 25% significance for the objective measures of student achievement and growth while 75% significance will be assigned to the teacher effectiveness rubric (TER). For Group 1 & 2 teachers, IGM would be weighted as 11%; SLO data is weighted as 9%, and SWL will be weighted at 5%. For group three teachers, SLO data is weighted at 20% and SWL at 5%. (See table below).
- b) SLO: Professional judgment should be utilized on a case-by-case basis with students who are typically evaluated through IMAST when their SLO assessment score is calculated in the total class score. Triangulation of student assessment data should be discussed.

Group 3 teachers

<i>Component</i>	<i>Raw Score</i>	<i>Weight</i>	<i>Weighted Score</i>
<i>Teacher Effectiveness Rubric</i>		X 75%	
<i>Student Learning Objective</i>		X 20%	
<i>School-wide Learning Measure</i>		X 5%	
Sum of weighted scores:			

Group 1 & Group 2 teachers

COMPONENT	RAW SCORE	WEIGHT	WEIGHTED SCORE
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TEACHER EFFECTIVENESS RUBRIC		X 75%	
INDIVIDUAL GROWTH MEASURE		X 11%	
STUDENT LEARNING OBJECTIVE		X 9%	
SCHOOL-WIDE LEARNING MEASURE		X 5%	

Sum of weighted scores:

C) Code of Ethics: The same code of ethics utilized in ISTEP+/ECA Assessments will be used to administer class SLO's. The teachers will be given the Code of Ethics agreement at the beginning of each school year.

6.) TER DOMAIN 1

- A) All teachers should prepare weekly lesson plans. Lesson plans may be viewed at any time by the evaluator.
- B) Each semester, elementary teachers should submit two weekly lesson plans to be evaluated under Domain 1. One of the plans should be from the reading area while the other is the teacher's choice.
- C) Each semester, special education teachers are to submit one IEP for review to the Director of Special Programs.
- D) NPHS and NPJHS teachers are required to submit their lesson plans into the Harmony system. Elementary teachers have the option to use paper pencil plan books or to submit their plans into the Harmony System. However, classroom assignments should continue to be entered into the Harmony System as a form of parent communication.

All modifications to the Indiana Department of Education RISE Evaluation and Development System are covered in this section. All other components of the MSD of North Posey County Modified RISE model follow the procedures as outlined in RISE 2.0.

MSD OF NORTH POSEY COUNTY MODIFIED RISE SLO TESTING & INTEGRITY AGREEMENT

This agreement is to be signed by each teacher employed by MSD of North Posey County.

1. I will not distribute or discuss the SLO test questions with my students.
2. I will not allow students or any other person who is not authorized by the principal to have access to the SLO test materials or answer keys.
3. I will not alter students' responses in any manner.
4. I will not disclose individual student test scores or test performance data to unauthorized persons.
5. For students who have Individual Educational Plans, I will adhere to the accommodations listed therein.
6. I understand that any suspected breach of test integrity shall be reported to the building administration and the Director of Curriculum.
7. I understand that a violation of the Code may constitute a breach of test integrity. I understand that any behavior that could cause student achievement to be inaccurately represented or reported, constitutes such a violation.

Your signature verifies that you have read the agreement, understand the agreement, and that you have been given a web address, e-copy, or hardcopy of the standards to be taught per your teaching assignment.

Please print your name, sign, and return to your building administrator.

Print Name: _____

Signature: _____

Position: _____

School: _____

Date: _____

INDIANA TEACHER EVALUATION: PUBLIC LAW 90

ANNUAL EVALUATIONS

MSD of North Posey County has adopted the RISE Evaluation and Development System as a model to deliver fair, credible and accurate annual evaluations to differentiate teacher and principal performance and to support professional growth (Appendix A). This system offers objective measures for student achievement and growth, including methods for areas and subjects not measured by statewide assessments. In addition, the RISE Evaluation and Development System affords rigorous measures of teacher effectiveness, including observations, and other performance indicators. A key component of the RISE Evaluation and Development System is the Teacher Effectiveness Rubric which allows for detailed descriptions at each level of performance for each indicator. This rubric provides meaningful descriptions which ensure that certified staff members are receiving detailed, actionable feedback from their observers, including expectations for classroom practice. Teachers and Principals evaluated with this system are given an annual designation in one of the four ratings: Highly Effective; Effective; Improvement Necessary; Ineffective. The Evaluation Plan for MSD of North Posey County encompasses all certificated employees and meets the requirements of all relevant Indiana Statutes found in IC 20-28-11.5-7. IC 20-28-11.5-4 (c) (4) & (6) require differentiated designations for each rating category. Through the process defined in RISE, educators will receive a summative rating that will place educators in each category forementioned. The scoring process utilized can be referenced in the RISE Educator and Teacher Handbook Version 2.0 on pages 21-23 (Appendix A).

Principals and teachers have the responsibility of recognizing that the North Posey schools are seeking the best qualified people who will provide quality education for the entire school program. No person should be permitted to continue teaching, unless he/she demonstrates effective or highly effective teaching practices. A teacher who negatively affects student achievement and growth will not receive a rating of Highly Effective or Effective (IC 20-28-11.5-4). Negative impact on student learning, as measured by student performance on statewide assessments, is characterized by a significant decrease in student achievement and notably low levels of student growth. For teachers who do not have data from the Indiana Growth Model, local assessments will be utilized (i.e., STAR Literacy, Acuity, Aimsweb, and IREAD). As previously stated, negative impact for teachers with growth data is characterized by a significant decrease in student achievement and notably low levels of student growth. Specifically, if the year 1 ISTEP mean score minus the year 2 ISTEP mean score is less than or equal to 15 and the median growth percentile is less than or equal to 15 the resulting Final Summative Rating will be “Improvement Necessary” or “Ineffective” as calculated by the Indiana Department of Education. For teachers with no Indiana Growth Model data, data from the teacher’s SLO’s, will be used to identify negative impact on students. For non-growth model teachers, if the number of students that fail meet the metrics specified for the ineffective category is equal to or less than half the number of students for that category, the teacher will be identified as negatively impacting student learning. The final summative rating for any teacher that has a negative impact on student learning will be rated “ineffective” or “need of improvement”

depending on the combination of all measures included in the performance evaluation, which in some cases will modify the final summative rating.

Furthermore, any teacher who receives an ineffective designation on two consecutive performance evaluations (IC-20-28-7.5-1(e) (4) (A)) or an ineffective designation or improvement necessary rating in three years of any five year period (IC 20-28-7.5-1(e) (4) (B)) will be recommended for dismissal.

REMEDIATION/PROFESSIONAL DEVELOPMENT PLANS

The professional development plan will be constructed utilizing the RISE guidelines and will serve as the remediation plan specified in Indiana Code 20-28-11.5. As described in RISE, all evaluated MSD of North Posey County employees will receive completed feedback within seven business days from the completion of the Final Summative Evaluation. This feedback is delivered in the Final Summative Evaluation Conference, which is held as soon as all data results from the Indiana Department of Education and other SLO assessments have been made available. This process and the necessary forms can be found in the RISE Evaluator and Teacher Handbook Version 2.0 pages 10-11 (Appendix A). The individualized plan for educator professional development is based on prior performance. Each plan consists of Professional Development Goals and clear action steps for how each goal will be met. The teachers per RISE who must have a Remediation/Professional Development Plan are those who received a rating of Improvement Necessary or Ineffective from the previous year. The professional development plan will be developed through a collaborative effort between the Principal, Teacher, Director of Curriculum, and an educational representation of the teacher's choice if desired by the teacher using the template from the RISE Evaluator and Teacher Handbook Version 2.0, pages 50-53. Under the RISE Evaluation and Development System, the professional development goals are identified through self-assessment and reviewing the evaluation data and are the focus of the teacher's Remediation/Professional Development Plan over the course of the year. Each goal will be specific and measurable, with clear benchmarks for success. The professional development plan will incorporate but will not be limited to the following:

1. Coursework
2. Professional development sessions, conferences
3. Utilizing teacher mentors
4. Modeling
5. Coaching
6. Professional Learning Communities
7. Teaching rounds

Professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional experience point based on, but not limited to the following activities: In-service credit, Professional Conference/Workshop/Institute, Mentoring New Teacher, School Service or Administrator, Cooperating Teacher of a Student Teacher, Presentation, Curriculum Development, Professional Programs/Committees, School Improvement Process/School Accreditation activities, College Credit (1 credit hour= 15 points) and Educational research in accordance to the Indiana Department of Education License Verification and Information System (LVIS). As outlined in IC 20-28-11 5.6, if a certificated employee receives a rating of

ineffective or improvement necessary, the evaluator and the certificated employee shall develop this remediation plan not more than ninety (90) school days in length to correct the deficiencies noted in the certificated employee's evaluation (IC 20-28-11.5-6). A minimum of 2 observations, as part of the formative evaluation process, shall take place at reasonable intervals to ensure that teachers have the opportunity to demonstrate growth prior to a summative evaluation (LSA 11-405).

OBJECTIVE MEASURES OF STUDENT ACHIEVEMENT & GROWTH

IC 20-28-11.5-4 (c) (2) requires annual performance evaluations for all certificated employees that include objective measures of student achievement and growth that significantly inform all certificated employees evaluations. MSD of North Posey County's Evaluation Plan utilizes the Indiana Department of Education RISE Indiana Teacher & Principal Evaluation and Development System to meet these requirements. In addition to the Teacher Effectiveness rubric, the RISE Evaluation and Development System incorporates objective student performance data that is linked to both state and local assessments. These multiple measures of assessing both growth and achievement ensure valuable and timely data to drive instruction in the classroom. This evaluation system provides hard evidence when evaluating certificated staff on student learning.

MSD of North Posey recognizes that the evaluation of a teacher is a cooperative and continuous process for the purpose of improving the quality of instruction. This evaluation process should increase the teacher or administrators effectiveness within the educational program and permit an opportunity to discuss objectively the contributions he or she is making to the school system. The results of the evaluation will be used by the administrative staff to make recommendations regarding continued employment, placement and other recommendations to the Board of Education of the Metropolitan School District of North Posey County.

The evaluation process utilizes student assessment results from local, district, and state assessment through the development of student learning objectives (SLO). A SLO is a long-term academic goal that teachers and evaluators set for groups of students. It is specific and measurable and utilizes the most rigorous assessment available. The SLO is based on available archival student learning data, student progress, and achievement (Appendix B). It is aligned to state standards.

For subjects without growth model data, student learning objectives provide teachers standards-aligned goals to measure student progress that allow for planning backward to ensure that every minute of instruction is pushing teachers towards a common vision of achievement. By implementing SLOs, the RISE system seeks to make these best practices a part of every teacher's planning. The MSD of North Posey County Evaluation Committee has determined that special education teachers and Title 1 teachers will not have growth model data attached to the individual teacher and will be classified as a Group 3 teacher. For teachers that do not teach state evaluated subjects, methods of assessing student growth and achievement is further explained in the RISE Student Learning Objectives Handbook Version 2.0 on pages 5-14 (Appendix B).

In addition, the RISE model utilizes School-wide Learning Measures (SWL) because it is important for teachers to have a common mission of improving student achievement, all teachers will have a component of their evaluation score tied to SWL by aligning with Indiana's new A-F accountability model. The new A-F

accountability model is based on several metrics of school performance. The RISE School-wide learning measures as well as the student learning objectives meets the requirements of IC 20-28-11.5-4.

The weighting of student achievement in the final summative evaluation and the protocol for including objective measures of student achievement and growth can be found in the RISE Educator and Teacher Handbook Version 2.0 on pages 21-24 (Appendix A). Related information pertaining to the evaluation of principals can be found in the RISE Administrative SLO's Indiana Principal Effectiveness Framework on page 18. Furthermore, this section of the Indiana Code states that student performance results must be included in the evaluations for all employees whose primary responsibility is teaching tested subjects. Student and School Wide Growth data and all other state assessments are incorporated in the Evaluation Plan, as described in the RISE Educator and Teacher Handbook Version 2.0 on pages 21-24 (Appendix A).

RIGOROUS MEASURES OF EFFECTIVENESS & EVALUATION FEEDBACK

All certificated employees will receive a minimum of 3 short observations and 2 extended observations annually complying with LSA 11-405. A short observation as defined by the RISE Evaluation and Development System is an observation that lasts a minimum of 10 minutes and should not be announced. There are no conferencing requirements around short observations, but a post-observation conference should be scheduled if there are areas of concern. A teacher must receive written feedback following a short observation within two school days. An extended observation as defined by the RISE Evaluation and Development System lasts a minimum of 40 minutes. It may be announced or unannounced. It may take place over one class or span two consecutive class periods. Pre-conferences are not mandatory, but may be scheduled by a request from either the teacher or evaluator. After an extended observation, a post conference should be conducted between the evaluator and the teacher within 5 school days of the observation and written feedback should be given to the teacher with 24 hours of the post-conference.

The following observation rubric will be used for certificated staff based on their job assignment:

- Teachers- RISE Teacher Effectiveness Rubric
- Principals & Vice Principals- RISE Evaluation and Development System
- Counselor- Indiana School Counselor Effectiveness Rubric
- Special Education Teacher- Indiana Special Education Teacher Effectiveness Rubric
- Librarian- Association of Indiana School Library Educators School Librarian Evaluation Rubric
- Superintendent and Assistant Superintendent Evaluation Rubric
- Title 1 Teachers- Modified version of Indiana Special Education Teacher Effectiveness Rubric

Certificated staff without a classroom or who do not directly teach students will be evaluated by applying certain components of the RISE model and TER rubric. This modification of the RISE system is still considered by the Indiana Department of Education as using a version of RISE since MSD of North Posey County is using the RISE system of evaluation for classroom teachers (RISE, pg.8).

EVALUATORS

MSD of North Posey County will utilize the expertise of both a primary evaluator and a secondary evaluator. The primary evaluator is the person chiefly responsible for evaluating a teacher. The building principal serves as the primary evaluator for teachers. This evaluator approves Professional Development Plans in the fall and assigns the summative rating in the spring. Each teacher has only one primary evaluator. The primary evaluator must perform a minimum of one extended and one short observation. The secondary evaluator conducts observations and offers feedback. This information informs the work of the primary evaluator. The Director of Curriculum, Assessments, and Special Programs will serve as the secondary evaluator. No teachers will be utilized as secondary evaluators. All evaluators (primary and secondary) are required to hold a Certificate of Completion/RISE Teacher Evaluator Training through the Southern Indiana Educational Center. RISE training for evaluators is viewed as an ongoing process and evaluators will continue training and receive support through state and local opportunities. District Administrators will continue to meet and collaborate on RISE issues to ensure inter-rater reliability.

TRACKING DATA & MANAGING DOCUMENTATION

MSD of North Posey County uses Harmony School Management Software to track data and manage the documentation. Harmony offers an observation tool for the evaluators. This tool records the observation and provides a rubric for the evaluator to map their observations to the RISE rubric. Once the data is entered the evaluator can email the results to the teachers offering timely and effective feedback. Harmony also collects assessment information for each student. This student management program contains the usual functions that are a part of all student management packages, such as attendance, grades, parent communication, discipline, test scores and scheduling. By bringing all aspects of the school together, rather than just containing student information, Harmony greatly improves the overall efficiency of the school.

SYSTEM FOR MONITORING THE FAIRNESS, CONSISTENCY AND OBJECTIVITY OF THE SYSTEM/INTER-RATER RELIABILITY

MSD of North Posey County has created an Evaluation Review Committee. The purpose of this committee is to monitor the fairness, consistency, and objectivity of the system. The committee consists of Principals, Assistant Principal, Director of Curriculum, and teachers representing each school in the district. The Evaluation Review Committee has developed the following guideline to assist evaluators in applying the Teachers Effectiveness Rubric and calculating the summative score based on the teacher's student learning objective (SLO).

All= 100%

Most= 75%-99%

Many- 50%-74%

Few- 49%-25%

Content mastery or proficiency has been set at 80% for the class learning objective and at 50% for the targeted objective.

SYSTEM FOR DELIVERING SUMMATIVE EVALUATION RESULTS TO EMPLOYEES

The summative evaluation results will be discussed with the teacher at the end of year conference. As described in RISE, all evaluated MSD of North Posey County employees will receive completed feedback within seven business days from the completion of the Final Summative Evaluation. This feedback is delivered in the Final Summative Evaluation Conference, which is held as soon as all data results from the Indiana Department of Education and other SLO assessments have been made available. Data collected throughout the year and stored in the Harmony system will be discussed. At the end of the year conference, the evaluator will share final scores on rubric competencies and domains. With the teacher, the evaluator will score the SLOs if assessment data is available. The evaluator will lead the discussion about possible professional goals for the following year and will establish professional development plans for struggling teachers. All teachers who are rated as ineffective have the right to a private conference with the Superintendent of MSD of North Posey County (IC 20-28-11.5-6). In the event that a teacher rated as ineffective requests a conference, the teacher should provide a written request to the Superintendent and a copy of the request to the building Principal. The Superintendent will respond back within 5 days of receiving the request to schedule the conference.

INSTRUCTION DELIVERED BY TEACHERS RATED INEFFECTIVE

By statute, a school corporation is required to notify parents in an instance where a student is assigned an ineffective teacher (or two different ineffective teachers) for two consecutive years. MSD of North Posey County will preempt the possibility of this happening by the following two things:

1. MSD of North Posey County will ensure struggling teachers receive support throughout the year to improve. If a teacher is not improving after being provided targeted supports, exit conferences will take place in the spring rather than having the ineffective teacher return in the fall. This applies to teacher who have been rated ineffective the previous year and has not made progress the second year based on the data collected at the end of the year.
2. In the event that a teacher is in danger of receiving an ineffective rating based on the evidence collected thus far returns to school in the fall, MSD of North Posey County will flag this when scheduling students to ensure no student has the possibility of receiving an ineffective teacher two years in a row.

However, if the fore mention process fails and a student is assigned an ineffective teacher (or two different ineffective teachers) for two consecutive years, a letter will be sent by the Superintendent to the parents notifying them of the situation.

LONG TERM ABSENCE

A certificated employee must work at least 162 days in order for the data to count towards their summative rating. If the teacher isn't present for 162 days, then the evaluator may develop a summative rating based on the measures that are available. In the event that needed data is unavailable (SLOs, observations, test scores), the evaluation is deemed incomplete. In the event that a summative rating cannot be calculated due to insufficient evidence, the teacher would be ineligible to receive a raise the next school year. A teacher may appeal their case to the Review Board if they disagree with the incomplete designation. The Review Board will consist of the Superintendent, Director of Curriculum, Association President, and educational representation of the teacher's choice.

PRINCIPAL EVALUATION SYSTEM

MSD of North Posey County will utilize the Rise Principal Evaluation and Development System as the method to evaluate district principals. There are two major components of the Rise Principal Evaluation and Development System, professional practice and student learning. Multiple measures inform the summative evaluation score. The overall summative scoring weights emphasize school performance and rubric data. The principal metrics utilized to determine the summative score are:

- Principal Rubric- 50%
- A-F Grade- 30%
- SLO- 20%

Principals will be observed and given timely and effective feedback five times per year through extended observations (minimum of 30 minutes) and short observations (minimum of 15 minutes). This will consist of two extended observations and three short observations. The Superintendent will serve as the primary evaluator while the Director of Curriculum, Assessment, and Special Programs will serve as the secondary evaluator. The evaluators are required to complete the SIEC training on the RISE Principal Evaluation and Development System.

SUPERINTENDENT EVALUATION SYSTEM

MSD of North Posey County's Evaluation Plan aligns the evaluations of principals and the superintendent with that of teachers. The superintendent is evaluated through a rubric accountability process involving school performance, fiscal management, and professional practice which includes a yearly SLO.

	Rating (1-4)	Weight	Weighted Rating
Academic Performance		X 30%	
Financial Performance		X 30%	
Leadership (SLO)		X 20%	
Communication		X 20%	
Average Score Summative Score			

TEACHER EVALUATION PROCEDURE

(Indiana Department of Education). (2012) *HR Decision Guidance: The Summative Evaluation Cycle*

BEGINNING OF ACADEMIC YEAR (AUGUST/SEPTEMBER)

- Principals/Primary Evaluators hold summative conferences with all returning employees. This conferences should be used as an opportunity to do the following:
 - Provide summative ratings including all necessary data returned during the summer.
 - Discuss teacher strengths and weaknesses and plan professional goals for the year accordingly.
 - Outline remediation plans for any returning teachers who have received a rating Improvement Necessary or Ineffective. A remediation period (not totaling more than 90 days) should be outlined and clear improvement goals provided.
 - Approve any common assessments that were completed prior to the beginning of the current school year.

SEPTEMBER – OCTOBER

- Principal begins the observation process.
- Conference with teachers to discuss written feedback of observation, and determine SLO (s) and goals (Utilize the RISE forms- Teacher completes the RISE Set Student Learning Objective Form: Evaluator completes the RISE Evaluator Approval of Student Learning Objectives Form).

NOVEMBER-DECEMBER

- Principal conducts unscheduled extended observation.
- Following the extended observation, Principal completes the appropriate post-observation forms (enters information into the Harmony system). Principal provides timely feedback by holding post conference within 5 school days of the observation and provides written feedback within 24 hours after the conference.
- Conduct post-observation conference- could be combined with Mid-Year Check-In (See January-February)

THROUGHOUT ACADEMIC YEAR

- Evaluators and teachers conference to discuss findings and evidence from ongoing formal and informal observations, collaborating to make sure both novice and veteran teachers are on pace to meet annual professional development goals.
- In instances where teachers are not on pace to meet professional development goals, evaluators will counsel teachers toward specific steps they can take to improve classroom practice, raise student achievement, and meet annual goals.

JANUARY-FEBRUARY

- Mid-year check conference with evaluator to discuss formative evidence of student achievement toward SLO(s) (Teacher completes-Mid-Course Check-In Form submitted 2 days prior to the conference).
- For struggling teachers, the evaluator establishes strategies to support the teacher (Evaluator-RISE Mid-Year Professional Practice Check-In Form)
- Observations continue with written feedback

MARCH-APRIL

- Observations continue with written feedback
- Conference and written feedback (Evaluator- Post Observation notes- Harmony)

APRIL-MAY

- Observations continue with written feedback

MAY-JUNE

- Schedule End-of-Year conference (Teacher-End of Course Review Form and related evidence submitted at least 2 days prior to the conference)
- Conduct End-of-Year Conference (Evaluator-End-of-Year Summative Rating Form-Harmony)
- Final summative rating is determined (Highly Effective, Effective, Improvement Necessary, or Ineffective)

****Teachers rated in the bottom two categories will work with the evaluator to establish a professional development plan to aide in professional growth in deficit areas (Teacher/Evaluator).**

END OF ACADEMIC YEAR (MAY/JUNE)

- Hold end of year conferences with employees who have shown a record of effectiveness who will have a continuing contract. Discuss the evaluation evidence collected via observations throughout the year as well as any initial student learning data. Evaluators will not have all the evidence necessary to form a summative rating, but based on observations, there will be ample material

with which to have a productive discussion. This conference allows teachers to end the school year with a strong sense of their current performance as well as general ideas for improvement in the coming year.

- **Hold end of year conferences with those employees who are eligible for cancellations or nonrenewal of contracts due to reductions in force, probationary status, or incompetence. Although summative ratings will likely not be available, evaluators should use the most complete and accurate information in hand that paints a picture of teacher effectiveness for the year. Any decisions should be based on a body of evidence collected over time as well as on the evaluator's best professional judgment.**
- **If a teacher is in danger of dismissal, and all evidence collected thus far points to a poor rating, it is recommended that evaluators have these conversations with teachers in the spring, counsel out employees, or notify them of non-continuance. Evaluators will not have summative ratings at this point, but they will have evidence collected throughout the year and established patterns of poor performance from the previous year, including (but not limited to) the following: observation notes, student data (formative and summative throughout the year), student work, lesson plans, and other assessments.**

MSD of North Posey County

TEACHER APPRECIATION GRANT (TAG) POLICY

In accordance to HB 1001, the TAG stipend of a teacher rated as highly effective will receive 25% more than the amount of a TAG stipend awarded to a teacher rated as effective.

MSD of North Posey County

Use of Facsimile Signatures

At the annual organizational meeting of the Board of Trustees after the election of officers, or at any other meeting, the Board may authorize the making and use of facsimile signatures of the Board President and Board Secretary. For purpose of this policy, facsimile signature includes a facsimile signature stamp or an electronic signature.

With the exception of the superintendent's employment contract, all other employment contracts and any changes made in the terms of these employment contracts may be signed by use of the facsimile signatures only after the Board approves the contracts by a majority vote of all the members of the Board.

The Board can only authorize specific use of a facsimile signature on any other school corporation document by its own motion or resolution. The Board motion or resolution must state the type of facsimile signature to be used.

The school corporation deputy treasurer is responsible for the securing and safe keeping of the facsimile signatures and for the use of same on all board-approved documents.

LEGAL REFERENCE: I.C. 5-1-3-2(a)
 I.C. 23-15-4-1
 I.C. 20-26-4-8
 I.C. 26-2-8-202(b)

MSD of North Posey County

FMLA POLICY

The Family and Medical Leave (FMLA) of absence may be authorized upon written application to the Administration. The employee must meet the eligibility requirements before the terms of such leave will be granted by the Administration. If the leave is granted, it will comply with the FMLA. This policy summarizes the rights and obligations of the employee and the MSD of North Posey County under the FMLA. FMLA-related forms are located on the MSD of North Posey County web site at www.northposey.k12.in.us.

FMLA Leave Eligibility: An eligible employee under the FMLA is an employee who has been employed by the MSD OF NORTH POSEY COUNTY for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

Reasons for FMLA Leave: An eligible employee may take FMLA leave for any one of five different reasons. Specifically, an eligible employee may take FMLA leave of:

- (1) up to 12 weeks per leave year to care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
- (2) up to 12 weeks per leave year to care for the employee's spouse, child or parent who has a serious health condition;
- (3) up to 12 weeks per leave year because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions;
- (4) up to 12 weeks per leave year because of a qualifying exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation;
- (5) up to 26 weeks within a single 12-month period to care for a covered servicemember who is the employee's spouse, daughter, son, parent, or next of kin who is (a) undergoing medical treatment, recuperation, or therapy, (b) is in outpatient status, or (c) is on the temporary disability retired list, for a serious injury or illness suffered in the line of duty.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement. An employee may not combine forms of leave to exceed the maximum entitlement under the law. In other words, an employee is only eligible for a total of 12 or 26 weeks of FMLA leave a year, as applicable, depending on the reason for the leave. MSD of North Posey County will observe the employee's use of five (5) consecutive accumulated days as a trigger to investigate if an employee's leave qualifies for FMLA.

Limits on Husband and Wife Leave: A husband and wife who both work for the MSD OF NORTH POSEY COUNTY will be limited to a combined total of 12 weeks of FMLA leave per leave year for the birth, adoption, or foster placement of a child or to care for a parent with a serious health condition or in the event of a qualifying exigency. A husband and wife who both work for the MSD OF NORTH POSEY COUNTY will likewise be limited to a combined total of 26 weeks FMLA leave during the single 12-month period to care for a covered servicemember.

Definitions:

Contingency Operation: A "contingency operation," as used in this policy, includes any operation designated by the Secretary of Defense as one in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; an operation that results in a call to duty of certain members of the Armed Forces from retirement, the reserves, the National Guard, or state militias; or any other operation which is the result of a national emergency declared by the President or Congress.

Covered Servicemember: Means a current member of the Armed Forces (including National Guard or Reserves) who has suffered a serious injury or illness incurred in the line of duty (1) for which he or she is undergoing medical treatment, recuperation, or therapy; (2) is otherwise in outpatient status; or (3) is on the temporary disability retired list. A covered servicemember does not include a former member of the Armed Services, National Guard or Reserves or one who is on the permanent disability retired list.

Leave Year: For the purpose of this policy (with the exception of leave to care for a covered servicemember), the leave year within which an eligible employee may take his or her 12 or 26 weeks of FMLA protected leave is September 1 to August 31.

Next of Kin: Means the nearest blood relative of the injured covered servicemember as defined by applicable law and regulation.

Qualifying Exigency: Qualifying exigencies include the following relating to the active duty or call to active duty status of a covered military servicemember: (1) Issues arising from the short notice (seven or less days) deployment of the employee's spouse, daughter, son, parent, or next of kin in the military ("servicemember") for a period of seven days from the date of notification; (2) military events and related activities; (3) certain childcare and related activities; (4) making and updating financial and/or legal arrangements; (5) attending counseling for the covered military servicemember or the child of the covered military servicemember; (6) taking up to five days of leave to spend time with a covered military servicemember who is on short-term temporary rest and recuperation leave during deployment; (7) attending certain post-deployment activities; and (8) any other event that the MSD OF NORTH POSEY COUNTY and the employee agree is a qualifying exigency and agree as to both the timing and duration of the leave.

Serious Health Condition: Means an illness, injury, impairment, or physical or mental condition that involves either:

- (1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- (2) Continuing treatment by a health care provider, which includes:
 - (a) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes: (i) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and the second within 30 days of the first day of incapacity unless extenuating circumstances exist for the latter); or (ii) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment under the supervision of a healthcare provider; or
 - (b) Any period of incapacity related to pregnancy or for prenatal care.
 - (c) Any period of incapacity or treatment for a chronic serious health condition which – (i) continues over an extended period of time, (ii) requires periodic visits (at least twice a year) to a health care provider, and (iii) may involve occasional episodes of incapacity rather than a continuing period of incapacity.
 - (d) Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - (e) Any absences to receive multiple treatments (and recovery from such treatment) for restorative surgery or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

Serious Illness or Injury: For the purpose of determining whether an eligible employee's spouse, daughter, son, parent, or next of kin is a covered servicemember who has suffered a qualifying illness or injury in the line of duty, this means an injury or illness that renders the servicemember unable to perform the required duties of their office, grade, rank or rating.

Single 12-Month Period: The single 12-month period pertaining to leave to care for a covered servicemember begins on the first day the eligible employee takes military caregiver leave and ends 12 months after that date.

Requesting FMLA Leave: The MSD OF NORTH POSEY COUNTY will provide the necessary forms to request FMLA leave. (See the MSD OF NORTH POSEY COUNTY web site at www.northposey.k12.in.us for the FMLA Employee Request form.) Employees must give the MSD OF NORTH POSEY COUNTY at least 30-days' notice of their intent to take leave under the FMLA if the leave is foreseeable. If the leave is not foreseeable, employees must make a good faith effort to provide notice as soon as practicable and must generally comply with the MSD OF NORTH POSEY COUNTY's call-in requirements. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

Employees must provide information sufficient to enable the MSD OF NORTH POSEY COUNTY to determine whether the leave may be FMLA-qualifying and the anticipated timing and duration of the leave. The MSD OF NORTH POSEY COUNTY may require information showing that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. If the leave is for a condition for which the MSD OF NORTH POSEY COUNTY has previously approved FMLA leave, the employee must specifically reference that qualifying reason for the leave or the need for FMLA leave.

Notice of Designation: Absent extenuating circumstances, the MSD OF NORTH POSEY COUNTY will notify employees

whether their leave has been approved as FMLA-qualifying no later than 5 business days after receiving sufficient information to make this designation. If known at the time of the designation, the MSD OF NORTH POSEY COUNTY will notify the employee of the amount of leave that will be counted against the employee's FMLA entitlement. If this information is not known at the time of the designation, the MSD OF NORTH POSEY COUNTY will provide such information, upon the employee's request, once every 30 days if leave is taken within that time period. If an employee is not eligible for FMLA leave, the MSD OF NORTH POSEY COUNTY will advise the employee why that is the case.

Compensation for FMLA Leave: Generally, FMLA leave is not paid. However, an eligible employee may elect to take any current year or accumulated paid sick leave or personal days for personal medical leave in lieu of taking unpaid leave under the FMLA. (Current year family illness days may also be used in cases of FMLA to care for a family member.) The eligible employee may elect to use their current year paid leave days without counting towards the employee's 12 or 26 weeks of FMLA leave granted per leave year. Any accumulated paid days used, however, will be counted towards the employee's 12 or 26 weeks of FMLA leave granted per leave year.

Intermittent or Reduced Hours Leave: In the case of leave taken to care for a seriously ill spouse, child, or parent; due to the employee's own serious health condition; a qualifying exigency; or to care for a covered servicemember, an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary and certified as such. Otherwise, such leave is not permitted except at the sole discretion of the MSD OF NORTH POSEY COUNTY. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave.

Job and Benefits Security: An eligible employee who takes leave under the FMLA and who returns to work before his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits that had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of Group Health Plan Coverage: Group health plan coverage will be maintained by the MSD OF NORTH POSEY COUNTY during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. An eligible employee taking FMLA leave must contact the Deputy Treasurer to make arrangements to pay the employee's share of health care premiums during the FMLA leave. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond his or her control will be expected to reimburse the MSD OF NORTH POSEY COUNTY for health care premiums paid by the MSD OF NORTH POSEY COUNTY during the leave period.

Certification of the Need for Leave: In cases of leave to be taken to care for a family member with a serious health condition, a covered servicemember who has suffered a serious injury or illness in the line of military duty, or due to the employee's own serious health condition, an eligible employee must provide the MSD OF NORTH POSEY COUNTY with a completed and signed health care provider certification indicating that the employee requires FMLA leave. The MSD OF NORTH POSEY COUNTY will provide the appropriate forms for such certification through its web site at www.northposey.k12.in.us.

In cases of leave due to a qualifying exigency arising out of the active duty or call to active duty of a covered military servicemember, the MSD OF NORTH POSEY COUNTY requires that an employee's request for leave be supported by appropriate documentation as required by applicable law and regulation.

In all cases, the forms certifying and supporting the need for FMLA leave must be returned within 15 calendar days after the employee gives notice of intent to take FMLA leave unless not practicable. Failure to return this certification in a timely manner may result in delays in securing authorization for leave and the MSD OF NORTH POSEY COUNTY may deny FMLA coverage until the required certification is provided. Failure to return the certification at all will preclude the employee from taking leave.

The MSD OF NORTH POSEY COUNTY also may require, at its own expense, a second and third health care provider opinion (except with respect to leave to care for a covered servicemember) if there is a question as to the validity of the certification provided by the employee for leave for a serious health condition.

An eligible employee also may be asked to furnish the MSD OF NORTH POSEY COUNTY with subsequent health care provider certifications on a reasonable basis during the employee's leave period except if the employee is on leave to care for a covered servicemember. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

The MSD OF NORTH POSEY COUNTY may seek recertification of the need for leave as permitted by statute and regulation.

Return to Work: An employee returning to work from FMLA leave of absence must be able to perform the essential functions of his or her job. If a reasonable accommodation is required, the employee must notify the Superintendent or Human Resource Officer. An eligible employee on FMLA leave must submit to the MSD OF NORTH POSEY COUNTY a medical release (i.e., fitness for duty certification) indicating that the employee is able to return to work and perform the essential functions of the employee's position. The MSD OF NORTH POSEY COUNTY will furnish the employee with a list of essential functions to facilitate this process. Failure to submit a medical release will preclude the employee from being restored to his or her employment with the MSD OF NORTH POSEY COUNTY.

Non-Discrimination/Non-Retaliation Policy Statement: The MSD OF NORTH POSEY COUNTY will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Any employee who believes that the MSD OF NORTH POSEY COUNTY has violated his or her FMLA rights should report his/her concerns to the Human Resource Officer for investigation and resolution. If the employee's concerns are not resolved in compliance with the law, the employee has the right to file a complaint with the U.S. Department of Labor or bring a private lawsuit against the MSD OF NORTH POSEY COUNTY. The FMLA does not affect any Federal or State law prohibiting discrimination or supercede any State or local law that provides greater family or medical leave rights.

MSD OF NORTH POSEY COUNTY

FIELD AND OTHER CORPORATION-SPONSORED TRIP POLICY

The MSD of North Posey County Board of Education recognizes that field trips, when are educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. stimulate new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the surrounding community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experiences;
- E. afford students the opportunity to study real things and real processes in their actual environment.

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

The Board shall:

- A. approve those field trips and other corporation-sponsored trips which:
 - 1. take students out of state;
 - 2. keep students out of the corporation overnight or longer.

The Building Administrator & Superintendent shall:

- A. approve all field trips and other corporation-sponsored trips that do not take students out of state or keep the students overnight.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability. Students shall not be penalized academically for non-participation in a field trip.

Students on all corporation-sponsored trips remain under the supervision of the Board and are subject to the corporation's administrative policies and guidelines for student behavior.

The Board does not endorse, support, or assume liability in any way for staff member, volunteer, or parent of the corporation who takes students on trips not approved by the Board and/or the superintendent. No staff member may solicit students of this

corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the corporation's Administrative Guidelines for Extended Trips.

The superintendent shall prepare administrative guidelines for the operation of both field and other corporation-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students is protected at all times;
- B. parental/guardian permission is sought and obtained before any student leaves the corporation premises on a field trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up with appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored; **if male and female students are going on an overnight fieldtrip, there will be both male and female chaperones for the trip.**
- F. student behavior while on all field trips complies with the Student Code of Conduct, and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge (applies to overnight and/or out-of-state trips only);
- H. professional staff members are permitted to make on-site alterations to a trip itinerary. In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administration as soon as possible.

Fixed Asset Submission

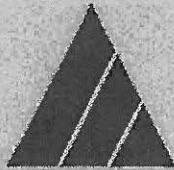
In the past the \$500 standard was set for fixed assets and we will continue to use this dollar figure.

In the past we have submitted Fixed Assets by cards and yearly clean up. Now we have the submission on line by building and it can be maintained through out the school year by the building principal. This does affect our property casualty insurance cost and accurate records are a necessity.

1. Review the current report and add or delete items as needed in your building.
2. As you purchase or declare surplus make the corrections.
3. I will collect and finalize for reporting in May.
4. Use the full asset number when making changes.
5. N= New- fill in spreadsheet completely.
6. R= Retire- fill in asset number
7. A = Changes in location- fill in asset number and changes necessary

Review submission directions, if there any questions call the central office. We are discussing all items that originally cost \$500 or more.

	Property	Building
Board Office	001	001
Garage	001	002
NE	001	003
HS	002	001
Jr. H	002	001b
FB Con.	002	003
FB Field H	002	004
BB Booth	002	005
Land	002	050
ST	003	001



American Appraisal Associates®

Property Appraisal Services Group

Personal Computer Processing Instructions

Following are the guidelines for our preferred formats. Using these formats will enable us to provide you with the best service possible.

For your convenience we can accept the completed changes and updates via e-mail at:

rpickett@american-appraisal.com

We recommend that you back up your files prior to sending.

ADDITIONS

ACTIVITY CODE N

The following information should be entered in the excel spreadsheet for each new asset.
If new assets have not been tagged, a computer generated number will be assigned.

COLUMN HEADING	FIELD USE	SIZE	
M_ASSET_TAG	Asset (Tag) Number	20	Computer assigned if blank
M_ACTIVE_CODE	Activity Code "N" (New Asset)	1	
M_PROPERTY	Property	10	
M_BLDG	Building	10	
M_FLOOR	Floor	4	
M_ROOM	Room	10	
M_CLASS-CODE	Class Code	10	
M_ACCT	Account	10	
M_DEPT	Department	10	
M_FUND	Fund	10	
M_QTY	Quantity	5	
M_DESCR	Description	255	
M_MFGR	Manufacturer	30	
M_MODEL	Model	30	
M_SERIAL	Serial Number	30	
M_ACQ-DATE	Acquisition Date	6	(MM/YY)
M_ORIGINAL_COST	Original Cost	14	(\$\$\$. <u>cc</u> <u>or</u> \$\$\$)
B_LIFE_Y	Life Years	3	
M_ADDL_DESCR	Additional Description	255	
M_DIVN	Division	10	
M_FUNCTION	Function	10	

RETIREMENTS

ACTIVITY CODE R

The following information should be entered in the excel spreadsheet for an asset that is being Retired or Deleted:

COLUMN HEADING	FIELD USE	SIZE
M_ASSET_TAG	Asset (Tag) Number	20
M_ACTIVE_CODE	Activity Code "R" (Retirement)	

CHANGES/ TRANSFERS

ACTIVITY CODE A

This format is used to make changes to existing assets. When an existing asset is transferred from one location (building/property/room) to another, the following format should also be used.

In either case, only the fields needing correction should be filled in the excel spreadsheet.

COLUMN HEADING	FIELD USE	SIZE	
M_ASSET_TAG	Asset (Tag) Number	20	As listed on report
M_ACTIVE_CODE	Activity Code "A" (Active)	1	
M_PROPERTY	Property	10	New property
M_BLDG	Building	10	New building
M_DESCR	Description	255	Corrected description

MSD of North Posey County

Policy for Dealing with Food Allergic Students

Purpose: Our school corporation takes food allergies seriously. We understand food allergies can be life threatening. By recognizing the risk, accidental exposure to allergens can be reduced in the school setting. We are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for food allergic students.

Parent Responsibility

- Notify the school of the child's allergy(ies)
- Provide written medical documentation, instructions, and medication as directed by a physician. Include a photo of the student on written form
- Work with the school team to develop a plan to accommodate the student's needs to include time in the classroom and cafeteria, as well as an emergency action plan
- Replace medications after use or upon expiration
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoidance of exposure to unsafe foods
 - symptoms of allergic reactions
 - how to read food labels (if age appropriate)
- Review policies & student's allergy plan if a reaction occurs

School Responsibility

- Review the health records submitted by parents and physicians
- A 504 Plan should be created by the core team if applicable
- Do not exclude students from school activities solely based on student's food allergy
- Identify a core team of, but not limited to, school nurse (if available), teacher, principal, and cafeteria manager to work with parents to establish a prevention/care plan based on the individual student's needs. All prevention/care plan decisions about food allergy management should be made with core team participation.
- Everyone who interacts with the student on a regular basis should understand food allergy, recognize symptoms, know what to do in an emergency, and eliminate the use of food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives

- School nurse should be sure medications are appropriately stored, have an emergency kit which contains a physician's standing order and all medications including epinephrine, easily accessible to designated staff
- Designate school personnel who can administer medications
- Ensure cafeteria has all documentation on food allergic students
- Always be prepared to handle a reaction and ensure there is a staff member available who can administer medications during the school day regardless of time or location
- Review student's individual care plan and district policies if a reaction occurs
- School bus driver and cafeteria worker training should include symptoms and what to do if a reaction occurs
- Enforce no eating on school buses
- Discuss field trips and extracurricular events with family to decide how to handle them
- Follow state/district guidelines regarding sharing medical information about the student
- Review all allergic students with appropriate staff at the beginning of each school year and as needed

**Board Of Education
Metropolitan School District of North Posey County
Food Service Policy**

The Board shall provide a cafeteria or a service to provide all schools with the ability to purchase and consume lunch for all students. The program will comply with all Federal and State Laws and Regulations.

The program will be committed to ensuring the health and safety of all employees and consumers by complying with the health department regulations. All employees will be trained in accordance with the regulation of the Federal and State requirements. Employees will report immediately any and all symptoms or irregularities that are contagious or may cause any risk to the food service program. Such as but not limited to; Fever, Vomiting, Lesion, Salmonellosis, and Hepatitis.

The Food Service Director (FSD) will ensure all employees are trained within the regulations. The FSD will make sure all meals comply with the nutritional regulations. The FSD will work within the limitation of the finances and make sure the program is in good financial order. The FSD will report to the superintendent any irregularities and violations. In addition the Corporation ECA Treasurer, will perform random audits on the FSD free and reduced reports.

Board of Education

Larry O. Lewis
Michael A. Baehl
Kathy A. Mauck
Mark J. Seibert
Stephen H. Bender

Board Attorney

William H. Bender

**Metropolitan School District
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John D. Wood

Superintendent

Todd E. Camp

Assistant Superintendent

Carol A. Lupfer

Corporation Treasurer

B. Jodie Rankin

Administrative Secretary

FILE COPY

MSD of North Posey Fringe Benefits

Meals

Excluded from Taxation

- Meals during an overnight stay if the stay is not in the general tax home area (approx. 50 mile radius)
- The nature of the business (not merely a preference) requires a short lunch period
- Meals furnished to all employees for non compensatory reasons (convenience of the employer)
- De Minimis exclusion, three conditions must met; Meal is reasonable in value, overtime work demands an extension on the normal schedule, allows the employer to keep employees working, and consumed during the overtime
- Meals are furnished immediately after work hours, if work does not permit them to have a lunch during work
- Workers who are on call for an emergency and the emergency is documented

- **Interpretation:**
- Overnight trips with the per day amount allowed by teacher contract
- Staff development, if a lunch period is not provided, and consumed on the premises
- After hours work to continue work and shorten the meeting time also work through lunch as convenient to the employer
- A true business meeting to conduct business with a business agenda, and work through lunch
- A documented emergency to keep people working

All reimbursement request must have attached the appropriate documents; business agenda, itemized receipts, and in most cases Board approval for the travel (professional leave form)

Board
APPROVED
John D. Wood
05/12/08

Excluded from Taxation

- Temporary business travel for the corporation if personal vehicle is used (mileage)
- Lodging if over 50 miles from the tax home, tax home is the place of work (tax home for legislature)
- After an employee reports to work, travel for work during the work day between locations, and not travel home

All reimbursement requests must have attached the appropriate documents; business agenda, itemized receipts, and in most cases Board approval for the travel (professional leave form)

Equipment

The benefit is not excludable without substantiation.

If an employee participates in the cell phone fringe benefit program they must adhere to these conditions; allow other administration access to the phone number, must be assessable by the cell phone- normally at all times, allow the use of the cell phone for school business.

Cell phones

- Tier I Central office- Superintendent, Assistant Superintendent, Technology Department
\$500
- Tier II Principals, Assistant Principal, and HS Athletic Director
\$400
- Tier II Maintenance director and Bus Garage director
\$300

~~Currently Pay Approximately \$440~~

Uniforms

Employees will wear a uniform or dress in a professional manner.

Optional Participation

Uniform participation requirements

- Wear uniform everyday
- Must have corporation name and personal name on the shirt
- Must fill out uniform request by May 31 each year or previous year will roll over
\$600

Do not participate

- Must dress professionally, no holes in clothes
- Must wear a name tag everyday

~~Currently Pay Approximately \$582~~

MSD of North Posey County

North Posey Athletic Department Fundraising Policy

All North Posey athletic teams wishing to conduct fundraising activities must receive prior approval for their project/event from the Athletic Director and Principal by completing a Fundraising Solicitation Form.

Fundraising/Solicitation Forms can be obtained from either school office or from the Athletic Director. This form must be submitted to the Athletic Director at least four (4) weeks in advance of the proposed event.

The Athletic Director will work with the Principal to calendar all planned fundraising activities for each school year insuring that several groups are not fundraising at the same time. This calendar will include the event name, date(s), and responsible party.

Fundraising may not proceed until the Fundraising Solicitation Form has been approved and returned to the sponsor of the group conducting the fundraiser.

All solicitation materials and fliers must be approved by the Athletic Director. Approved fliers may be distributed to the community, Jr. High School, and Elementary schools. These fliers must be copied at the expense of the group doing the fundraising.

Information regarding fundraisers which is to be published on the website must be submitted for publication to the Athletic Director at least 4 weeks prior to the start of the fundraiser.

Fundraising groups are encouraged to take photographs during their fundraiser to be used in conjunction with publication of results. It is recommended that photographs be taken with a camera and not a phone.

Upon the completion of the fundraiser, gross totals, expenses, and net totals must be submitted to the Athletic Director. All fundraiser monies will be deposited to the High School Extra-Curricular Account (ECA) using the State Board of Accounts (SBA) required fundraiser form (SA-8). Net profit from fundraiser will remain in the High School ECA account; each Athletic Team (i.e. Volleyball, Boys Tennis) will be accounted for separately. All invoices will be paid through the SBA Purchase Order system by using the Purchase Order form (SA-1). All forms are kept in the High School ECA Treasurer's office.

Recognized Purposes for School-Related Fundraising

- Supporting activities of school organizations and clubs that benefit the student body.
- Providing supplemental funds that help defray the costs of optional activities that support school programs.
- Providing supplemental materials or equipment that enhance the athletic programs and/or athletic facilities.

Consideration for Approval

- The fundraiser does not detract from or conflict with the greater fundraising efforts of the school (Annual Truck Raffle)
- The fundraiser promotes team or school community.
- The fundraiser provides students with a positive philanthropic experience.
- The planned project does not take too much student, parent, coach, faculty, or administrative time.
- The project cannot be covered through the school's annual operational budget.

Other Fundraising Guidelines

- Fundraisers that benefit individual students will not be considered.
- Fundraisers designed to supplement coaches pay will not be supported by North Posey High School.
- Food items will not be sold during school hours.
- Only one fundraiser involving students will be allowed each school year. (Funds may be raised by booster clubs, coaches, and alumni associations outside of the one allotted fundraiser).

Groups Governed by the North Posey High School Athletic Department Fundraising Policy

- Sports Boosters
- Band Boosters
- Varsity & Junior High Athletic Teams
- Varsity & Junior High Cheerleaders
- Varsity & Junior High Dance Teams
- High School Academic Teams

The Athletic Director and Principal will work to coordinate the schedule for athletic fundraisers to promote successful timing of all school related events. All groups, classes, and organizations not affiliated with the athletic department are governed by the North Posey Athletic Dept. Fundraising Policy and should submit fundraising solicitation forms to the Athletic Director.

North Posey High School – Athletic Department Fundraising Solicitation Form

Submit to Athletic Director 4 Weeks Prior to Event

Team Soliciting Funds:	Date of Submission:
Sponsor/Coach:	Date(s) of Fundraiser:
Description of Fundraising Activity/Event:	
How much money do you expect to raise from this fundraiser?	
What are your estimated expenses?	
The North Posey High School Purchase Order system must be used to make any necessary purchases to cover expenses for this fundraiser. Purchase order forms must be submitted to the Office of Finance 3 business days before funds are needed.	
What will the profits from this fundraiser be used for?	

By signing below, all Sponsors/Faculty members acknowledge that he/she has received a copy of the North Posey High School Athletic Dept. Fundraising Policy and will abide by the policy guidelines throughout the course of the fundraiser.

Sponsor/Coach Signature:	Date:
Athletic Director Signature:	Date:
Principal Signature:	Date:

Post Fundraiser Report

Please complete the following information and submit to the Athletic Director no later than two weeks after your fundraiser is complete.

Team Which Solicited Funds:	Today's Date:
Sponsor/Coach:	Date(s) of Fundraiser:
Description of Fundraising Activity/Event:	
Gross Total Collected:	
\$.	
Expenses:	
\$.	
Net Profit	
\$.	
Please list the logistics of this fundraiser that you feel made is successful.	
Please list the logistics of this fundraiser that you would change if the fundraiser is repeated in the future.	
Would your group like to conduct this fundraiser again in the future? Circle one: YES NO Other comments:	
Coach/Sponsor Signature:	Date:

4/30/2017 5/12/17

MSD OF NORTH POSEY COUNTY
Grade 10 Student Classification Policy

It shall be the policy of the Board of Education of the Metropolitan School District of North Posey County, Indiana, that in order to be classified as a tenth grade student at North Posey High School, a student shall successfully complete all of the following academic requirements:

- *Must earn a passing grade and receive credit in two (2) semesters of English at the ninth grade level*
- *Must earn a passing grade and receive credit in two (2) semesters of mathematics at the ninth grade level*
- *Must earn a minimum of seven (7) credits toward completion of graduation requirements during the school year preceding classification as a tenth grade student*

A student failing to satisfy these requirements shall remain classified as a ninth grade student.

MSD OF NORTH POSEY COUNTY

The Board of School Trustees for the Metropolitan School District of North Posey County has developed and adopted a single standard School Corporation Grading Scale for grades K-12. All certified personnel shall use this grading scale for the purpose of assigning a numerical, percent, or letter grade for all student work. The grading scale established by the policy shall be:

A	= 100-93
A-	= 92-90
B+	= 89-88
B	= 87-83
B-	= 82-80
C+	= 79-78
C	= 77-73
C-	= 72-70
D+	= 69-68
D	= 67-63
D-	= 62-60
F	= 59- 0

This grading scale shall be in place in all schools in the School District.

Adopted by the Board of School Trustees on August 13, 2007.

MSD OF NORTH POSEY COUNTY
REQUIREMENTS FOR GRADUATING STUDENTS
Certificate of Graduation (Diploma)

Requirements for Award:

1. Students must complete the state requirements for either Core 40 with Academic Honors, Core 40 with Technical Honors, Core 40 or General Diploma at North Posey High School.
2. Completion of minimum State requirements
3. Completion of End of Course assessments (ECA) in Algebra I and English 10 exam *

The new graduation examination requirement for students who entered high school in 2008-09 (graduating class of 2012) or after is to take and pass the ISTEP+ Algebra I Graduation Examination and the English 10 Graduation Examination. These new graduation examinations are end-of-course assessments (often referred to as “ECAs”). As part of No Child Left Behind, Indiana students are also required to participate in the Biology I End-of-Course assessment, but the Biology I ECA is not part of the graduation requirement. Indiana’s ISTEP+ state examination graduation requirement can be met in three ways:

1. Pass the Algebra I and English 10 ECAs (graduating class of 2012 and beyond);
2. Fulfill the requirements of the Evidence-based waiver; or
3. Fulfill the requirements of the Work Readiness waiver.

(Note that the “Core 40 waiver” expired with the 2011 graduating class).
(IC 20-32-4-4)

Students who are unsuccessful in passing the Algebra I and/or English 10 ECA by the end of their senior year, may be eligible for one of two state waivers by:

1. Fulfilling the requirements of the Evidence-based Waiver:
 - Take the graduation examination (ECA) in each subject area (Algebra I and/or English 10) in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.

- Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.
- Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
- Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).
- Satisfy local graduation requirements.
- Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work and must be agreed upon by the principal.

2. Fulfilling the requirements of the Work Readiness Waiver:

- Take the graduation examination (ECA) in each subject area (Algebra I and/or English 10) in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
- Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.
- Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
- Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).
- Satisfy local graduation requirements.
- Complete all of the following:
 - Meet the course and credit requirements for a General Diploma (including the career academic sequence);

- Complete a workforce readiness assessment; and
- One of the following:
 - Complete a career exploration internship course,
 - Complete a cooperative education course, or
 - Earn a workforce credential (recommended by the school).

Children with disabilities (IC 20-32-4-5)

If a student with a disability (as defined in IC 20-35-1-2) does not achieve a passing score on the graduation examination, the student's case conference committee (CCC) may determine that the student is eligible to graduate if the CCC finds the following:

1. The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a recommendation to the CCC. The recommendation must be agreed upon by the principal of the student's school; and supported by documentation that the student has attained the academic standard in the subject area based on:
 - tests other than the graduation examination; or
 - classroom work.
2. The student meets all of the following requirements:
 - Retakes the graduation examination in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program (IEP).
 - Completes remediation opportunities provided to the student by the student's school to the extent required by the student's IEP.
 - Maintains a school attendance rate of 95% or better over the course of the high school experience to the extent required by the student's IEP (excused absences are not counted against a student's attendance rate).

- Maintains a grade point average of “C” or better in the courses required for graduation (a total of 34 credits – see attached list).
- Satisfies all state and local graduation requirements.

Credits and Courses that Count for the “Evidence-based” and “Work Readiness” Waivers.

For students entering high school in the 2006-07 school-year or after, the courses required for graduation in computing the “C” average for the “evidence-based” and “work readiness” waivers include the following 34 credits:

- (1) Language Arts – 8 credits (including a balance of literature, composition, and speech).
- (2) Social Studies – 4 credits (must include 2 credits in US History, 1 credit in US Government and 1 credit in “another social studies course, Global Economics or Consumer Economics”).
- (3) Mathematics – 4 credits (must include 2 credits in Algebra I or Integrated Mathematics I and 2 additional mathematics credits. All 4 credits must be earned after the student enters high school).
- (4) Science – 4 credits (must include 2 credits in Biology and credits from at least one additional science category – Physical or Earth/Space Science).
- (5) Health and Wellness – 1 credit
- (6) Physical Education I & II – 2 credits
- (7) Career-academic sequence – 6 credits
- (8) Flex credits – 5 credits

*Note that while a “C” average is needed in the 34 credits noted above to earn a waiver; students must still earn a minimum of 40 credits to earn an Indiana diploma.

Attached is the list of requirements for each diploma type..

Grants

1. Turn in copy of the grant to central office
2. Turn in a detailed budget to central office
 - Ex. Cert. Salary
 - Non Cert. Salary
 - Travel
 - Supplies
 - Software
 - Computer hardware
 - Staff development
3. Make sure you plan out the budget so the appropriations can be set up correctly
4. All money needs to be encumbered or expended one month prior of the close of the grant

Board Of Education
Metropolitan School District of North Posey County
Hiring & Temporary Work Agreements

The MSD of North Posey School Board will ensure that the decision to hire all employees will be made without regard for race, color, or creed. The following procedures shall be followed when hiring new employees:

1. Email the Human Resource Officer the vacancy notice to post on the district's website and when applicable the Department of Education Job Bank.
 - a. All Applications should be sent to the Superintendent's Office
 - b. Applications received shall be kept on file for one year in the Superintendent's Office as well as electronically in a shared folder that the principals may access
2. An example of a hiring committee is:
 - a. Principal and/or Assistant Principal
 - b. Hiring Supervisor (If applicable)
 - c. Counselor
 - d. Teachers
3. Interview qualified candidates
 - a. Once interview process is complete, the principal should submit 1 or 2 candidates to the Superintendent
 - i. Provide letter of recommendation for the candidate(s)
 - ii. Provide names of committee members
 - iii. Provide list of available applicants
 - iv. Provide interview reports for submitted candidate(s)
 - b. Superintendent will present recommendation to the Board
 - c. For all personnel, only discuss pay or benefits after consulting with Central Office
4. After the hiring process is completed, the selected candidate will meet with the Human Resource Officer to complete new hire paperwork. This includes conducting an Expanded Criminal History Check at the candidate's expense.

Temporary Work Agreements

1. Certified
 - a. Must work 15 continuous days at substitute pay
 - b. After the 15 continuous days, the substitute would be moved to the current new hire salary range based on their licensure and years of experience
 - c. If the substitute does not have a valid Indiana teaching license, but holds a degree, they will be paid at 80% of range one on the New Hire Salary Ranges
 - d. If the substitute has no degree, they will be paid at 50% of range one on the New Hire Salary Ranges
 - e. Benefits provided would be 1-3 leave days per semester based on length of leave they are covering
2. Non-Certified
 - a. Will be hired at the base pay with 0 years of experience for the job they will be covering
 - b. Time card shall be completed for days worked
 - c. Benefits provided would be 1-2 leave days per semester based on length of leave they are covering

The Superintendent, and if applicable the Board Association President, shall set the salary and benefits for all new hires using current procedures in place (Teachers' Master Contract and Non-Certified Salary Schedule).

Revised/Board Approved: June 13, 2016

Revised: August 5, 2009

Created: August 23, 2005

**Board Of Education
Metropolitan School District of North Posey County
Homeless Children**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the Corporation and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless students.

Homeless students will be provided services comparable to other students in the Corporation, including:

- A. transportation services - student must be able to be picked up within our school district;
- B. educational services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs;
- C. programs for children with disabilities;
- D. programs for students with limited English proficiency;
- E. programs in vocational and technical education;
- F. programs for high ability learners;
- G. School nutrition programs.

The school principal of each building will be the contact person for their school and the school web page will provide a number for the principal to be contacted.



NORTH POSEY HIGH SCHOOL

5900 High School Road
Poseyville, Indiana 47633

TELEPHONE: (812) 673-4242
FAX: (812) 673-6616
www.northposey.k12.in.us



HOMEWORK and MAKE-UP WORK

Homework should be assigned on a regular basis. All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. Teachers assign homework to meet your child's educational needs. The teacher will make every effort to make sure homework assignments are clear and the due date is understood.

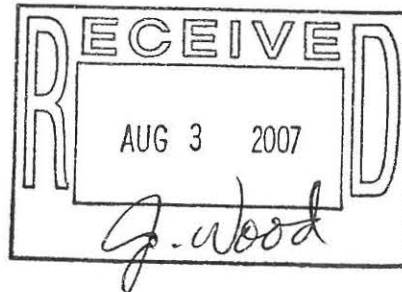
All homework assignments are due the following day or upon the day of return in the event of school cancellation, of personal illness, or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the teacher. Homework must be ready to be presented by the student at the beginning of the class for which it is required. Students will not be permitted to call home for homework that they forgot to bring to school.

Under certain circumstances the teacher may keep a child in from recess to complete an assignment. All homework should be marked and/or graded. Please remember that homework will be figured into the marking period grade. Extra credit may or may not be accepted. The teacher will make this determination.

Make-up work must be requested through the office by 10:00 A.M. each day and can be picked up between 12:00 and 2:30 P.M. Homework is due the day upon returning to school. If homework has not been previously requested, it is always the responsibility of the student, upon returning to school, to ask the teacher for make-up work. Assignments picked up will indicate when they are due. Students who get assignments upon returning to school will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

In order to make-up tests and classroom assignments because of a family vacation, the parent must make arrangements with the administration prior to the vacation. After approval has been received from the administration, the parent should then contact the teacher for homework. The assignments will be given on the child's last day before leaving for vacation. Parents must provide a written request prior to leaving; otherwise, the absence will be unexcused.

Sue Stichter



Home of the Vikings

Board Of Education
Metropolitan School District of North Posey County

INTERNAL CONTROLS

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.

The Superintendent shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

LEGAL REFERENCE: IC 5-11-1-27

MSD OF NORTH POSEY COUNTY

POLICY FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

It shall be the policy of the Board of Education of the MSD of North Posey County that no medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

I.C. 20-1-1-6

I.C. 20-1-6-2.1

I.C. 34-4-16.5-3.5

511 IAC 7-6-7

Adopted by the Board of Education on the 12th day of August, 1997.

MSD of North Posey

Conversion of Non-Certified Leave Days to Certified Leave Days

It is the responsibility of the Board to employ and retain the certificated staff necessary to effective and efficient implementation of its educational program and the safe operation of its schools.

In the event that a transfer is made for a non-certified employees to fill a full time vacancy as a certified employee, it is the Board's position that the following mathematical formula will be made to also convert any accumulated non-certified leave days to accumulated certified leave days.

Old Daily Rate/New Daily Rate = X%

X% * NC Leave Days = # days converted to certified accum. days.

This formula does not take into account the % of salary for the new rate sent to TRF.

Board of Education

Larry O. Lewis
Michael A. Baehl
Kathy A. Mauck
Mark J. Seibert
Stephen H. Bender

Board Attorney

William H. Bender

**Metropolitan School District
of North Posey County**

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npboe@northposey.k12.in.us

John D. Wood

Superintendent

Todd E. Camp

Assistant Superintendent

Carol A. Lupfer

Corporation Treasurer

B. Jodie Rankin

Administrative Secretary

NON-DISCRIMINATION POLICY

It is the policy of the M.S.D. of North Posey County School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C. 20-8.12, Titles VI and VII (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Superintendent of Schools of the M.S.D. of North Posey County, P.O. Box 279, Poseyville, IN 47633 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Board Of Education
Metropolitan School District of North Posey County

OT/PT Pay Scale Procedures

MSD of North Posey County hire teachers with the consideration of an acceptable evaluation (RISE or Modified RISE or closely related evaluation rubrics), years of experience in a public school (including up to 4 years of military service), educational level, degrees, and licenses held. All of these determinations will be considered to place a teacher in the appropriate range. After the appropriate range is derived the only way to cross into another range will be upon the recommendation of both the superintendent and the association president. These ranges may be found in the Teachers' Master Contract

When hiring an OT/PT, MSD of North Posey County will use the same guidelines as described above from the Teachers' Master Contract with the following exceptions: only range one and range two shall be used to set the salary and the association president will not be consulted as the OT/PT position is classified as a non-certified position.

OT/PT shall be evaluated just as our teachers are and shall be subject to raises as approved for the teachers.

OT/PT qualify for the MSD of North Posey County, Non-Certified benefit package and applicable stipends approved for the non-certified staff.

Board Of Education
Metropolitan School District of North Posey County
Parental Participation in Title I

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

The Superintendent shall ensure that the Title I plan allows for the participation of parents and provide flexible time for parent to give input with the plan.

- A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings and the Corporation will provide information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan
- E. parents have the right to request to review surveys that student may be asked to participate in.

**Board Of Education
Metropolitan School District of North Posey County
Patriotic Ceremonies and Observances**

The Board recognizes that it is prohibited from adopting a policy or rule that promotes established beliefs or prohibits an individual from their personal beliefs.

The United States flag shall be displayed in every classroom and at every school in the corporation.

The Board shall provide the opportunity for every student to voluntarily recite the Pledge of Allegiance in each classroom each day on school grounds. Also a moment of silence will follow the pledge. Students can opt out if they choose not to participate or their parents wish for them not to participate without any sanctions. This opt out should be prior to the observance and not disrupt the observation.

Board of Education-MSD of North Posey County

Patron Concerns Policy & Rules of Decorum

The purpose of this policy is to allow the public to speak at the Board meetings and the procedure that will be followed in regards to the Patron Concerns section.

This meeting is a meeting of the School Board in public for the purpose of conducting the school corporation's business and is not to be considered a public community meeting.

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters. There will be time for public comment as indicated by Agenda item "Patron Concerns".

The District Policy Manual is available on the corporation's website and has specific policies such as: Problem Solving Policy and Public Complaints Policy. The School Board requests that individuals exhaust the processes as defined in the specific policies rather than bring them directly to the board.

Guidelines for Patrons to Follow:

The Patron Concerns portion of the agenda shall be administered by the presiding officer of the school board meeting and shall be guided by the following rules of decorum:

- I. Attendees must register their intention to participate in the Patron Concerns portion of the meeting before the meeting is called to order. Registration to include Patron's name, address, phone number, email address, and group affiliation (when appropriate) at a minimum.
- II. Patron Concerns shall be permitted as indicated on the agenda and/or at the discretion of the presiding officer.
- III. Registered Patrons must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group affiliation (when appropriate).
- IV. Each registered Patron shall only be recognized by the presiding officer one (1) time and shall be allowed to make a statement or comment. No questions will be answered. All questions will be directed to be formalized in writing and directed to the presiding officer and a response given in an appropriate time frame.
- V. All comments/statements shall be limited to three (3) minutes in duration.
- VI. All comments/statements shall be directed to the presiding officer; no person may address or question Board members individually.
- VII. Patrons WILL NOT be allowed to make statements/comments in a complaint or accusatory form about individual school employees by name or by reference.
- VIII. The presiding officer may:
 - a. Interrupt, warn, or terminate a patron's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Adopted: February 9, 2015

MSD OF NORTH POSEY COUNTY

PEST CONTROL POLICY

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

The Corporation will:

1. Inform annually parents and staff members of the Corporation's pest control policy at the beginning of the school year by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The Corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

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

The Corporation may provide for training of school employees to become certified 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 and disseminate regulations for the implementation of this policy.

Adopted 7-09-01

PEST CONTROL REGULATIONS

In an attempt to assure proper control of any pesticides that might be used on Corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticides are not subject to the provisions of these regulations when used where students and staff members do not have access to the bait.

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

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - a. A review of the Corporation's pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the beginning of each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principals shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff

members who have registered for prior notice shall receive a mailing no later than two school days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.

7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application;
 - b. Pests found during inspection;
 - c. Brand name and active ingredient of pesticide(s)
 - d. EPA registration number of pesticide(s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

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

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School Corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
17. Training for school employees to become certified pest control applicators is available. The Corporation may provide for financial support of such training for employees designated by

the superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

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

**MSD OF NORTH POSEY COUNTY
PESTICIDE APPLICATION PLAN**

Date of Planned application: _____ Day of the Week: _____

Which pesticide(s) will be used?

Location/size of area(s) to be treated:

Who will do the pest control? (Circle one) Staff Contractor

Name(s) _____

License Number(s) _____

Firm (if applicable) _____

For interior treatment:

Does the building have active ventilation that can be left on after the application?

_____ Yes _____ No

If not, who is responsible for opening windows at least six (6) hours before staff and students reenter? _____

Will pesticides be stored on school grounds? _____ Yes _____ No

If "yes" where? _____

Approved by school/district administrator: _____ Date _____

School Nurse _____ Informed _____

Other(s) _____ Informed _____

MSD OF NORTH POSEY COUNTY

POSTING, VACANCIES, AND TRANSFERS POLICY

Posting Vacancies

- A. All vacancies in present positions or newly created positions, including extracurricular positions, shall be posted on the school corporation website; also copies of the postings will be sent to each build for the administrator to post on the recognized location. These notices shall include the job description, the effective date of vacancy, the kind of license necessary, and the deadline for filing the application.
- B. Vacancy notices will normally be posted for at least two weeks prior to the filing deadline and school board action. However, vacancies that occur within the period between two weeks before school begins and opening day of any school year shall be posted until the position is filled or two weeks has past, whichever occurs first.
- C. Notice of vacancies that occur during the summer shall be posted on the school corporation website.

Transfers and Filling Vacancies

For the purpose of this section, a transfer shall be defined as *a change from one school to another*. A reassignment shall be defined as *a change in grade and/or subject assignment*.

- A. Employees who desire a change in grade and/or subject assignment, or who desire to transfer to another building shall file a written statement of such desire with the superintendent.
- B. Any qualified employee may apply for the positions described in the Posting Vacancies section. All applications shall be given due consideration.
- C. Extracurricular positions are appointed year to year. Current employees shall have first consideration for employment before non-employees. Things being considered when hiring are: qualifications of the applicant; employees in the building where the extracurricular activity will occur; employees from other buildings; and, non-employees.
- D. No assignment in the school system shall be made until action on all pending request(s) for transfer to that position has been taken.
- E. The reassignment and/or transfer of an employee shall be based on proper certification and need of the corporation.
- F. In the event the transfer is denied or an involuntary transfer is necessary, the superintendent shall state the reason(s) in writing to the employee if requested.

MSD OF NORTH POSEY COUNTY

Problem-Solving Information for Patrons with Concerns

When there is a problem...

School staff members are here to help you resolve your problem. Frequently, a phone call or conference is all that is necessary to resolve a misunderstanding or disagreement. The school office will be happy to arrange for a teacher to call you, or to set up a conference for you with a school staff member. Complaints must be made in a timely manner.

Sometimes, however, the solution is not so simple. That's why the MSD of North Posey County has developed a procedure to handle public complaints about schools or staff. The procedure is designed to secure an equitable solution to such complaints as soon as possible and as close to the source of the problem as possible.

Where do I start?

When you have a concern about school personnel, instruction, services, discipline, or facilities, you should contact the school office to discuss the matter. The principal will either direct you to the staff member concerned, or if it is a school-wide problem, talk with you and try to arrive at an acceptable solution. If the discussion is with a staff member, other than a principal, she/he will talk with you and try to arrive at an acceptable solution.

What if the problem isn't solved?

If you are not satisfied with the results of the informal meeting with a staff member, you should contact the principal. Once you have discussed the problem with the principal, if you are not satisfied with the results of the informal meeting, you may contact the MSD of North Posey County Corporation Office at 874-2243.

What if the problem still isn't solved?

If you are dissatisfied with the Corporation Office's decision, you may appeal it in writing, within ten (10) days to the Superintendent of Schools. The Superintendent, after discussion with all involved, shall make a decision in writing within (10) days of your complaint.

And if I'm still not satisfied?

The final appeal in the complaint procedure is to the Board of Education. If you appeal the Superintendent's decision to the Board, you must resubmit the appeal in writing to the Board's President within (10) days of receipt of the Superintendent's decision. Your written appeal must contain:

1. A detailed statement of the complaint and evidence in its support;
2. The specific policy or regulation involved in the complaint, if any;
3. The specific remedy you suggest;
4. Your signature.

Upon receipt of the written appeal, the matter will be placed on the Board agenda for consideration at the next meeting or other mutually agreeable date.

What happens at the Board meeting?

First, the Board decides whether or not to hear the appeal. It bases its decision on whether or not other avenues of resolution of the complaint have been exhausted and on the appropriateness of the subject matter of the complaint. If it decides to hear the complaint, the hearing will be held during a regularly scheduled Board meeting.

If the Board hears the complaint, it will render ~~a decision~~ within thirty (30) days of the meeting at which the complaint is heard. If it decides not to hear the complaint, the Superintendent's decision will stand.

Do I have to be present?

You may be present and be heard at any level in the complaint procedure.

May I bring a lawyer?

You may be accompanied by legal counsel when you speak to the principal, superintendent or the Board, provided you notify the individuals in advance so they can arrange for the school corporation attorney to be present.

What if I do not appeal?

Failure to appeal a decision at any level signals your acceptance of the last decision rendered. A complaint can be withdrawn at any time.

Is this procedure the same as "due process"?

No. Students facing disciplinary action are entitled to "due process," which simply means a hearing with the principal or designee, at which time they may tell their side of the story. Copies of disciplinary due process procedures are available at the school.

Does this procedure apply to all students?

No. The procedure varies slightly when the student involved is a Special Education or Title I student or others determined by law. Contact your school office for information regarding these students.

In summary...

Although no member of the community shall be denied the right to petition the Board, complaints shall be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. According to Indiana law, complaints which involve personnel or purchase of property may be held in a closed session (the press and public will not be present.)

By establishing these complaint procedures, the MSD of North Posey County has ensured that parents and students have a way to voice their concerns and resolve complaints about the schools. By following proper procedures and working with school officials to solve problems, you can help provide quality education for every child.

MSD OF NORTH POSEY COUNTY

PUBLIC COMPLAINTS POLICY

The Board of Education for the M.S.D. of North Posey County recognizes the right of individuals and groups to present complaints and seek solutions concerning school personnel, instruction, services, discipline, and facilities. Solutions to problems and complaints shall be handled and resolved as closely to the original source of the problem as possible.

Although no member of the community shall be denied the right to petition the Board, public complaints involving school personnel, instruction, services, discipline, or facilities shall be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or operations only.

The Board establishes the proper channeling of complaints as follows:

1. Faculty or staff member
2. Principal or assistant principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

It shall be the intent of the Board of Education to handle all complaints fairly and expeditiously.

At all levels of the procedure, the school representative handling the complaint should ascertain from the complainant the problem at hand and the solution sought. The school representative should also determine which level is closest to the problem and direct the complainant to that individual to start the process. This process may begin at any of the five (5) levels, depending on the nature of the problem. In no instance should a decision be rendered on the complaint without its first being discussed at the level closest to the problem.

Level One: A complaint should first be discussed by the complainant and the faculty or staff member involved with the object of resolving the matter informally.

Level Two: If the complaint is not satisfactorily resolved at Level One, the complainant may contact the principal or assistant principal, who will discuss the matter with all involved and try to reach an acceptable solution.

Level Three: In the event the matter is not resolved at Level Two, the complainant may contact the assistant superintendent. The assistant superintendent will give a decision, either orally or in writing, after discussing the matter with all concerned.

Level Four: If an acceptable solution is not given at Level Three, the complainant may appeal the decision in writing to the superintendent within ten (10) days of the decision at the previous level. The superintendent, following discussions with all concerned, shall make a decision in writing within ten (10) days of receipt of the complaint.

Level Five: The superintendent's decision may be appealed to the Board of Education. This appeal must be in writing within ten (10) days of the superintendent's decision and must include the following:

1. A detailed statement of the complaint and evidence in its support;
2. The specific policy or regulation involved in the complaint, if any;
3. The specific remedy suggested by the complainant;
4. The signature of the complainant.

The matter will be placed on the Board agenda for consideration at the next regular meeting or other mutually agreeable date.

The Board will decide whether or not to hear the appeal, basing its decision on whether all avenues of resolution have been exhausted and on the appropriateness of the subject matter for discussion in a public (open) meeting. If the Board decides to hear the complaint, it will do so during a regularly scheduled Board meeting, unless the complaint involves personnel or purchase of property. In these instances, the matter may be taken up in executive (closed) session according to Indiana law.

The Board will render a decision within thirty (30) days of the meeting where the complaint was heard. If the Board decides not to hear a complaint, the decision rendered by the superintendent shall stand.

Failure to appeal a decision at any level shall indicate the complainant's acceptance of the last decision rendered. A complaint may be withdrawn at any time by the complainant.

A complainant may be accompanied by legal counsel provided the complainant has notified in advance school personnel handling the complaint, so the school corporation may arrange for the school corporation's attorney to be present.

This policy is not designed to take the place of existing policies, existing laws and/or future laws regarding due process, special education, or Chapter I regulations.

Procedures for Purchases

1. Requisition

- a. Fill out form completely
- b. Principal review and sign
- c. Requisitions will be processed twice monthly
- d. Requisitions from student fees can only buy perishables and supplies
- e. Once the items or service has been received turn in the blue purchase order form so payment can be made

2. Reimbursement

- a. Must have prior approval to purchase items, approved requisition form.
- b. Accounts Payable voucher must be filled out
- c. Accounts Payable voucher must be accompanied with original itemized receipts that are signed
- d. Accounts payable voucher must have all approved documentation with it.

3. Mileage claims

- a. must have odometer readings filled out
- b. must state reason and date of the trip
- c. Must have prior approval to receive mileage claim and attach approved form with the claim

All claims for reimbursement must have approval documentation
Examples have been provided

MSD OF NORTH POSEY COUNTY

Requisition Form

*Note: Please fill out a new form for each different company. Attach additional sheets if necessary.
DO NOT SEND CATALOGS.*

Name of Company Buying Store

Address 127 Buy Street City Poseyville State IN Zip 47633

FAX Number (812) 874-8806 Phone Number (812) 874-2243

School South Terrace Elementary Teacher/Dept Butler/PE

Quantity	Item Number	Description of Item	Unit Price (Each)	Ext. Price <small>Quantity x Unit Price</small>
10	55234	Mats	\$2.00	\$20.00
5	C334	Weights	\$0.50	\$2.50
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Notes: <div style="border: 1px solid black; padding: 5px; display: inline-block;">USE THIS AREA FOR SPECIAL NOTES ON SHIPPING/DISCOUNTS ETC</div>			Subtotal	\$22.50
			Shipping/Handling	\$10.00
			Total Cost of Order	\$32.50

Check Appropriate Box:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Classroom Supplies/Equipment | <input type="checkbox"/> From Student Fees (i.e. Art, etc.) |
| <input type="checkbox"/> School Office Supplies/Equipment | <input type="checkbox"/> Special Funds (i.e. Title VI, etc.) |
| <input type="checkbox"/> SIEC Bid Purchase | <input type="checkbox"/> Other _____ |

If you know the Fund and/or Fund Number, please write the information below:

Fund Name _____ Fund Number _____

Ordered by J. Butler Date 8/8/2005

Signature of Principal Authorizing Purchase _____

Board of Education

Larry O. Lewis
Michael A. Baehl
Kathy A. Mauck
Mark J. Seibert
Stephen H. Bender

Board Attorney

William H. Bender

**Metropolitan School District
of North Posey County**

101 N. Church Street
Poseyville, IN 47633
Phone 812-874-2243 FAX 812-874-8806
npboe@northposey.k12.in.us

John D. Wood

Superintendent

Todd E. Camp

Assistant Superintendent

Carol A. Lupfer

Corporation Treasurer

B. Jodie Rankin

Administrative Secretary

TO: ALL EMPLOYEES
FROM: CENTRAL OFFICE
SUBJECT: ACCOUNTS PAYABLE PROCEDURES
DATE: JULY 25, 2005

1. ACCOUNTS PAYABLE VOUCHER:

Please refer to the attached sample "Accounts Payable Voucher" to aid you in completing information necessary for reimbursement of conference expenses. Items you need to complete are numbered 1-6. **RECEIPTS ARE REQUIRED!!!** All claims for payment must be received on the Wednesday before the next regular board meeting to be considered for payment at that meeting. *Attach a copy of the approved professional leave form.* (Board Meetings are scheduled on the 2nd Monday of every month.)

2. MILEAGE CLAIM:

As per State Board of Accounts guidelines, it is necessary to include destinations, actual odometer readings, and reason for school reimbursed mileage. If these items are not supplied, the claim cannot be processed. A sample mileage form is attached. *Also, include a copy of the approved professional leave form.*

3. RECEIVING COPY OF PURCHASE ORDER (blue copy of purchase order):

After a purchase order is issued, a blue copy of the purchase order (called the receiving copy... sample attached) is sent to the school building that is purchasing the items listed. It is to be retained until all of the items are accounted for (received, returned, or items canceled). As soon as this occurs, you (the person ordering/items shipped to) must sign your name in full and the date you received, returned, or canceled the items listed and return with the packing slip(s) to the Administration Office. ***Payment for a purchase order cannot be made until the blue receiving copy is returned!*** PLEASE COMMUNICATE WITH THE ADMINISTRATION OFFICE IF THERE ARE ANY PROBLEMS!

Please feel free to contact Jodie Rankin or Carol Lupfer if you have any questions regarding accounts payable procedures.

Thank you for your cooperation.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY • POSEYVILLE, INDIANA 47633

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee <u>SALLY JONES</u> <u>203 SOMEWHERE STREET</u> <u>POSEYVILLE, IN 47633</u>		Purchase Order No. _____ Terms _____ Date Due _____	
---	--	---	--

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
	②		③
		THIS SECTION MUST BE COMPLETED FOR EACH	List the amt.
		RECEIPT, BILL, INVOICE ETC., THAT IS	of each bill,
		ATTACHED (i.e., restaurant tickets,	receipt, invoice
		parking receipts, hotel bill, conference	etc., that is
		registration (including name of conference), attached to	
		repairs on equipment, items purchased, etc.) this voucher	
		Total	Insert reimbursement total

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except _____

Date 5 Today's Date 20 _____

(6) Sally Jones Teacher
Signature Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date _____ 20 _____

Treasurer

SALLY JONES

MSD OF NORTH POSEY COUNTY
(GOVERNMENTAL UNIT)

ON ACCOUNT OF APPROPRIATION NO. _____ FOR

(OFFICE, BOARD, DEPARTMENT OR INSTITUTION)

14 Sally Jones

NA RETAIL TAX-EXEMPT NO.
0031288300000
AL EXCISE TAX-EXEMPT NO.
3 006163

CONFORMANCE WITH
OR CONTRACT DATED

PAXTON PATTERSON
6719 W 65TH ST
CHICAGO IL 66038

PURCHASE ORDER
MSD of North Posey County
101 N. Church Street, Poseyville, IN 47633
Phone: 812-874-2243
FAX: 812-874-8806
Invoice to Above Address

PURCHASE ORDER NO.
2923

THIS NUMBER MUST APPEAR ON INVOICES,
DELIVERY MEMO, PACKING SLIPS, SHIPPING
LABELS AND ANY CORRESPONDENCE.

VENDOR NO.
1658

SHIP TO

NORTH POSEY HIGH SCHOOL
5900 HIGH SCHOOL ROAD
POSEYVILLE IN 47633
ATTN: DAVID RODENBERG

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
010 11300.00 411.00				
1 GALLON FRANKLIN TITEBOND GLUE	3	EA	19.00	57.00
NATURAL STAIN (WATER BASE) AQUA COTE	1	EA	36.30	36.30
GOLDEN OAK STAIN (WATER BASE) AQUA COTE	1	EA	36.30	36.30
EARLY AMERICAN STAIN (WB) AQUA COTE CANCEL	1	EA	36.30	36.30
WALNUT STAIN (WB) AQUA COTE	1	EA	36.30	36.30
SANDING SEALER	1	EA	47.50	47.50
MILLENNIUM ECO-FORMULA	4	EA	15.00	60.00
PAINT CANS (PINT)	10	EA	1.60	16.00
BRISTLE CHIP BRUSHES "2" RETURN	10	EA	1.20	12.00
BRUSH (VARNISH) "2"	20	EA	3.60	72.00
				409.70

NOTE: Draw a line through items returned or cancelled.
It is up to the person placing the order to cancel
or return unwanted items!!!

TO BE FILLED BY PERSON WRITING "REQUEST TO ORDER"

I HEREBY CERTIFY THAT THE ABOVE ITEMS HAVE BEEN RECEIVED IN GOOD CONDITION AS NOTED HEREON:

DATE 7/25/2005

David Rodenberg

PERSON PLACING REQUEST TO ORDER

IMPORTANT - RETURN THIS COPY WITH DELIVERY TICKETS TO
ADMINISTRATION OFFICE IMMEDIATELY ON RECEIPT OF MERCHANDISE

DEPARTMENT HEAD

CUMENT CONTROL NO.

007000

RECEIVING COPY

MSD OF NORTH POSEY COUNTY PURCHASES OF SUPPLIES AND MATERIALS POLICY

The superintendent of schools of the MSD of North Posey County will serve as the purchasing agent for the school corporation.

For purchases of supplies and/or materials under \$25,000, the superintendent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes.

For purchases of supplies and/or materials of at least \$25,000 and not more than \$75,000, the superintendent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the superintendent shall award the contract to the lowest responsible and responsive offeror. The superintendent may reject all quotes received if none are responsive and/or responsible. If the superintendent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$25,000.

Adopted by the Board of Education on the 11th day of May 1998, to become effective July 1, 1998.

MSD OF NORTH POSEY COUNTY

RACIAL HARASSMENT

The Board of School Trustees recognizes an employee's and student's right to freedom from discrimination that includes the right to work and attend school and school-sponsored events in an environment free of racial harassment. Racial harassment is inappropriate and will not be tolerated.

Racial harassment includes all unwelcome racially motivated conduct and comments, as well as any other inappropriate verbal or physical conduct of a racial nature, when:

1. such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creates an intimidating, hostile, or offensive employment or educational environment; or
2. an employee or a student engages in racial harassment against another employee or student, and denial of an employment or educational opportunity occurs as a result of the racial harassment.

The term "race" or "racial" as used in this policy refers to all forms of discrimination prohibited by Title VII of the Civil Rights Act of 1964, i.e., race, color, national origin.

Conduct constituting racial harassment may take a variety of forms, including but not limited to the following:

- A. Verbal harassment or abuse;
- B. Repeated remarks to a person with racial or demeaning implications;
- C. Engagement in racial harassment accompanied by implied or explicit threat concerning one's grades, job, promotion, or salary increase; or
- D. Racially motivated physical contact or threats of force.

The racial harassment of a student or employee of this School District is strictly forbidden. Any suggestion of violence or other threat of force would be a serious violation of this policy and may result in immediate suspension and possible expulsion or termination. Any student, employee, or agent of the Board of School Trustees who is found to have racially harassed a student or employee of the School District will be subject to disciplinary action, up to and including expulsion or termination for cause.

Any student who believes that another student's, employee's, or non-employee's actions or words in the work or school environment or at a school-sponsored event constitute racial harassment has a responsibility to report or complain about the situation as soon as possible. Students should make such report or complaint to a teacher, a principal, or the assistant superintendent. Employees should make such reports or complaints to the superintendent, assistant superintendent, or a principal.

Upon the receipt of a report of racial harassment, the School District will conduct a prompt and thorough investigation. Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly forbidden.

The School District shall make this racial harassment policy available to all students, employees, and agents of the Board.

RACIAL HARASSMENT – OPERATIONAL PROCEDURES

I. Complaint Process

- A. Any employee or student who believes that he/she is the victim of racial harassment should promptly report or complain about the situation as soon as possible following the incident. Students should make such report or complaint to a teacher, a principal, or the assistant superintendent. Employees should make such reports or complaints to the superintendent, assistant superintendent, or a principal. Reports should preferably be made in writing; however, verbal reports will be accepted and investigated. The report or complaint should be as specific as possible, providing the name(s) of the individual(s) believed to be responsible for the harassment; the specific conduct complained of; the date, place, and time of the incident; and other information requested or which the complainant desires to provide.
- B. All reports or complaints shall be forwarded to the assistant superintendent. The assistant superintendent shall immediately notify the superintendent that a report or complaint has been filed. The assistant superintendent or the superintendent's designee shall conduct a prompt investigation of the report or complaint. The investigation is to be conducted in as confidential manner as possible; however, strict confidentiality cannot be promised in light of the need for a thorough investigation. The parties and persons involved in the investigation are discouraged from discussing the subject outside of the investigation. The purpose of this provision is to:
 1. protect the confidentiality of the employee or student,
 2. encourage the reporting of any incidents of racial harassment, and
 3. protect the reputation of any party wrongfully charged with racial harassment.
- C. Within ten (10) business days of the filing of a report or complaint, the person who filed the complaint or report will be notified of the progress of the investigation.
- D. Investigation of a report or complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students, employees, and other persons involved shall not be subjected to coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.
- E. Upon conclusion of the investigation, the assistant superintendent or the superintendent's designee shall forward to the superintendent all information gathered during the investigation, including but not limited to statements, summaries of statements, and evidence. The assistant superintendent or the superintendent's designee shall also make a recommended finding to the superintendent.
- F. Upon review of the evidence and recommendation, the superintendent shall determine if it is more likely than not that the complained of behavior occurred and that such conduct constituted racial harassment as defined by law. If racial harassment is found to have occurred, the superintendent shall take appropriate disciplinary action against the perpetrator of the harassment, up to and including expulsion or termination. The superintendent's determination shall be reported in writing to the parties.

II. **Record of Proceedings**

The assistant superintendent shall maintain a record of all proceedings, including the final determination and action taken in regard to each complaint. If the superintendent's determination is that racial harassment did not occur, the record shall not be made a part of any permanent student or personnel file of any party involved.

III. **Due Process**

Any person involved in a complaint under this policy retains all rights and privileges afforded persons under law and Board policy.

MSD of North Posey County

Rainy Day Fund

The Board of School Trustees of the MSD of North Posey County School Corporation has established a Rainy Day Fund. The Rainy Day Fund may receive transfers of unused and unencumbered monies from other funds raised by a general or special tax levy. Such transfer cannot exceed ten percent (10%) of the total budget of the school corporation for the fiscal year in which the transfer occurs. Transfers to the Rainy Day Fund may be made at any time during the fiscal year.

The intent of the Board of School Trustees is to use the monies in the Rainy Day Fund only for any one of the following purposes:

1. For any purpose declared necessary by the Board of School Trustees relevant to school operations created by any emergency.
2. For repair, replacement, and/or construction of school facilities when the Board of School Trustees declares an emergency exists.
3. For the transfer of funds to a general or specific tax levy fund when the Board of School Trustees declares an emergency exists.

The Rainy Day Fund is subject to the same appropriation process as are the other school corporation funds. Prior to the appropriation, the Board will make a determination that the use of the appropriation is consistent with the intent of the Rainy Day Fund as set out in this policy. The purpose for the appropriation will be stated at the time it is made.

LEGAL REFERENCE: I.C. 36-1-8-5
I.C. 36-1-8-5.1

Date Adopted: February 12, 2007

MSD of North Posey County

Record Retention Schedule

March 14, 2011

MSD of North Posey County Record Retention Schedule



INDIANA PUBLIC SCHOOLS GENERAL RETENTION SCHEDULE INDIANA COMMISSION ON PUBLIC RECORDS COUNTY RECORDS MANAGEMENT

Date approved by the Oversight Committee on Public Records	Name of county adopting retention schedule Posey	Date adopted by the County Commission of Public Records
Director, Indiana Commission on Public Records/State Archivist		
Signature	Printed name	
Chairperson of the County Commission of Public Records		
Signature	Printed name	
Secretary of the County Commission of Public Records		
Signature	Printed name	

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

INSTRUCTIONS:

1. Records listed on this schedule may be destroyed upon **completion** of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.

2. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be DEPOSITED OR TRANSFERRED according to the retention period outlined for that record.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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MSD of North Posey County Record Retention Schedule

The purpose of this policy is stated to:

- *Ensure the preservation of records of permanent value and corporation history;*
- *Promote compliance with federal, state, and other legal requirements for record retention;*
- *Ensure records and documents are adequately identified and maintained;*
- *Effectively utilize limited office space for active records;*
- *Ensure that no record is disposed of unless authorized;*
- *Ensure that the means of destruction is appropriate for the type of record under consideration;*
- *Ensure that record retention policies, schedules and procedures are reviewed and modified as necessary to respond to changes in technology or regulations on an bi-annual basis.*

Records management and retention policies apply to all records generated in the course of the corporation's operations, including both original documents and reproductions, paper and electronic documents. The Corporation encourages record retention in an electronic format whenever possible. Where paper records are converted to an electronic format that capture and retain all information contained in the paper documents, preservation of the original paper documents may not be required. All employees should consult with the corporation office before destroying original paper versions of documents that have been converted into an electronic format, to determine if there are any laws that prohibit the destruction of the paper documents. Only personnel designated as records coordinator for the retention of records are responsible for the destruction of records following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. This means that paper documents should be shredded. All electronic document imaging will be exempt from record retention schedule at this time. If litigation is pending, threatened or anticipated, records bearing on such litigation must not be destroyed except by permission of the corporation attorney and superintendent.

Standards and Storage Locations

Active records are those needed to support the current business activity of a institution, building, or business office. Financial record retention schedules are primarily calendar-driven; that is, the retention period begins on the last day of the fiscal year and after compliance with state audit. Active records are placed in a separate holding area until compliance of auditor requests, audit report filed, and exceptions handled satisfactorily. At the end of the active period, records are deemed inactive and must be labeled and stored for the balance of the retention period. To ensure records are properly stored, retained and processed according to retention schedule the following information should be clearly identified:

- *Description of data*
- *Report or record dates*
- *Disposition and year, if applicable*

Sample: Employee Service Records – July 1, 2009 – June 30, 2010 – Permanent

Proof of Publications – January 1, 2009 – December 30, 2009 - Destroy January, 2013

Regardless of where inactive records are stored, the originating department is responsible for the contents of stored records, and for retrieving records upon official request with the assistance of the records coordinator.

MSD of North Posey County Record Retention Schedule

Use of Document Imaging

Indiana addresses access to electronic records in IC 5-14-3. Electronic document imaging (e.g., PDF Files referred to as Microfilm) may be the most effective and efficient means for retaining certain types of records and utilizing storage space. To ensure the corporation's electronic document imaging is accessible the following information should be identified for all storage medium:

- *Description of data*
- *Report or record dates*
- *Name of system on which medium is to be used*
- *Application software name and version number*
- *Type of copy (original work, backup, disaster recovery, etc,)*
- *Any special attributes or information about data stored*

Sample: Employee Service Records – July 1, 2009–June 30, 2010, CDROM, Adobe Reader 8.0, Original.

Explanation of Terms

The retention schedules are arranged according to where in a school corporation the records are housed. Therefore, the records are initially broken into two sectors, those housed in the administrative office and those found among the schools.

Record Title and Description: Contains a description of the type of record or report. The group of materials may be identifiable as a "record series" because it relates to a particular function or subject, may result from the same activity, or have a particular form, or because some other relationship arising out of its creation, receipt or use.

Retention Period: Identifies the term of years that the record must be retained, beginning at the end of the calendar year in which the record was created. Ex: a document dated March 1982 which has a retention period of 5 years may be considered appropriate for disposition after December, 1987. The minimum retention period is three years which maintains compliance of holding records for through audits. Audits are completed every two years.

Disposition Instructions: Provides additional information relevant to the retention period, such as the terms under which a record may be discarded. The column also includes citations for the laws (state or federal) which govern the retention of this type of record, recommendations on digital imaging of records, and the identification of **Confidential** records.

Abbreviations:

CFR: Code of Federal Regulations.

Confidential: indicates the record described is confidential; i.e. it should be created, maintained and destroyed in a confidential manner. The record is not open to the public.

IC: Indiana Code.

Indefinite: Retention of records identified as "Indefinite" and depends upon the information provided in column labeled "Disposition Instructions." A record labeled to be retained on an indefinite basis always assumes a minimum of three years retention.

MSD of North Posey County Record Retention Schedule

M: Microfilm/Electronic Imaging (referred to as PDF). The Indiana State Archives, Commission on Public Records recommendation of when it may be useful to electronic image the record, then discarding the original. Note that microfilming is best undertaken as a space saving measure, or to reproduce materials suffering from deterioration, not because in and of itself microfilm is easier to preserve or use (than the original medium.)

P Indicates that the record must be retained permanently. Permanent records may be maintained either in the original format or electronic image that meets standards outlined in 60 IAC 2.

Guidelines:

1. Records listed on this schedule may be destroyed upon completion and distribution of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.
2. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

MSD of North Posey County Record Retention Schedule

Number of Years to Retain - Destroy in January of year listed					
Year Created	3	4	5	6	10
1985	1989	1990	1991	1992	1996
1986	1990	1991	1992	1993	1997
1987	1991	1992	1993	1994	1998
1988	1992	1993	1994	1995	1999
1989	1993	1994	1995	1996	2000
1990	1994	1995	1996	1997	2001
1991	1995	1996	1997	1998	2002
1992	1996	1997	1998	1999	2003
1993	1997	1998	1999	2000	2004
1994	1998	1999	2000	2001	2005
1995	1999	2000	2001	2002	2006
1996	2000	2001	2002	2003	2007
1997	2001	2002	2003	2004	2008
1998	2002	2003	2004	2005	2009
1999	2003	2004	2005	2006	2010
2000	2004	2005	2006	2007	2011
2001	2005	2006	2007	2008	2012
2002	2006	2007	2008	2009	2013
2003	2007	2008	2009	2010	2014
2004	2008	2009	2010	2011	2015
2005	2009	2010	2011	2012	2016
2006	2010	2011	2012	2013	2017
2007	2011	2012	2013	2014	2018
2008	2012	2013	2014	2015	2019
2009	2013	2014	2015	2016	2020
2010	2014	2015	2016	2017	2021
2011	2015	2016	2017	2018	2022
2012	2016	2017	2018	2019	2023
2013	2017	2018	2019	2020	2024
2014	2018	2019	2020	2021	2025
2015	2019	2020	2021	2022	2026
2016	2020	2021	2022	2023	2027
2017	2021	2022	2023	2024	2028
2018	2022	2023	2024	2025	2029
2019	2023	2024	2025	2026	2030
2020	2024	2025	2026	2027	2031
2021	2025	2026	2027	2028	2032
2022	2026	2027	2028	2029	2033
2023	2027	2028	2029	2030	2034
2024	2028	2029	2030	2031	2035
2025	2029	2030	2031	2032	2036

MSD of North Posey County Record Retention Schedule

Statement of Authority

The undersigned have reviewed the following Record Retention Schedule and recommend the contents.

B. Jodie Rankin
B. Jodie Rankin, Corporation Records Coordinator

3-14-2011
Date

Todd E. Camp
Todd E. Camp, Corporation Records Coordinator

3-14-2011
Date

Not required per ICPR
William H. Bender, School Board Attorney

Date

J. D. Neidig
Joseph D. Neidig, School Board President

3/14/11
Date

Not required per ICPR
Posey County Local Commission of Public Records

Date

Not required per ICPR
Indiana Oversight Committee on Public Records

Date

MSD of North Posey County Record Retention Schedule

ADMINISTRATION

(located in the central office of the district)

1.1 Administrative - Board of Education/Trustees

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Agendas, local Board of Education/Trustees meetings	P	PERMANENT, PDF & Publish on web. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Minutes, unofficial of local Board of Education/Trustees	Indefinite	Records maintained for one calendar year after created for reference. Destroy when no longer useful.
Minutes, Official of local Board of Education/Trustees	P	PERMANENT, PDF & Publish on web. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

1.2 Administration - General

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Absence records/daily or reported to process payroll	3	Records maintained for one calendar year after created for reference. Destroy when no longer useful.
Abstracts/deeds/ title papers/mortgages	P	PERMANENT. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. <i>Paperwork filed in fire proof safe.</i>
Agenda, administrative meetings	Indefinite	Records maintained for one calendar year after created for reference. Destroy when no longer useful.
Annual report	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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Authority to dispose of records	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Bonds and coupons, paid	Indefinite	Until debt is retired and after audit
Bond issues (enabling documentation)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Bond ledgers/registers	Indefinite	Until debt is retired and after audit.
Calendar, for staff and curriculum	5	Destroy
Correspondence, Litigation, Personnel	10	Destroy. Confidential
Correspondence, Official from Superintendent (Documents major functions, activities, programs, decision making, important events in school district's history)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Department of Education reports (Forms 30A, 30B, PE, ES, DE, NE, LM, AS, DR, AD, TN) for State of Indiana Some reports are no longer applicable and new reports have been added.	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Estimated enrollment	3	Destroy
Evaluations of administrators	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential
Grant applications, approved	Indefinite	Retain 5 years after program is completed and after audit. 29 34 CFR 76.734
Grant applications, not approved	5	Destroy
Parent teacher association records (secretary's,	P	PERMANENT & PDF. Original maintained in active holding

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treasurer's books, scrapbooks)		area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Policy book	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Proof of publication files	3	Destroy
Publications issued by corporation	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
School report card	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Subject files of Superintendent's (May include copies of useful reports, correspondence, staff meeting minutes, notes, reports which document a variety of issues and projects of concern to the Superintendent's Office.)	Indefinite	Records maintained for one calendar year after created for reference. Destroy when no longer useful.

MSD of North Posey County Record Retention Schedule

2.1 Administration Financial Services, General No financial records may be destroyed until after audit completed, report filed and exceptions satisfied, per IC 5-15-6-3.

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Audit report by State Board of Accounts	P	PERMANENT. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Automated financial data, stored	Indefinite	Records maintained for one calendar year after created for reference. Destroy when no longer useful.
Bank Ledgers/Bank Account History	Indefinite	Destroy after 5 years and audit
Bank statements, deposit slips	Indefinite	Destroy after 5 years and audit
Budget, annual record copy	P	PERMANENT. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Daily report (balance of depositories, cash, and investments)	Indefinite	Destroy after 5 years and audit
Form 9 state report (biannual, annual report)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Full budget report (actual spending record)	Indefinite	Destroy after 5 years and audit
Function ledgers/Program ledgers/All funds ledger	Indefinite	Destroy after 5 years and audit
Insurance (school corporation), contracts	Indefinite	Destroy 10 years after expiration of contract
Object budget report	Indefinite	Destroy after 5 years and audit

2.2 Administration -- Financial Services, Payroll

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Absence records	6	Destroy after 6 years and audit
Adjustment sheets (extra earnings)	6	Destroy after 6 years and audit
Direct deposit report, per payroll period	6	Destroy after 6 years and audit
Direct deposit, transfer report	6	Destroy after 6 years and audit
Employee earning's record, yearly	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to

MSD of North Posey County Record Retention Schedule

		storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Extra earnings report (exception report)	6	Destroy after 6 years and audit
Indiana Department of Employment and Training Services Report	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Payroll Annual report (included in school report card)	P	PERMANENT & PDF. Original maintained in main office through compliance of state audit. Archive original to storage area.
Payroll check registers	6	Destroy after 6 years and audit
Payroll deductions ledger	6	Destroy after 6 years and audit
Payroll exception File (extra earnings and substitute earnings)	6	Destroy after 6 years and audit
Payroll ledger	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Payroll register, trial journal	6	Destroy after 6 years and audit
PERF, worksheets (balanced out)	6	Destroy after 6 years and audit
PERF report (quarterly)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Retirement gross report, per pay period	6	Destroy after 6 years and audit
Retirement gross report, quarterly	6	Destroy after 6 years and audit
Salary distribution report	6	Destroy after 6 years and audit
Social security report	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written

MSD of North Posey County Record Retention Schedule

		approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Substitute pay report; teaching, non-teaching substitute edit report	6	Destroy after 6 years and audit
Tax Report - Federal (Form 941)	6	Destroy after 6 years and audit
Tax Report - Indiana (Form WH1R) State Quarterly	6	Destroy after 6 years and audit
Time card summary report (payroll information worksheets)	6	Destroy after 6 years and audit
Time cards	6	Destroy after 6 years and audit
Union dues report (ISTA-NEA)	6	Destroy after 6 years and audit
W-2 & 1099 forms	6	Destroy after 6 years and audit
W-4 forms	Indefinite	Destroy when replaced with new form. File in permanent personnel file when staff member becomes inactive.
Year to date register, teaching and non-teaching (trial balance)	6	Destroy after 6 years and audit

2.3 Administration - Financial Services, Accounts Payable

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Appropriations, allotments, encumbrances, disbursements, balances ledger	Indefinite	Destroy after 6 years and audit
Budget report, by object	6	Destroy after 6 years and audit
Cash report, monthly	6	Destroy after 6 years and audit
Check register	6	Destroy after 6 years and audit
Checks, canceled, returned or voided	6	Destroy after 6 years and audit
Claims, vouchers	6	Destroy after 6 years and audit
Claims docket	6	Destroy after 6 years and audit
Clearing account ledger (fund ledger)	6	Destroy after 6 years and audit
Disbursement journal	6	Destroy after 6 years and audit
Duplicate deposit slips	Indefinite	Destroy when no longer useful
Edits, printout after postings	1	Destroy when no longer useful
Investment, correspondence	Indefinite	Destroy when no longer useful
Investment register	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Leave approval forms	6	Destroy
Purchase orders, canceled	6	Destroy after 6 years and audit
Purchase orders, completed	6	Destroy after 6 years and audit
Purchase requisitions	6	Destroy after 6 years and audit

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Receipts	6	Destroy after 6 years and audit
Receipts ledger	6	Destroy after 6 years and audit
Receipts and disbursements journal	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Statements, outstanding, month end	Indefinite	Destroy when no longer useful
Supporting documentation for income	Indefinite	Destroy when no longer useful
Utility ledgers	Indefinite	Destroy when no longer useful
Vendor ledger	6	Destroy after 6 years and audit
Warrant/check registers	6	Destroy after 6 years and audit

2.4 Administration -- Financial Services, Voluntary Deductions & Insurance

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annuity statements, individuals	Indefinite	Destroy when superseded
Benefit plan election form (Cafeteria Plan or Flexible Benefit)	10	Destroy after 10 years and audit
Benefit records	10	Destroy after 10 years and audit
Change/verification of election form	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Correspondence, general	Indefinite	Destroy when no longer useful.
Deduction Recap	5	Destroy when no longer useful.
Health Insurance Application form	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Insurance, accounts (including reports of)	10	Destroy when no longer useful.
Insurance bids, accepted	5	Destroy when no longer useful.
Insurance bids, rejected	5	Destroy when no longer useful.
Insurance, claims & bills (including reconciliation)	5	Destroy when no longer useful.
Insurance, commodities	5	Destroy when no longer useful.
Insurance, contracts	10	Destroy 10 years after expiration of contract
Monthly deduction recap, individuals	5	Destroy when no longer useful.
Staff Deductions files Can include: Insurance selection Annuity forms Correspondence/Statements	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Transmittal forms (health and dental) changes to insurance company	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.

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3.1 Administration -- Business Services, Building Services

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Bids, sealed - not accepted	5	Destroy when no longer useful.
Bids, sealed - accepted	10	Destroy when no longer useful.
Contracted work orders	10	Destroy
Correspondence, construction projects	Indefinite	Destroy when no longer useful
Drawings, blueprints, specifications (planned design drawings)	Indefinite	Destroy when no longer useful
Drawings, blueprints, specifications (as built drawings)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
EPA Asbestos abatement records	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
EPA Asbestos inspections reports	5	Destroy CFR 763.94
IDEM Monthly treatment plan lab reports (sewage treatment)	5	Destroy when no longer useful.
Manuals, operation & maintenance	Indefinite	Destroy when superseded
State Fire Marshal annual site inspection reports	5	Destroy when no longer useful.

3.2 Administration -- Business Services, Computer Services

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Back-ups	Indefinite	Destroy when superseded
Contracts/Service Agreements	10	Destroy 10 years after expiration of contract
Correspondence	Indefinite	Destroy when no longer useful
CPF (Capital project files)	Indefinite	Destroy when no longer useful
Manuals	Indefinite	Destroy when no longer useful
School files	Indefinite	Destroy when no longer useful
Technology plan	Indefinite	Destroy when no longer useful
Vendor files	Indefinite	Destroy when no longer useful
Work requests	1	Destroy when no longer useful.
Note: Electronic records identified in the schedule are		

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based upon the information they contain not the medium on which the information is stored (paper, microfilm, computer disk or tape, etc.). To determine retention periods look under the section which produces that information.

3.3 Administration -- Business Services, Food Services

Cafeteria records must be retained 5 years per IC 20-5-6-4 to 13-5.

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cafeteria expenditure report, monthly (claims docket)	5	Destroy
Claim reimbursement form (State lunch program IND 1 DOE 1092), monthly	5	Destroy
Claims breakdown	5	Destroy
Daily cashier's reports	5	Destroy
Equipment valuation report	5	Destroy
Food quotes	5	Destroy
Free and reduced meal applications (included textbook assistance forms)	5	Destroy. Confidential
Fund ledger	5	Destroy
Guidelines	Indefinite	Destroy when superseded
Menus/Daily Production Sheets	5	Destroy
Milk and bread bids, accepted	5	Destroy
Milk and bread bids, not accepted	5	Destroy
Milk and bread bills (claims)	5	Destroy
Monthly cashier's report	5	Destroy
Policies -- federal, state, local	Indefinite	Destroy when superseded
Profit and loss statement	5	Destroy
Receipt ledger	5	Destroy
State contracts	10	Destroy 10 years after expiration of contract
USDA Commodity allotments	5	Destroy
Weekly cashier's report	5	Destroy
Year end inventory	5	Destroy

3.4 Administration -- Business Services, Transportation Services

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Bus care reimbursement form	5	Destroy
Bus conduct report	5	Destroy
Bus driver contract	10	Destroy 10 years after expiration of contract
Bus driver personnel file	P	PERMANENT & PDF. Original maintained in active holding

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		area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Bus driver physical forms	Indefinite	Destroy 10 years after expiration of contract
Bus Safety Inspection report (Indiana State Police)	5	Destroy
Field trip payroll report, biweekly	5	Destroy
Field trip reports	5	Destroy
Form DOE-TN (Indiana, replaces EIR-5 form)	5	Destroy
Form 32-9 (IN)	5	Destroy
Gas record form	5	Destroy
Handicapped Transportation Report	5	Destroy. Confidential
Occupational Safety & Health Association annual report	5	Destroy 29 CFR 1904.6

4. Administration – Personnel

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Affirmative action files (includes litigation, hearing and complaint files)	Indefinite	Destroy 5 years after case closes. Confidential
Applications, administrators, teachers, substitute teachers, clerical and building services - hired	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential
Applications, administrators, teachers, substitute teachers, clerical and building services – not hired	5	Destroy. Confidential
Applications for student teachers	Indefinite	Length of employment
Employee service record – <i>includes substitute service records.</i>	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Equal employment opportunity reports/summary data	5	Destroy. 29 CFR 1602.39-41
Handbooks, classified and certified staff	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred

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		to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Leave forms, personnel	5	Destroy
Leave forms, professional	5	Destroy
Master contract files	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Negotiating files, teachers	Indefinite	Retain until contract expires
Negotiating files, non-teachers	Indefinite	Retain until contract expires
Notice of job vacancies ("postings")	5	Destroy
Orientation booklet	5	Destroy
OSHA employee accident reports	5	Destroy 29 CFR 1904.6
OSHA employee exposure records	Indefinite	Retain 30 years after termination or retirement. 29 CFR 1904.20
OSHA employee medical records	Indefinite	Retain 30 years after termination or retirement. 29 CFR 1904.20
Personnel files, classified and certified – hired May include: employment application professional certificates transcripts employment contracts evaluations	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential According to IC 5-14-3-4 (b)(8) personnel files of public employees are Confidential except for the "(A) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency; (B) information relating to the status of any formal charges against the employee; and (C) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged."
Personnel files, classified and certified - not hired	5	Destroy Confidential
State teacher's retirement fund records	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2

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		STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Teacher permanent record cards	P	PERMANENT

5. Administration – Students

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Correspondence, Litigation, Student	Indefinite	Retain until case is settled. Confidential
Enrollment report (six weeks)	5	Destroy
Enumeration for School Purposes (Local census of school children)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Student due process files (expulsion record)	5	Destroy Confidential
Student handbooks	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

6.1 Administration -- Instruction, Audio-Visual

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Equipment Inventory	5	Destroy
Utilization - Maintenance Records	Indefinite	Destroy when no longer useful

6.2 Administration -- Instruction, Adult Basic Education

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Adult education final report (state report)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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Annual performance report	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Calendar	Indefinite	Destroy when no longer useful
Financial Report	5	Destroy after audit
Learner Folder - Can include: Registration form Testing results	5	Destroy 5 years after last contact with learner Confidential
Learner year end data/exit Information	5	Destroy 5 years after last contact with learner Confidential
Learner work folder (work in progress)	5	Destroy 5 years after last contact with learner
Monthly report, outside agencies	5	Destroy
Monthly listing of new enrollees	5	Destroy
Outside agency contract	Indefinite	Destroy 10 years after expiration of contract
Request for funds under the 306 Section of the Adult Education Act	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Sign In/Out Sheet (class attendance)	5	Destroy
Student Roster	5	Destroy
Summary of Expenditures	5	Destroy after audit

6.3 Administration -- Instruction, Title I

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annual Budget/Expenditure Report	5	Destroy after audit
Annual project evaluation	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Equipment inventory	5	Destroy
Evaluations, certified staff	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2

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		STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential
Evaluations, classified staff	5	Destroy. Confidential
Professional development information	Indefinite	Destroy when no longer useful. Records noting individual staff training should be transferred to the individual's permanent record.
Project\program application, approved or not approved	5	Destroy
Project amendments, approved or not approved	5	Destroy
Quarterly Monitoring Report	5	Destroy
Time cards	5	Destroy
Title I District Plan	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Title I Building Level Plan	5	Destroy

6.4 Administration -- Instruction, School Improvement

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Application for Funds for Educational Programs under P.L. (program plan)	5	Destroy after audit
Budget and Expenditure report	5	Destroy after audit
Evaluation report for programs	5	Destroy after audit
Requisitions\packing slips	5	Destroy after audit

6.5 Administration -- Instruction, Community Education

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Course descriptions	Indefinite	Destroy when no longer useful
Enrollment forms	1	Destroy
Evaluation of class	3	Destroy
General communications	3	Destroy
IVY TECH classes, correspondence	Indefinite	Destroy when no longer useful
Listings of classes	Indefinite	Destroy when no longer useful
News releases	1	Destroy

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6.6 Administration -- Instruction, Curriculum

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Adopted textbook list	Indefinite	Retain through two adoption cycles
Central curriculum committee minutes	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Committee records - May include agendas, committee lists, and general information.	Indefinite	Destroy when no longer useful
Correspondence file	Indefinite	Destroy when no longer useful
Curriculum checklist	Indefinite	Destroy when no longer useful
Curriculum guides	Indefinite	Until superseded
Field trip requests	1	Destroy
Grant applications - approved	5	Destroy 5 years after program is completed and audit 29 34 CFR 76.734
Grant applications - not approved	5	Destroy 29 34 CFR 76.734
High school course description booklets	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
In-service program booklet and activities	Indefinite	Destroy when no longer useful
Innovative instructional programs	Indefinite	Destroy when no longer useful
PBA/NCA SIP final reports	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Special Events	Indefinite	Destroy when no longer useful
State/Corporation programs - May include: Prime Time Tech Prep Professional Development School Incentive Awards	Indefinite	Until revised or discontinued. Financial records associated with individual programs need to be maintained for 5 years after completion of program and after audit.
Testing results records, corporation	P	PERMANENT & PDF. Original maintained in active holding

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May include: Essential Skills Summary Achievement Performance Report Evaluation Summary (district, school, grade level)		area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Textbook adoption committee records	Indefinite	Minimum one adoption cycle. Destroy when no longer useful.
Waivers (textbook, curriculum, time requirements)	Indefinite	Minimum three years. Destroy when no longer useful

6.7 Administration -- Instruction, GED

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Contracts	Indefinite	Destroy 10 years after expiration of contract
Receipt book	5	Destroy after 5 years and audit
Test taker file Can include: Application Correspondence Eligibility verification Test Results	5	Destroy 5 years after last contact with test taker. Confidential

6.8 Administration -- Instruction, Guidance

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Guidance activities, decisions, and In-Service record	4	Destroy
School testing results records	4	Destroy
Student home visits	3	Destroy. Confidential

6.9 Administration -- Instruction, Health

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Accident report, annual summary	3	Destroy
Immunization record	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential On Official Student Transcript
Report of Alleged Child Abuse or Neglect (114R2) – investigation found no child abuse or neglect	1	Destroy. Confidential

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Report of Alleged Child Abuse or Neglect (114R2) – investigation found child abuse or neglect	Indefinite	Retain for length of student's enrollment. Confidential
School Health Manual (ISBH)	Indefinite	Retain until superseded
Universal Precautions Training for Employees, training information	Indefinite	Retain until superseded

6.10 Administration -- Instruction, Special Education

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Agreement to safeguard information	Indefinite	Destroy after staff member leaves program or school district employment
Annual data report - education of the handicapped	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Application for federal assistance for the education of handicapped	5	Destroy
Application for tentative approval for annual classroom units for exceptional children	5	Destroy
Grants, state and federal	5	Destroy 5 years after completion of activity and audit CFR 75.730-75.732
Individual Student file Can include: Multidisciplinary Team Evaluation Reports Case Conference Committee Summaries Individualized Education Plans Transition Plans Correspondence Pertinent information regarding the student's educational placement Test protocol on student	Indefinite	Records are maintained 5 years beyond the provision of educational services to the student if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed.
Needs assessment report	5	Destroy
Quarterly summary report education of the handicapped	5	Destroy after 5 years and audit
Psychological report	Indefinite	Retain for length of student's enrollment. Confidential
Request for approval of replacement teacher	5	Destroy

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6.11 Administration -- Instruction, Speech & Hearing

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Audiometer tests	Indefinite	Retain for length of student's enrollment Confidential
Medical report	Indefinite	Retain for length of student's enrollment. Confidential
Oral Deaf Program report	Indefinite	Retain for length of student's enrollment. Confidential
Other Speech & Hearing reports and records	Indefinite	Retain for length of student's enrollment. Confidential

6.12 Administration -- Instruction, Summer School

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Application for Summer School (state report)	3	Destroy after 3 years and audit
Approval Letter	3	Destroy after 3 years and audit
Attendance records	Indefinite	Destroy after information is transferred to student's record
Corporation ISTEP re-mediation and retention summary	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
ISTEP final reporting form	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
ISTEP preliminary reporting form	3	Destroy
News release	1	Destroy
Student grade report	Indefinite	Destroy after grades are transferred to student's permanent record. Confidential
Student summer school registration	1	Destroy
Summer school final report	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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6.13 Administration -- Instruction, Textbooks

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
District textbook requisition purchase orders	6	Destroy
School textbook reimbursement	3	Destroy after 3 years and audit
Textbook fee/rental files	3	Destroy after 3 years and audit

SCHOOLS

7.1 Administration

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Accident reports	3	Destroy
Accreditation files (PBA/NCA) (working files)	Indefinite	Retain until next accreditation cycle
Attendance registers	3	Destroy
Attendance slips, daily	3	Destroy
Attendance summary sheets, daily	3	Destroy
Commencement programs	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Correspondence -- Principal	Indefinite	Destroy when no longer useful. Items which deal with policy should be considered for permanent retention.
Correspondence -- Assistant Principal	Indefinite	Destroy when no longer useful
Course textbook adoptions	Indefinite	Destroy when superseded
Daily Discipline records (bus conduct, late to class, no supplies, etc.)	5	Destroy. Confidential
Department of Education reports (Forms 30A, 30B, PE, ES, DE, NE, LM, AS, DR, AD, TN) for State of Indiana Some reports are no longer applicable and new reports have been added.	5	Destroy when no longer useful. Confidential Permanent copies are held in the administration office.
Enrollment reports	3	Destroy
Excuse notes, parents	3	Destroy
Excuse notes, doctors	3	Destroy
Grade registers	3	Destroy. Confidential
Insurance records on students	Indefinite	Destroy 10 years after expiration of insurance
Newspapers/newsletters (includes team newsletters to parents)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2

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		STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Parent teacher association records	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Subject files	Indefinite	Destroy when no longer needed
Yearbooks	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

7.2 Schools -- Financial Services, General

No financial records may be destroyed until after audit completed, report filed and exceptions satisfied, per IC 5-15-6-3.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Book and equipment inventory	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Long distance telephone log	3	Destroy

7.21 Schools -- Financial Services, Extra-curricular Account Records

Extra-curricular account files are to be retained 5 years, per IC 20-5-7-2.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annual financial report (Form SA5-1)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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Application for free lunch/textbook assistance (Form 521)	5	Destroy. Confidential
Bank Statements	5	Destroy
Book rental checklist (Form TBR-2)	5	Destroy
Book rental files, past due	Indefinite	Until audited
Checks, cancelled, returned, or voided	10	Destroy
Claim forms for payment (Form SA-7)	5	Destroy
Deposit records	5	Destroy
Ledgers	5	Destroy
Payment authorization vouchers	5	Destroy
Purchase orders, copies	5	Destroy
Receipts/receipt books	5	Destroy
Textbook rental and fees list	5	Destroy
Ticket sales (athletic, extracurricular)	5	Destroy

7.31 Schools -- Business Services, Building Services

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
EPA Asbestos Management Plan	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Fire & tornado drill plan (safety plan)	Indefinite	Destroy when superseded
Use of Building Forms	3	Destroy

7.32 Schools -- Business Services, Food Services

Cafeteria records must be retained 5 years per IC 20-5-6-4 to 13-5.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cafeteria inventories	Indefinite	Retain for 5 years and until superseded
Cafeteria receipts reports	5	Destroy
Cash register receipts	5	Destroy
Daily school lunch reports	5	Destroy
Government commodities used in Home Economics	5	Destroy
Health inspection report	Indefinite	Retain for 5 years and until superseded
Lunch ticket stubs	5	Destroy
Notification letters for school meals	5	Destroy
Record of advance payments and charges	5	Destroy
Record of charged lunches	5	Destroy
Small equipment inventory	Indefinite	Retain for 5 years and until superseded

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Weekly school lunch report	5	Destroy
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7.4 Schools – Personnel

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Teacher personnel files Can include evaluations, letters, memos.	P	PERMANENT Confidential According to IC 5-14-3-4 (b)(8) personnel files of public employees are Confidential except for the "(A) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency; (B) information relating to the status of any formal charges against the employee; and (C) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged."

7.5 Schools – Students

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Enrollment cards	3	Destroy
Grade books	5	Destroy. Confidential
Grade sheets, cumulative by semester	3	Destroy. Confidential
Grade sheets, six week	3	Destroy. Confidential
Insurance sign-off sheet	1	Destroy
Letter of absence record to parents	3	Destroy. Confidential
Locker Assignments	1	Destroy
Notice of suspension	3	Destroy. Confidential
Permanent record cards, graduates	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential
Permanent record cards, withdrawal	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC

MSD of North Posey County Record Retention Schedule

		RECORDS. Confidential
Sign in/out sheets (students leaving early or arriving late)	1	Destroy
Student Assignment book sign-off sheet	1	Destroy
Student Handbook sign-off sheet	1	Destroy
Student schedules	1	Destroy

7.6 Schools -- Instruction, Title I

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Absence records	5	Destroy
Achievement test score sheet/score booklet	5	Destroy 34 CFR 11 204.10. Confidential
Allocation letter	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Equipment inventory	5	Destroy
Home visit documentation	5	Destroy
Loss and gain form (Achievement Data)	5	Destroy. Confidential
Needs assessment ranking report	5	Destroy
Priority list (need definition)	5	Destroy
Professional development information	Indefinite	Destroy when no longer useful. Records noting individual staff training should be transferred to the individual's permanent record.
Student Documentation file (program and attendance record)	5	Destroy. Confidential
Student Exit record (Drop-out interview)	5	Destroy. Confidential
Student selection form (includes test scores, teacher referrals)	5	Destroy. Confidential
Target area selection report	5	Destroy
Teacher referral to program record	5	Destroy. Confidential
Teacher's student evaluation/comments record	5	Destroy. Confidential
Title I Building Level Plan	5	Destroy

MSD of North Posey County Record Retention Schedule

7.61 Schools -- Instruction, Health

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Blood test report	Indefinite	Retain for length of student's enrollment. Confidential
Correspondence files, student	Indefinite	Retain for length of student's enrollment. Confidential
Hearing report	5	Destroy
Informal notes (re: health, medical prohibitions)	Indefinite	Destroy when no longer useful. Confidential
Medication at school form (lists student name and medication given)	3	Destroy. Confidential
Postural screening	3	Destroy
Report of Alleged Child Abuse or Neglect (114R2) – investigation found no child abuse or neglect	1	Destroy. Confidential
Report of Alleged Child Abuse or Neglect (114R2) – investigation found child abuse or neglect	Indefinite	Retain for length of student's enrollment. Confidential
School Health Manual (ISBH)	Indefinite	Retain until superseded
Scoliosis screening, initial	Indefinite	Retain for length of student's enrollment. Confidential
Scoliosis screening, referral/follow-up	Indefinite	Retain for length of student's enrollment. Confidential
Sickle cell anemia report	3	Destroy
Tuberculin skin test by school	3	Destroy
Vision screening	3	Destroy
Visual acuity screening, initial report	Indefinite	Retain for length of student's enrollment. Confidential
Visual acuity screening, referral/follow-up	Indefinite	Retain for length of student's enrollment. Confidential

7.62 Schools -- Instruction, Athletics

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Contract for athletic contests (Form A-85; A-5/82 -- 75M; Form B-4/85-50M)	Indefinite	Destroy 10 years after expiration of contract
Contract for athletic officials	Indefinite	Destroy 10 years after expiration of contract
Contract for contest officials	Indefinite	Destroy 10 years after expiration of contract
Eligibility certificates	3	Destroy
Financial game records	5	Destroy
Insurance records	5	Destroy
Parent-Physician certification	5	Destroy
Record of awards	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

MSD of North Posey County Record Retention Schedule

7.63 Schools -- Instruction, Guidance

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cumulative record/Permanent record	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential
Health record	Indefinite	Retain for 5 years after student leaves the school system. Confidential
Official class list	3	Destroy
Senior awards	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Student activity sheets	Indefinite	Retain for 5 years after student leaves the school system
Testing Results Records, classroom and building -- ISTEP, CAT, SAT, PLAN, PSAT, ACT, EPSF	5	Destroy
Testing Results Records, individual student -- ISTEP, CAT, SAT, PSAT, ACT, EPSF <u>not included</u> on official school permanent record	5	Destroy Confidential
Testing Results Records, individual student -- ISTEP, CAT, SAT, PSAT, ACT <u>included</u> on official school permanent record	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. Confidential

7.64 Schools -- Instruction, Psychological-Health

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Parent request and Permission to administer medication	3	Destroy. Confidential
Permission to medicate, parent notes	3	Destroy. Confidential
Psychological reports	3	Destroy. Confidential
Psychological reports -- non special education	3	Destroy. Confidential
Psychologists follow up report	3	Destroy. Confidential

MSD of North Posey County Record Retention Schedule

Release letter - psychologist	Indefinite	Retain for length of student's enrollment. Confidential
Release letter - Agencies	Indefinite	Retain for length of student's enrollment. Confidential
Request for psychological services	Indefinite	Retain for length of student's enrollment. Confidential
Statement of examining physician	Indefinite	Retain for length of student's enrollment. Confidential
Student medical examination record	Indefinite	Retain for length of student's enrollment. Confidential
Student Medical Records	Indefinite	Retain for length of student's enrollment. Confidential
X-Ray Lab report	Indefinite	Retain for length of student's enrollment. Confidential

7.65 Schools -- Instruction, Library

RECORD TITLE\DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annual school library report (no longer required to be filed with state)	P	PERMANENT & PDF. Original maintained in active holding area through compliance of state audit. Archive original to storage area. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Books and AV inventory	Indefinite	Destroy when superseded
Circulation records	Indefinite	Retain until returned
Fine slips	Indefinite	Retain until resolved
Materials inventory	5	Destroy
Patron files	Indefinite	Retain until replaced or inactive

MSD of North Posey County Record Retention Schedule

Appendix Two: Sources of Information on Records Management and Archives

Indiana Commission on Public Records, *Care of Indiana Public Records: A Record Creators Guide*, May, 1991.

Indiana Commission of Public Records. (2011) *County / Local Government Records Management: School Retention Schedule* site. Retrieved from <http://www.in.gov/icpr/files/schoolretentionschedule>

Index to Statutes and Regulations Cited in Record Schedules (some statutes and regulations apply generally to records retention)

IC 5-14-3-1 Access to Public Records

IC 5-15-1-1 Reproduction of Records

IC 5-15-5.1-13 Confidentiality of records destruction

IC 5-15-5.1-8 Micrographic standards

IC 5-15-6 Official bodies responsible for Public School records

IC 5-15-6 Approving the destruction of school records

IC 5-15-6-3 Financial records

IC 5-15-6-8 Penalties for destruction of records

IC 20-4-1-4 Access to Records

IC 20-5-6-4 Cafeteria records

IC 20-5-7-2 Records of extra-curricular account files

IC 20-10.1-22.4 Access to Student Records

29 CFR 1602.39 EEOC reports/summary data

29 CFR 1904.2 OSHA employee accident reports

29 CFR 1904.20 OSHA employee medical records

29 CFR 1904.20 OSHA employee exposure records

29 CFR 1904.6 OSHA annual report

29 34 CFR 74.61 Financial management standards - grants

CFR 75.730 Special Education - grants, state & federal

CFR 76.734 Grant records retention

CFR 99 Family Educational Rights and Privacy Act

CFR 300.573 Special Education - individual student files

CFR 763.94 Asbestos record-keeping

MSD of North Posey

REDUCTION IN FORCE ("RIF") IN CERTIFICATED STAFF

It is the responsibility of the Board to employ and retain the certificated staff necessary to effective and efficient implementation of its educational program and the safe operation of its schools.

The Board shall eliminate certificated positions and reduce the number of certificated staff when the Board finds that curricular changes, changes in enrollment, financial efficiency, return to duty from leave of a certificated staff, closing of schools, territorial changes, or other good cause warrants.

As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Board, the certificated staff members to be dismissed shall be identified on the basis of licensure and merit not years of service or seniority.

As used in this policy, "licensure" means the scope of the license issued by the Office of Educator Licensing and Employment in the Indiana Department of Education, and "merit" means a performance category assigned to an educator pursuant to I.C. 20-28-11.5, i.e. "highly effective", "effective", and "improvement necessary" or "ineffective". Where two certificated staff members are in the same performance category, any of the following factors shall be considered to identify the staff member to be terminated:

- A. The number of years of a teacher's experience.
- B. The attainment of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.
- C. The results of an evaluation conducted under I.C. 20-28-11.5.
- D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.
- E. The academic needs of students in the school corporation.

Certificated staff selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by I.C. 20-28-7.5-2(a)(2) between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

I.C. 20-28-7.5-1(d), 20-28-7.5-2(a)(2)

Recall

Teachers whose contracts were non-continued and/or cancelled, and who received a rating of Highly Effective or Effective, will be considered for re-hire before new applicants are given consideration. Teachers will remain on the recall list for a period of one year, until offered a teaching position or hired by another corporation in a certified position.

This policy replaces any previous RIF and Recall policies approved by the Board.

Board Approved: 7/8/2013

MSD of North Posey County

Report of Threat or Intimidation Against School Employee

In compliance with Indiana law, any employee who has knowledge of a school employee being the subject of a threat, an act of intimidation, or is the victim of a battery or harassment shall report orally this knowledge to the building administrator and to the local law enforcement agency. The building administrator upon receiving such a report shall also make an oral report to the local law enforcement agency.

The law provides that any person who reports a threat, an act of intimidation, a battery, or an act of harassment against a school employee, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith.

LEGAL REFERENCE: I.C. 20-33-9-1 et seq.

**Board Of Education
Metropolitan School District of North Posey County
Retention**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs. Retaining student for athletic purposes prohibited.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Retention Policy Continued:

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

MSD of North Posey County

SAFE SCHOOLS POLICY

The Metropolitan School District of North Posey County places the highest priority on the safety and security of students and staff. Safe schools require a collaborative effort of the Board of Education, administrators, teachers, students, parents and the community. A variety of prevention, intervention, and reactionary strategies, programs and activities must be in place to ensure student and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, the Indiana Student Code and civil and criminal law.

We believe that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the safety and security of each school site.
3. Various safety and security measures should be implemented, including staff and/or student training, intervention, school resource officer presence, and local police presence, as deemed necessary.
4. Administrators, teachers, and support staff are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Administrators, teachers, support staff, and students (as recommended) should be given the opportunity for training specific to their position and location within the district.

The North Posey Study Committee on Safety, as established by the School Board, upon request of the Superintendent shall recommend procedures to be followed regarding the implementation of school safety and security measures.

MSD OF NORTH POSEY COUNTY

POLICY ON USE OF SCHOOL FACILITIES

It is the policy of the Board of Education to grant public use of school buildings and grounds to responsible adults and organizations affiliated with the MSD of North Posey County, provided such use does not interfere with the primary purposes of school programs or use of school buildings and grounds.

The Board shall establish a schedule of fees for all rentals appropriate to the nature of the organization requesting rentals, the operational costs involved (utilities), equipment usage, and custodial service.

School buildings and school facilities may be made available to rent Monday - Friday during non-school hours up to 9:00PM, Saturdays from 8:00AM – 8:00PM and Sundays from 12:00PM to 7:00PM. Any exception to this requirement shall be at the discretion of the building principal.

A. GENERAL

1. Any group requesting the use of school facilities should have a designee contact the principal of the respective school and complete application forms for the use of school facilities. The request will be confirmed upon approval and scheduling by the building principal.
2. The designee (affiliated with the MSD of North Posey County) must sign the request for the use of the facility and be present at the activity to assume responsibility for everyone and everything in the building.
3. Designees requiring key card access to the facilities will be charged a fee for the key card. Key cards will be limited to the specific facility door and times approved on the application. Lost or stolen key cards must be reported immediately to the building principal.
4. The use of the facility shall be limited to the times and areas outlined in the application.
5. The facilities and equipment shall be left in condition suitable for regular school purposes.
6. Cafeteria personnel are to be on duty and reimbursed at any time any cafeteria kitchen is opened for use by an organization. Any exceptions to this requirement shall be at the discretion of the building principal.
7. A qualified school employee or designee is to be present whenever use of stage equipment, sound equipment or special lighting are required in the high school auditorium or the Mass Learning Center at the junior high. Renters are required to provide adequate supervision for proper audience control, ushering, and ticket operation.
8. Food or drink of any kind shall not be served or consumed in the high school auditorium.
9. Food or drink (except water) shall not be served or consumed in the gymnasiums or fitness facilities.
10. Any use of school buildings for student social events may be permitted only if sponsored by the school. Any exception to this requirement shall be at the discretion of the building principal.
11. Activities which by their nature would damage playing floors, walls or gymnasiums will not be permitted.
12. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted with permission to use the facilities. The users of school equipment must accept liability for any damage or loss to the equipment that occurs while it is in their use.
13. An advance deposit on an event may be required.
14. All utilities, supervisory, and custodial fees will be paid directly to the Administrative Office of the MSD of North Posey County and all cafeteria charges to the North Posey School Lunch Fund.
15. The Board of Education reserves the right to revise the schedule of fees, etc., at any time.
16. All Corporation rules and policies are still in effect during the rental agreement.

17. Total liability concerning property damage, claims, demands, losses or injuries which may occur or arise during or because of the use of the facility is assumed by the rental group. Proof of liability insurance coverage shall be provided by groups using school facilities upon request of the building principal or Superintendent of Schools.
18. The building administrator reserves the right to cancel any facility rental with or without due notice and reserves first claim to the use of its own property. All approvals are to be granted with this understanding.
19. Scheduling will be managed using a priority system as follows: 1) School Related Activities, 2) School Associated Groups, 3) Community Groups, 4) Other organizations, non-profit groups, or associated groups/teams whose makeup does not comprise of 100% of MSD of North Posey County students. Additionally, priority will be given to the sport in season using the IHSAA sports calendar. All previous approved requests are subject to cancellation at any time to accommodate the priority scheduling.
20. Failure to comply with rental policies or unfavorable behavior can result in the revoking of facility rental privileges.
21. It is the expectation that all groups using the school facilities and/or grounds will be responsible for leaving the facility/grounds in the same or better condition in which they were found.

B. FOR SCHOOL-RELATED ACTIVITIES

1. No utilities fee.
2. Dinners served in school district cafeterias must be under the supervision and direction of the school district's cafeteria manager with cafeteria personnel being reimbursed at applicable hourly rates. The cafeteria manager shall be contacted regarding menus and fees.
3. No custodial fee (time and one-half) under ordinary circumstances.

C. FOR SCHOOL-ASSOCIATED GROUPS

1. Including, but not limited to, such organized groups as PTO's, NEA North Posey, Band Boosters, North Posey Booster Club, North Posey Youth Basketball, North Posey Youth Football, Senior League Baseball, etc.
2. No utilities fee.
3. Time and one-half for custodial services beyond normal working hours and/or duties.
4. Dinners served in school district cafeterias must be under the supervision and direction of the school district's cafeteria manager with cafeteria personnel being reimbursed at applicable hourly rates. The cafeteria manager shall be contacted regarding menus and fees.
5. No custodial fee (time and one-half) under ordinary circumstances.

D. FOR COMMUNITY GROUPS

1. Including, but not limited to, organized groups such as Boy and Girl Scouts, American Cancer Society, Tuberculosis Association, Poseyville Autumnfest Committee, Posey County Farm Bureau, Red Cross, Posey County Community Foundation, 4-H groups, Jaycees, Kiwanis, Tercera, etc.
2. No utilities fee.
3. Time and one-half for custodial services beyond normal working hours and/or duties.
4. Dinners served in school district cafeterias must be prepared and served by cafeteria personnel on a per-meal basis. The cafeteria manager shall be contacted regarding menus and fees.

E. FOR OTHER DUES-CHARGING ORGANIZATIONS OR NON-PROFIT GROUPS

Examples of other dues-charging organizations or non-profit groups are Posey County Shrine Club, Masonic Lodge, Knights of Columbus, North Posey adult independent sports, churches, etc. The utilities fees for dues-charging organizations or other non-profit groups are as listed below:

North Posey High School		North Posey Junior High		Elementary Schools	
Classroom	\$15	Classroom	\$15	Classroom	\$15
Library	\$25	*Mass Learning Center	\$25	Library	\$20
*Auditorium	\$50	Library	\$25	*Multi Purpose Room	\$25
*Gymnasium	\$50	*Gymnasium	\$30	*Gymnasium	\$30
*Cafeteria	\$50				

1. Time and one-half for custodial services. If the event is on a Saturday, there is a two (2) hour minimum for custodial services.
2. Dinners served in school district cafeterias must be under the supervision and direction of the school district's cafeteria manager. The cafeteria manager shall be contacted regarding menus and fees.
3. A \$25 fee will be charged for the use of special equipment. Examples of special equipment are overhead projectors, DVD players, slide projectors, sound system, etc.

F. FOR GROUPS CHARGING ADMISSION OR IF INTENT IS PROFIT

Examples of groups charging admissions or if intent is profit are dance recitals, university clinics, etc. The utilities fees for groups charging admission or if intent is profit are listed

North Posey High School		North Posey Junior High		Elementary Schools	
Classroom	\$30	Classroom	\$30	Classroom	\$30
Library	\$50	*Mass Learning Center	\$50	Library	\$40
*Auditorium	\$75+	Library	\$50	*Multi Purpose Room	\$50
*Gymnasium	\$75+	*Gymnasium	\$60	*Gymnasium	\$60
*Cafeteria	\$50				

1. Time and one-half for custodial services beyond normal working hours and/or duties.
2. Dinners served in school district cafeterias must be under the supervision and direction of the school district's cafeteria manager. The cafeteria manager shall be contacted regarding menus and fees.
3. A \$25 fee will be charged for use of special equipment. Examples of special equipment are overhead projectors, DVD players, slide projectors, sound system, etc.
4. Permission to use school facilities does not authorize commercial sales or subleasing by any group other than the sponsoring group.

**For all events scheduled into the auditorium, cafeteria, or gymnasium at North Posey High School and gymnasium or Mass Learning Center in the junior high, rental charges will be established by the Superintendent of schools through a discussion with the rental group and will be dependent upon the type of event, expected attendance, number of practice sessions scheduled or other related conditions.*

Damages to school facilities will be paid by the group using/renting the facility.

MSD OF NORTH POSEY COUNTY

Application for use of School Facilities

The undersigned does hereby apply for the use of the _____ at
(Name of Facility)
_____ in the MSD of North Posey County, Indiana, on
(Name of School)
_____ from the hour of _____ to _____ for the
(Date: Month, Day, Year) (Time) (Time)
following purpose: _____

In making this application, the undersigned agrees to pay the utility fee of \$ _____ and custodial and other service fees. Payment shall be made on approval of this application. The undersigned further agrees to be bound by all of the provisions contained herein.

- Utility Fee \$ _____
- Custodial Fee \$ _____ x _____ hrs = \$ _____
- Service Fee \$ _____
- Breakage Fee \$ _____
- Miscellaneous \$ _____

Grand Total \$ _____

The undersigned, as an individual and as representative binding the indicated organization, agrees to be responsible for the use of the above facilities, and agrees that the same shall be left in the same condition as they were found.

In the event any damage is done to the facilities of the school by the undersigned, its members or guest, the undersigned as an individual and as representative binding said organization, agrees to be responsible for any such damage, and to pay the cost of repairs necessitated. The amount of damage to be paid shall be agreed upon between the principal approving this application and a representative of the organization, but in no event shall such damages be less than the actual cost of repairs.

All money to be paid under this application, whether for fees or damages, shall be **payable to the Metropolitan School District of North Posey County.**

Signed _____ Dated _____
(Signature of Organization Representative)

Printed Name _____ Contact # _____

Organization _____

APPLICATION ACCEPTED AND APPROVED:

Signed _____ Dated _____
(Signature - Building Authorization)

Signed _____ Dated _____
(Signature of Superintendent)

BOARD OF EDUCATION
Metropolitan School District of North Posey County

USE OF SECLUSIONS AND RESTRAINTS

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

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

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

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

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

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

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

Seclusion

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

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

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

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

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

Physical Restraint

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

Physical restraint should be employed only when:

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

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

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

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

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

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

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

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

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

Reporting and Reviewing of Incidents

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

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

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

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

Training Requirements

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

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

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

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

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

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

LEGAL REFERENCE: IC 20-20-40

MSD of North Posey County

POLICY AND PROCEDURE FOR SERVICE ANIMALS IN SCHOOLS

The MSD of North Posey County acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. A Service Animal Registration Form must be completed for all individuals with a disability who wish to be accompanied by a service animal and delivered to the Superintendent. The written form should be delivered at least 10 business days prior to bringing the service animal to school.
2. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
3. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and Rabies.
4. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinopneumonitis, Influenza, and Strangles.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."
8. The animal must be "individually trained" to do work or perform a task for the benefit of an individual with a disability.
9. Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.
 - c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
10. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
 - a. The animal is out of control and the animal's handler does not take effective action to control it.
 - b. The animal is not housebroken.
 - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

11. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
12. The school system is not responsible for the care or supervision of a service animal including walking the animal or responding to the animal's need to relieve itself.
 - a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
 - b. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

Reference: ADA Regulations, 28 CFR Part 35 (as amended, 2010).

SERVICE ANIMAL REGISTRATION

Date: _____

Owner of Animal: _____

Student's Name: _____ Student's School: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Parent's Name: _____

1. Is this animal a Service Animal required because of disability? ☐ Yes ☐ No

If yes, what work or tasks has the animal been trained to perform?

2. Type of Service Animal: ☐ Dog ☐ Miniature Horse

3. The following documentation should be submitted with this Registration Form.

_____ Current Vaccination record

_____ Current health certificate or report of examination from a licensed veterinarian

_____ Service Animal's disposition report (optional but highly encouraged)

4. If the student is not able to fully care for their Service Animal, in the section below describe who will be responsible for the animal's needs (i.e. parents, handler).

5. What are the transportation plans of the student's Service Animal?

6. Other special considerations that you would like to note.

Contact information of the Handler (individual who will control the Service Animal while at School, if not student):

Handler's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I have read, understand and agree to abide by the terms of the School's Policy on Service Animals. I also acknowledge that I am liable for any harm or injury caused by the Service Animal to other students, staff, visitors, and/or property.

Signature: Service Animal Owner

Date

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different Service animal will be used.

BOARD OF EDUCATION
Metropolitan School District of North Posey County

POLICY AND GUIDELINES ON SEXUAL HARASSMENT

1. The Policy

- a. It is the policy of the Metropolitan School District of North Posey County to maintain a learning and working environment that is free from sexual harassment.
- b. It shall be a violation of this policy for any employee of the Metropolitan School District of North Posey County to harass another employee or student through conduct or communications of a sexual nature as defined in Section 2. The use of the term “employee” also includes nonemployees and volunteers who work subject to the control of school authorities.

2. Definitions of Harassment

a. Types of Sexual Harassment

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

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

b. Unwelcome Conduct of a Sexual Nature

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

c. Examples of Sexual Harassment

Sexual harassment, as set forth in Section 2.A may include but is not limited to the following;

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

d. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

2. Non administrative and Non-supervisory Employees

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

3. COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section 3.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting of Sexual Harassment

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

- a. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
- b. Reports must name the person(s) charged with sexual harassment and state the facts;
- c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;

- d. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- e. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of Education of any action he/she deems appropriate.
- f. The Board of Education may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
- g. Reports concerning the superintendent must be presented to any officer of the Board of Education for review by said Board. The Board may take any action it deems appropriate. The report shall not be released to the public unless required by law.

4. SANCTIONS FOR MISDONDUCT

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

5. FALSE REPORTING

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

6. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Metropolitan School District of North Posey County and incorporated in each employee and student handbook.

MSD OF NORTH POSEY COUNTY

SEXUAL HARASSMENT - STUDENT

The Board of School Trustees recognizes an employee's and student's right to freedom from discrimination that includes the right to attend school and school-sponsored events in an environment free of sexual harassment. Sexual harassment is inappropriate and will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature or inappropriate behavior of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creates an intimidating, hostile, or offensive environment.

Conduct constituting sexual harassment may take a variety of forms, including but not limited to the following:

- A. verbal conduct, including but not limited to, written or verbal sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions or threats, and pressure for sexual activity;
- B. non-verbal conduct, including but not limited to, displaying sexually suggestive objects, pictures, or graphic commentaries, making sexually suggestive or sexually insulting gestures, sounds, leering, whistling, cat calls and the like; or
- C. physical conduct, including but not limited to, touching, grabbing or contact of a sexual nature, including but not limited to patting, pinching, or pushing.

Any form of sexual harassment of a person under sixteen (16) years of age is considered a form of child abuse and the alleged abuser must be reported immediately in accordance with child abuse reporting regulations.

The sexual harassment of a student or employee of this School District is strictly forbidden. Any suggestion of violence or other threat of force would be a serious violation of this policy and may result in immediate suspension and possible expulsion or termination. Any student, employee, or agent of the Board of School Trustees who is found to have sexually harassed a student or employee of the School District will be subject to disciplinary action, up to and including expulsion or termination for cause.

Any student who believes that another student's, employee's, or non-employee's actions or words in the school environment or at a school-sponsored event constitute sexual harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to a teacher, a principal, or the assistant superintendent.

Upon the receipt of a report of sexual harassment, the School District will conduct a prompt and thorough investigation. Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly forbidden.

The superintendent shall disseminate this sexual harassment policy to all students, employees, and agents of this Board.

SEXUAL HARASSMENT – STUDENT – OPERATIONAL PROCEDURES

I. Complaint Process

- A. Any student who believes that he/she is the victim of sexual harassment should promptly report or complain about the situation as soon as possible following the incident. The report or complaint should be made to a teacher, principal, or the assistant superintendent. Reports should preferably be made in writing on the designated form; however, verbal reports will be accepted and investigated. The report or complaint should be as specific as possible providing the name(s) of the individual(s) believed to be responsible for the harassment; the specific conduct complained of; the date, place, and time of the incident, and other information requested or which the complainant desires to provide.
- B. All reports or complaints shall be forwarded to the assistant superintendent. The assistant superintendent shall immediately notify the superintendent that a report or complaint has been filed. The assistant superintendent or the superintendent's designee shall conduct a prompt investigation of the report or complaint. The investigation is to be conducted in as confidential manner as possible; however, strict confidentiality cannot be promised in light of the need for a thorough investigation. The parties and persons involved in the investigation are discouraged from discussing the subject outside of the investigation. The purpose of this provision is to:
 - 1. protect the confidentiality of the student
 - 2. encourage the reporting of any incidents of sexual harassment, and
 - 3. protect the reputation of any party wrongfully charged with sexual harassment.
- C. Within ten (10) business days of the filing of a report or complaint, the person who filed the complaint or report will be notified of the progress of the investigation.
- D. Investigation of a report or complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students, employees, and other persons involved shall not be subjected to coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.
- E. Upon conclusion of the investigation, the assistant superintendent or the superintendent's designee shall forward to the superintendent all information gathered during the investigation, including but not limited to statements, summaries of statements, and evidence. The assistant superintendent or the superintendent's designee shall also make a recommended finding to the superintendent.
- F. Upon review of the evidence and recommendation, the superintendent shall determine if it is more likely than not that the complained of behavior occurred and that such conduct constituted sexual harassment as defined by law. If sexual harassment is found to have occurred, the superintendent shall take appropriate disciplinary action against the perpetrator of the harassment, up to and including expulsion or termination. The

superintendent's determination shall be reported in writing to the parties.

II. Record of Proceedings

The assistant superintendent shall maintain a record of all proceedings, including the final determination and action taken in regard to each complaint. If the superintendent's determination is that sexual harassment did not occur, the record shall not be made a part of any permanent student or personnel file of any party involved.

III. Due Process

Any person involved in a complaint under this policy retains all rights and privileges afforded persons under law and Board policy.

**Board Of Education
Metropolitan School District of North Posey County
Special Education LRE and Surrogate Parent**

LEAST RESTRICTIVE ENVIRONMENT

It is the philosophy and position of the School Board and its administration that the primary responsibility for the administration and delivery of special education programs and services should be within the Corporation and at the school a student would regularly attend, whenever appropriate.

Further, the Board endorses a commitment to the provision of a continuum of special education programs and services to disabled students in cooperation with the Posey County Special Services Joint Services Special Education Cooperative with MSD of Mt Vernon.

Placement options shall follow a continuum of services model to ensure that each disabled person is provided a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). To that end, every attempt will be made to first serve disabled students in the context of a regular education classroom. Other more restrictive environments such as: resource rooms, self-contained categorical classrooms, or settings outside of a Corporation school will be considered only when placement in the regular classroom has been documented by the Case Conference to be inappropriate for the student's educational needs.

SURROGATE PARENTS FOR DISABLED STUDENTS

The School Board establishes the following policy to assure procedural safeguards of disabled students with regard to the involvement of their parents.

This policy affects disabled students of the Corporation whose parents are unknown, or cannot be identified, or whose parents are unavailable or cannot be located. (A student's parents are considered to be "unavailable" if they cannot be located after a "reasonable effort" on the part of the Corporation). It also affects disabled students who are wards of the State and whose parent or guardian has not retained the right to make educational decisions for the student.

Upon determination that a student is in need of a surrogate parent, the Superintendent shall appoint a surrogate parent who will be sent a formal letter of appointment. A copy of the appointment shall be placed in the student's permanent records.

MSD OF NORTH POSEY COUNTY

STUDENT WELLNESS POLICY

The MSD of North Posey County Board of School Trustees supports increased emphasis on nutrition as well as physical activity at all levels to enhance the well-being of the school corporation's students. Therefore, it is the policy of the Board to:

- Promote student wellness through health, nutrition, and physical education;
- Provide students access to nutritious foods and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise;
- Require that all reimbursable meals served by the school corporation meet the Federal nutritional guidelines issued by the U. S. Department of Agriculture;
- Require that all policy and regulations adhere to IC 20-26-9; and
- Encourage school affiliated organizations to offer healthy alternatives during school sponsored events and celebrations.

To achieve these policy goals, the District will apply the following guidelines:

- The school lunch and breakfast program will meet the minimum nutritional requirements established by the USDA for federally funded programs.
- The District will encourage that all food and beverages , i. e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers etc. shall adhere to IC 20-26-9.

- Each school day shall incorporate several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum.
- Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, k-12, and coordinated with the school district's food service program. These topics may be integrated with other curriculum areas as deemed appropriate.

The superintendent and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the Board on an annual basis the progress of the school district in implementing this policy.

The superintendent is also responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all competitive food sales, vending machines items, fund raising activities and rewards to students. The superintendent should also prepare regulations for staff development, community involvement, and program evaluation.

LEGAL REFERENCE: 42 U.S.C. ~ 1751
IC 20-26-9

ADOPTED: July 10, 2006

Substitute Teachers Policy/Procedure

≥ 6 Weeks

- Contact CO once you have determined who will cover the long term assignment
 - CO will verify paperwork needed for payroll & to determine pay rate is on file
 - Letter should be submitted for Board Approval
- Windows Logon Account, E-Mail Account, Office 365, & MBC account will be created for substitute teacher
 - Sub must have completed AUP form on file with CO
- Regular teacher's Harmony password will be given to the sub-teacher for Harmony access
 - Regular teacher and sub will 'share' password allowing the regular teacher to maintain home Web Access
 - Harmony password will be changed when regular teacher returns.
- Building Office must notify the human resource department of the length of the substitute's assignment
 - If no set day is established, give an approximate date.
- CO will issue long term substitute card to the substitute teacher.
 - This card will grant them building access and/or alarm access
 - Card **MUST** be returned to CO once assignment is complete

≥ 7 Business Days - < 6 Weeks

- Generic Windows Logon Account (i.e. 'Substitute') created for computer access
 - Sub must have completed AUP and confidentiality forms on file with CO
 - No E-Mail account provided
- Regular teacher's Harmony password will be given to the sub-teacher for Harmony access
 - Regular teacher and sub will 'share' password allowing the regular teacher to maintain home Web Access
 - Harmony password will be changed when regular teacher returns
- Building office must notify technology department of the sub's start / end date in order for the account to be ready on the sub teacher's first day.

< 7 Business Days

- No sub access is given / no action taken

Student Teachers Policy/Procedure

- Student teachers are not issued network / email accounts. A teacher may log into a computer using their name and password and allow the student teacher to have access to the computer, or they may share credentials with the student teacher however any activity is the responsibility of the account holder (teacher account). It is the teacher's responsibility to request a password change and secure their account at the end of the student teacher's term.
- Building principal should arrange with Central Office to have a picture id card made for the student teacher. Card issued will be for security id purposes; they will not have building door or alarm access.

TEACHER APPRECIATION GRANTS

The School Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The School Board shall adopt an annual policy concerning the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School District's staff performance evaluation plan outline as one (1) document by September 15th of each year.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the District requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

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

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the District shall be distributed to licensed teachers who meet the following criteria:

- A. Employed in the classroom (including providing instruction in a virtual classroom setting);
- B. Rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. Employed by the District as of December 1st of the year in which the teacher appreciation grant funds are received by the District.

The District shall distribute the teacher appreciation grant funds it received as follows:

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the District who are rated as Effective; and

**BOARD OF SCHOOL TRUSTEES
METROPOLITAN SCHOOL DISTRICT
OF NORTH POSEY**

**BOARD APPROVED
JULY 10, 2023**
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- B. A cash stipend in an amount that is 25% more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the District who are rated as High Effective.

If the District is the local education agency (LEA) of lead school District that administers a special education cooperative or joint services program or a career and technical education program, including programs managed under I.C. 20-26-10, 20-35-5, 20-37, or I.C. 36-1-7, then it shall award teacher appreciation grant stipends to and carry out the other responsibilities of an employing school district under this section for the teachers in the special education program or career and technical education program with respect to the teacher appreciation grant funds it receives on behalf of those teachers.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussible and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The District shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the District.

An amount not exceeding 0% of the amount of a stipend to an individual teacher in a particular year shall become a permanent part of an increase the base salary of the teacher receiving the stipend for school years beginning after the year in which the stipend is received.

The addition to base salary is not subject to collective bargaining but is discussible.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5

MSD OF NORTH POSEY COUNTY TEST SECURITY POLICY

Test Security Roles

Director of Curriculum- Corporation Test Coordinator

Elementary Principals- School Test Coordinators

Middle School Principal & Counselor- School Test Coordinators

High School Principal & Designated Counselor- School Test Coordinator

Test Security

It is essential that all test material remain secure before, during, and after test administration. All school and corporation personnel are responsible for test security. Maintaining test security includes:

- Adhering to 511 IAC 5-5-3 (The Code)
- Participating in required training
- Following the Protocol for Investigation of alleged Violation of Test Integrity and/or Intellectual Right Infringement for reporting and investigating alleged breaches or irregularities, as required under 511 IAC 5-5-4.

Test materials include examiners' manuals, assessment books, answer documents, practice tests, test tickets, and online test access codes.

Students, parents, and guardians are essential to the maintenance of ethical testing practices, test security, and test integrity. School and corporation personnel are responsible for providing communication to students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.

Test Coordinators, including Corporation Test Coordinators (CTC) and School Test Coordinators (STC), direct the management of the testing program and shall implement the procedures outlined by the IDOE and MSD of North Posey County.

Corporation procedures established by the CTC for MSD of North Posey County are:

- Barcode labels are coordinated with the STC and uploaded by the District Data/Software Specialist.
- CTC and STC work together to ensure ECA testing windows are scheduled accordingly.
- All testing supplies are shipped, received and stored in the corporation office at 101 North Church Street, Poseyville, IN.
- CTC will verify number of items shipped with current enrollment numbers to ensure enough supplies have been received. Supplies are released to the STC according to IDOE guidelines.
- Supplies are delivered to the STC. The STC will keep supplies in a secure locked area. The STC are responsible for the testing schedules and sign-in/out sheets. The sign-in/out sheets will be utilized to track supplies going to examiners/proctors according to IDOE guidelines. All procedures in the program manual must be followed. If any issues arise please contact the CTC.
- Upon test completion, the STC will pack boxes and deliver all supplies back to the corporation office. All test booklets (used and unused) and answer sheets if applicable, must be counted, reconciled, and returned to a centrally-located, locked, and secured area immediately upon the completion of each daily testing session. The CTC will pack any corporation supplies. The CTC will schedule a time for materials to be picked up at 101 North Church Street, Poseyville, IN.
- All unused materials will be destroyed according to IDOE guidelines by the CTC at the corporation office.

The STC shall establish building procedures to address the following:

- The reporting to the IDOE any allegations of test integrity violations according to the Protocol.
- Prevent the reproduction and/or discussion of testing materials by corporation personnel and/or students.
- Ensure that students use only those reference materials allowed by the testing procedures.
- Ensure that students are not exposed to test items prior to the administration of the test.
- Ensure that students do not exchange information during the test except when the procedures so specify.
- Ensure that the answer booklets are not altered after testing if using the paper/pencil test format.
- Ensure that student responses are not scored locally and are only scored by the testing contractor as designated by the IDOE.
- Ensure that any allegations of test integrity violations are reported to the IDOE according to the Protocol.

Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests and sample items, student access to testing materials shall be restricted to the state-scheduled dates of test administration.

Any allegations concerning cheating, a security breach, testing administration breach, and intellectual property right infringement, a loss of materials, or other deviation from acceptable and ethical practices and test security and integrity procedures shall be reported immediately according the Protocol.

No secure test materials, test questions, or student responses/answers shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner unless and until such materials are released.

Nor School personnel and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer unless and until such materials are released.

Any individual who administers, handles, or access to secure test materials at the corporation or school shall complete assessment training and shall annually sign no later than the last day of August a Testing Security and Integrity Agreement, which shall remain on file at central office for a period of no fewer than three years. Instruction and training shall be provided at the building level by trained CTC's or STC's who have completed the required training. *For new staff hired after September 1, the training should be provided and the signed Agreement should be collected and appropriately filed as soon as possible or no later than two weeks prior to the next testing window.*

No one shall compromise test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.

Student test scores or test performance shall not be disclosed to unauthorized persons.

Harmony Textbook Guidelines

Revised – February 1, 2014

1. Textbook rental charges may not exceed 25% of the retail price of the textbook (IC 20-26-12-2).

Rental charges will be the official textbook cost listed on the Board approved Textbook Adoption List divided by 4.

2. Textbook rental for “re-adopting” a book can be no more than 15% of retail book price (IC 20-26-12-2).

3. Textbook rental, consumables and fees must be Board approved. All rental, consumable, and fees MUST be printed directly from Harmony to submit to the Board for approval. It is important to remember to submit, for approval, any additions or changes (adding or removing classes and associated charges) after initial Board approval to comply with State Board of Accounts.

4. Textbook rental statements should be processed through Harmony. A textbook rental statement MUST be provided to every student/guardian.

5. Schedule changes should be limited and/or made within seven (7) days after the beginning of each term.

6. Anyone withdrawing a student must answer “No” to remove book rental fees after the first week of school. The individual in charge of handling payments and/or adjustments for the building will process all book rental related records or remove such records accordingly.

7. Pro-rating of book rental will be calculated on a term/semester rate. *Central Office Administration has the authority to determine if rental charges may be pro-rated or written off due to individual circumstances. Please submit the request to the Superintendent in writing via email.*

Harmony Textbook Guidelines

Revised – February 1, 2014

8. Homebound students will be charged book rental.
9. Refunds due to schedule changes will be issued after March 1 of each school year. Refunds or charges \$10.00 or less will not be processed and must be written off.
10. Refunds due to family moving may be issued in a timely manner.
11. All textbook rental money received must be applied to textbook rental statement in Harmony. Receipts must be issued and provided to the parent. A binder should be kept with receipts in numerical order according to State Board of Accounts.
12. Each building will be responsible for sending overdue book rental letters and collecting such funds by the time line set by the Superintendent.
13. Textbook money collected should be deposited in the same day it is received. Each school will be provided a deposit ticket for the Corporation Textbook Account. Deposits should indicate textbook rental and fees broken down separately. The receipts will be forwarded to Corporation Food Service & Textbook Rental Personnel in a timely manner.
14. All textbook related bills will need to be sent to Corporation Food Service & Textbook Rental Personnel with a requisition attached. She will produce a purchase order and process the payment.
15. Corporation Food Service & Textbook Rental Personnel will keep an operating balance in the textbook account and process timely checks to the Corporation Treasurer, Carol Lupfer.
16. All Form 9 reporting will be submitted to Corporation Treasurer from Corporation Food Service & Textbook Rental Personnel.

Harmony Textbook Guidelines

Revised – February 1, 2014

17. All Free and Reduced features will be used in Harmony. State Assistance (SA) – DOE-TB will be submitted from Harmony in each building. Each building will receive an electronic copy of the submitted data.

18. Guardians of SA families should be encouraged to pay fees upon enrollment.

19. SA families shall receive a letter after SA payment is applied. This letter may include the % paid by the State and any remaining balance.

20. When the State does not reimburse at 100% the textbook and consumable balance will be applied to Debt Service (DS) in Harmony.

21. Pre-payments made by SA families should be refunded once we receive SA funds. The remaining balance may be deducted from the refund.

22. Textbook rental payments from families that qualify for SA after the deadline will not be refunded.

23. Textbook rental charges on families that enroll after the deadline will be written-off until such time the corporation may claim in DS.

As indicated by SBOA, the system may serve as our alphabetical copy of the receipts. The second receipt printed when a payment has been recorded must be filed in a binder, in numeric order, accounting for all receipt numbers.

All SBOA and Indiana State Code rules and regulations apply.

**Board of Education
Metropolitan School District of North Posey**

Threshold for Material Loss, Shortage, or Theft of School Funds or Property

The Board of School Trustees of the Metropolitan School District of North Posey County recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.

The threshold for material losses, shortages, or theft for the School District which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee is as follows:

Cash Losses, Shortage, or Theft:

A loss, shortage, or theft of cash from any school corporation fund in an amount over \$5,000.00.

Other Assets Loss, Shortage or Theft:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$5,000.00.

Whenever a loss, shortage, or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State law requires public employees who have actual knowledge, or reasonable cause to believe, that a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.

**LEGAL REFERENCE: IC 5-11-1-27(j)
IC 5-11-1-27(l)**

BOARD OF EDUCATION
Metropolitan School District of North Posey County

USE OF TOBACCO ON SCHOOL GROUNDS AND BUSES

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor”, or other substitute forms of cigarettes.

In order to protect students, staff, and visitors from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the District prohibits the use of tobacco in school buildings, on school grounds, at school activities, and on school busses at all times. At the direction of the Superintendent, staff shall remove ashtrays and other materials that support the use of tobacco from the District’s facilities, and, when necessary, post signs stating that smoking and any other use of tobacco is prohibited by State law.

I.C. 7. 1-5-12	Prohibition of Smoking in Public Places and on School Buses
I.C. 16-41-37.5	Indoor Air Quality in Schools
20 U.S.C. 6083(a)	Nonsmoking Policy for Children’s Services
U.S.D.O.E.	Memorandum, 1995

BOARD OF EDUCATION
Metropolitan School District of North Posey County

Travel Policy

The Board recognizes that employees may need to travel in the name of the school corporation. Expenses will be reimbursed to the extent the guidelines are followed.

The Board or the Superintendent must approve all travel and expenses in the name of the school corporation prior to the travel.

If a corporation vehicle is available for the travel, no mileage reimbursement will be allowed.

To qualify for reimbursable expenses, other than mileage, the travel must be more than fifty miles from the normal location of employee's place of service.

When traveling for the corporation, the Board agrees to reimburse the employee for reasonable expenses at rates established by the Board. The employee must submit a voucher for reimbursement which includes the travel itinerary (agenda from meeting and/or approved professional leave form) and original receipts.

Guidelines

- Follow professional leave request guidelines in full
- Follow credit card policy if applicable
- Reimbursement must have original signed itemized receipts
- The corporation mileage rate is the same as the rate set by the IRS.
- The maximum daily food allotment is \$40
- The Corporation will pay reasonable registration and lodging
- The Board agrees to pay reasonable charges for tolls, parking and tips.

BOARD OF EDUCATION
Metropolitan School District of North Posey County

VEHICLE IDLING POLICY

This purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer.

Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds. The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - A. There are extreme weather conditions (meaning 32 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - C. There are safety or emergency situations,
 - D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - E. The bus is idling in traffic.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds unless weather condition warrant doing so.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.

**Board Of Education
Metropolitan School District of North Posey County
Weapons Policy**

The School Board prohibits any staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons

The MSD of North Posey will comply with Indiana Code- section 35-47-9-2 concerning possession of a firearm on school property.

The MSD of North Posey will comply with Indiana Code section 35-47-5-2.5(a) concerning possession of a knife on school property.

MSD of North Posey County

Wellness Policy

The MSD of North Posey County Board of School Trustees supports increased emphasis on nutrition, as well as physical activity, at all levels to enhance the well-being of the school corporation's students. Therefore, the Board approves these policies:

1. A district wellness committee has been established and meets regularly throughout the school year to implement the corporation's wellness policy. Committee members consist of administrators, cafeteria director, teachers, school nurses, parents, and students. This committee will meet throughout the year and any community members/parents are welcome to attend posted meetings.
2. The school lunch and breakfast program will meet the minimum nutritional requirements established by the USDA for federally funded programs. These requirements are monitored in all schools in the MSD of North Posey County by the district's Cafeteria Director.
3. The corporation has set nutritional guidelines for foods and beverages sold on the school campus during the school day in compliance with Smart Snacks. All vending/beverage machines either meet the nutritional guidelines that are permitted to be sold during the school day or the machines are turned off during the established hours.
4. Nutritional Guidelines for Non-Sold Food and Beverages
 - a. Students are permitted to have bottled water during school hours in both the junior high and high school settings.
 - b. Each school building in the MSD of North Posey County school district has devised incentives that reward students for making healthy choices with food/exercise. The rewards will vary from building to building throughout the time of the school year.
 - c. Each school building will not celebrate student birthdays with non-healthy food items.
5. Food and Beverage Marketing
 - a. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually in compliance with Smart Snacks.
 - b. Concession stands located on school property, although operating outside the regulated hours, will also market healthy options for school events, such as ball games and other events.
 - c. Marketing/incentive techniques will follow Smart Snacks guidelines:
 - i. Logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment
 - ii. Educational incentive programs that provide food as a reward
 - iii. Free samples or coupons
 - iv. Food sales through fundraising activities
6. Nutrition Education
 - a. Signage and posters in the cafeteria promote nutrition and healthy eating, and the cafeteria staff will attempt to refer to the information and encourage students to try healthy options.
 - b. Nutrition education is included in health curriculum, as well as the physical education curriculum, so that instruction is sequential and standards-based and provides students with knowledge, attitudes, and skills necessary to lead healthy lives.
7. Nutrition Promotion
 - a. School environment will reinforce the development of healthy eating habits, including offering healthy foods and staff wellness support. (A separate employee wellness committee has been formed and will coordinate efforts with the district wellness committee throughout the school year.)

- b. Schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- c. Foods or beverages that do not meet the nutrition standards for foods and beverages are not solely used as rewards for behavior or academic performance.

8. Physical Activity

- a. The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.
- b. Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs, and individual use.
- c. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate in their classroom setting.
- d. The student: teacher ratio for elementary physical education classes will be no larger than other classes. (30:1)
- e. School will use space available to offer indoor activities during elementary inside recesses. Possibilities include but are not limited to: games in the gym, fitness stations in the hallways, and exercise/dance videos or physical games within the rooms.
- f. When appropriate in the elementary setting, student discipline may include exercise to coincide with reflecting about appropriate behaviors.

9. Other Activities

- a. Faculty and Staff wellness programs are incorporated to build effective school health initiatives.
- b. School cafeteria staff will be hired with the understanding that they are responsible to adhere to the policies the school has in place. They will also be provided with continuing staff development.
- c. School district will host a family health fair once a year and rotate locations to encourage all families to engage in physical activities with their kids, try new foods, and learn healthy habits.

10. Every three years the evaluation of our school wellness initiatives will be assessed through the HEROES Needs Assessment format. All schools in the district will evaluate results by building then report collectively to the district committee to create goals for the following school year.

11. The North Posey High School Assistant Principal will organize meetings and coordinate efforts with the district wellness committee to ensure all district wellness initiatives and policies are implemented and followed.

12. Communication

- a. Website/Social Media – The district wellness policy will be posted on the district website and will be reviewed yearly. Each building will post a minimum of 2 times each month information regarding health and wellness, whether it be tips for health and wellness or events promoting school wellness.
- b. Each building will publicize critical information in the student agendas that is required by federal law.

MSD of North Posey County

Withdrawal From School Exit Interview

Under Indian law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parents or guardian and the student's principal is conducted with the appropriate school employee. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of the court with jurisdiction over the student.

The Board of School Trustees for the MSD of North Posey County School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school:

North Posey High School	Principal*
	Assistant Principal

North Posey Junior High School	Principal
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LEGAL REFERENCE: I.C. 20-33-2-9

*It is permissible for the principal to conduct the exit interview without the presence of another designated employee.

Date Adopted: May 8, 2006

MSD of North Posey County

Written Consent of Student Withdrawal

(This form is to be used to provide, as required by law, written consent of the student, his/her parent or guardian, and his/her principal to the student's withdrawal from school prior to the student's graduation or turning eighteen (18) years of age.)

NAME OF STUDENT: _____

ADDRESS: _____

GRADE/SCHOOL YEAR: _____

BIRTH DATE OF STUDENT: _____

DATE OF EXIT INTERVIEW: _____

NAME OF STUDENT'S PARENT/GUARDIAN: _____

ADDRESS OF PARENT/GUARDIAN: _____

ADDRESS OF PARENT/GUARDIAN: _____

I, acknowledge that I wish to withdraw from _____
_____ School, on _____ - _____, and have completed all the required steps to withdraw from school. I understand that withdrawing from school is likely to reduce my future earnings and increase my likelihood of being unemployed in the future.

(Date)

(Signature of Student)

(Date)

(Signature of Witness)

I, _____, consent to the withdraw of _____
from school on _____ - _____. I understand that withdrawing from school is likely to reduce _____ future earnings and increase his/her likelihood of being unemployed in the future.

(Date)

(Signature of Parent)

(Date)

(Signature of Witness)

I, _____, consent to the withdraw of _____
from school on _____ - _____. I have determined that he/she is at least sixteen (16) years of age.

(Date)

(Signature of Principal)