WARRICK COUNTY SCHOOL CORPORATION
SCHOOL BOARD POLICIES

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September 20, 2017

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It is the policy of the Board to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for the teacher and the student is encouraged.

Academic freedom is essential to the fulfillment of the educational purposes of the Warrick County schools. Therefore, teachers have the right to protection from any censorship or restraint that might interfere with their obligation to pursue truth.

Freedom of individual expression shall be encouraged and guaranteed by the Board to all its teachers.

Parental involvement in curriculum development and inspection of materials is an integral part of the School Corporation's ongoing program development. In accordance with the Hatch Act Amendment (Goals 2000) and provisions of this policy, these parental rights and responsibilities are supported by the Warrick County Board of School Trustees.

ADOPTED: Copied from the Warrick County School Corporation Policy Handbook of 1981
REVISED: 12/19/94
Board Member Compensation

Rationale. State law authorizes Board Members of the Warrick County School Corporation to receive compensation. State law authorizes each Board Member to Two Thousand Dollars ($2000) annually and a per diem payment for board meetings and committee meetings equal to that of the Board of School Commissioners of the City of Indianapolis, as said rate shall be amended from time to time. The authority for a Board Member to be paid the annual fee and the per diem has been adopted by resolution of the Warrick County School Corporation Board of Trustees.

Objective. This policy establishes the method for a Board Member to obtain the payment to which the Board Member is entitled as set forth herein.

Procedure. A Board Member is not required to submit any documentation to claim the annual Two Thousand Dollars ($2000).

To claim all or any part of a per diem, a Board Member shall be required to submit a claim to the Warrick County School Corporation. The Superintendent shall then place the claim on the regular claim docket for the School Board to review.

Each Board Member shall be entitled to claim compensation for attending:

A) Each regular School Board meeting ( unofficial meetings with patrons or other persons, seminars, work sessions, bargaining sessions, and negotiation sessions shall not qualify as compensable meetings.)
B) Each executive session that is more than three (3) hours in length.
C) Only one (1) committee meeting per month for each committee upon which the Board Member is serving, as such committees shall be established by the Board.

The claim shall itemize the dates of the meetings, the meetings attended, and the amount claimed. Failure to make a claim within one year of any meeting shall constitute waiver of the right to claim compensation for such meeting.

The claims should be submitted at least semi-annually.

The attached suggested claim form is made a part of this policy.

Legal Reference:
IC 20-25-3-3
IC 20-26-4-7

ADOPTED: 12/4/00
Updated: 05/06
In general, the following guidelines may be used for the adoption of any new School Board policy or changes to existing policy:

1. An impact statement detailing the need for a new policy is to be prepared and presented to the Board of School Trustees for consideration. If the Board determines that a new policy is needed, an appropriate group will be named to undertake the writing of the policy.

2. The new proposed policy will be reviewed by the Policy/Curriculum Committee.

3. Any new policy or recommended changes in existing policy will be provided to the Board Members and Superintendent for review, and also be presented for discussion at a WCTA/WCSC discussion table (if appropriate).

4. The Superintendent will place the item(s) on the agenda for the next two Board meetings.

5. The first and second readings of the proposed new policy, or policy changes, will occur at the following two Board meetings, with a vote being taken after the second reading.

No vote will be necessary by the Board of School Trustees if the editing to existing policy involves NSBA code letters or an update of a legal reference. Copies of newly edited policies will be prepared and provided for all Policy Manuals.

ADOPTED: 12/4/00

1300-1
This policy establishes School Board committees and their operations and responsibilities.

**ARTICLE ONE**

**Standing and other Committees**

The Board shall have the following standing committees:
1. Bid Committee;
2. Construction, Technology & Maintenance Committee;
3. Curriculum and Policy Committee;
4. Personnel, Custodians, and Food & Nutrition Services Committee;
and,
5. Transportation and Special Education Committee.

Additional committees, Special committees, and the responsibilities of each committee may be established and amended at any time by the Board or by the Board president.

A committee is to facilitate the receipt of information and to recommend Board action. A committee has no authority to obligate the Board on any issue. A committee member’s vote is not binding on that committee member at a Board meeting; committee votes are not binding on the Board.

**ARTICLE TWO**

**Structure**

The Board President shall appoint no more than three Board members to a committee, excluding the bid committee. The bid committee shall be comprised of those persons authorized by statute and appointed by the board president; the bid committee’s structure, procedures, and duties shall be conducted according to this policy unless otherwise directed by statute.

Committee meetings are public meetings; a committee is not required to permit or to respond to public comments or questions.

“Board work sessions” are public meetings for the entire board to obtain detailed information. “Executive sessions” are not public meetings, are only permitted when authorized by statute, and are for the entire Board. Committees established by the Superintendent are not Board committees.
ARTICLE THREE

Procedure

In each committee:
1. A chairperson shall be elected;
2. The chairperson shall work with the administrator assigned to the committee to create an agenda on issues and topics for each committee meeting;
3. Agendas shall be posted as required under the Indiana Open Door Law;
4. Minutes shall be taken by a member or by the administrator assigned to the committee and then promptly shared with all Members of the Board of Trustees;
5. Meetings may be held monthly or as deemed necessary by the chairperson, the President, or the Board;
6. The presence of a majority of the Committee Members constitutes a quorum to effectuate a meeting; a vote of the majority of the quorum is required for official action; if there is no quorum, the meeting shall be cancelled and rescheduled;

ARTICLE FOUR

Duties

The duty of each Committee is to:
1. Receive, discuss, and evaluate information relevant and pertinent to that committee;
2. Consider the recommendations of the Superintendent and administrators;
3. Generate, propose, and recommend actions and policies for the Board to consider in establishing the principles and guidelines for the operation of the school corporation and the education of its students;
4. Review, update, and organize information and policies.

Reference: IC 20-26-4-6

Adopted: August 5, 2013
For a School Board Code of Ethics to be valid and effective, there must be an understanding and a defining of both the authority and power accepted by Board Members. Included is the obligation to make decisions that affect the educational opportunities and the budgetary process for the county and the acceptance of the responsibility for these results.

Members, by serving on the Warrick County School Board, accept the responsibilities that are outlined in the Code of Ethics.

Because of the vital role which the Warrick County School Corporation and Board play in providing children with the basic foundation for education, and for training and skills beyond this, the School Board has endorsed the current (and future revisions of the) Indiana School Boards Association Code of Ethics as a guide. The Corporation and Board will strive to render efficient and effective service to all Warrick County children.

ADOPTED: 12/7/87
REVISED: 11/16/98
School Board Members should honor the high responsibility which their membership demands:

BY thinking always in terms of “children first.”

BY understanding that the basic function of the School Board Member is “policy-making” and not “administrative,” and by accepting the responsibility of learning to discriminate intelligently between these two functions.

BY accepting the responsibility, along with his fellow Board Members, of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.

BY refusing to “play politics” in either the traditional partisan, or in any petty sense.

BY representing at all times the entire school community.

BY accepting the responsibility of becoming well informed concerning the duties of Board Members, and the proper function of public schools.

BY recognizing responsibility as a State official to seek the improvement of education throughout the State.

School Board Members should respect their relationships with other Members of the Board:

BY recognizing that authority rests only with the Board in official meetings, and that the individual Member has no legal status to bind the Board outside of such meetings.

BY recognizing the integrity of the predecessor and associates and the merit of their work.

BY refusing to make statements or promises on a vote on any matter which should properly come before the Board as a whole.
BY making decisions only after all facts bearing on a question have been presented and discussed.

BY respecting the opinion of others and by graciously conforming to the principal of “majority rule.”

BY refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all Members do not have the opportunity to attend.

School Board Members should maintain desirable relations with the Superintendent of Schools and staff:

BY striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.

BY giving the Superintendent full administrative authority for properly discharging professional duties, and also by holding the Superintendent responsible for acceptable results.

BY acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel.

BY having the Superintendent present at all meetings of the Board except when contract and salary are under consideration.

BY referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution.

BY striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.

BY presenting personal criticisms of any employee directly to the Superintendent.

ADOPTED: 12/7/87
REVISED: 11/16/98

1400-3
School Board Members should meet their responsibilities to the community.

BY attempting to appraise fairly both the present and future educational needs of the community.

BY regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community.

BY insisting that all school business transactions be on an open, ethical, and above-board basis.

BY vigorously seeking adequate financial support for the schools.

BY refusing to use their position on a school board in any way whatsoever for personal gain or personal prestige.

BY refusing to discuss personnel matters or any other confidential business of the Board at home, on the street, or in the office.

BY winning the community’s confidence that all is being done in the best interests of school children.

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<th>Code: 1400</th>
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<td>BOONVILLE, INDIANA</td>
<td>School Board Code of Ethics</td>
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ADOPTED: 12/7/87
REVISED: 11/16/98
The Warrick County School Corporation is authorized to conduct business and exercise powers pursuant to the “Home Rule” provision of the Indiana Code.

The Warrick County School Corporation desires to exercise the powers authorized by the “Home Rule” statutes when there is no constitutional or statutory provision requiring a specific manner for exercising such powers.

1. The Board of Trustees of the Warrick County School Corporation shall execute such powers in the manner set forth herein.

2. The Board of Trustees of the Warrick County School Corporation shall review and consider its action in an open meeting, unless such authority is otherwise specifically reserved, authorized, and protected by the executive session provisions of the “open door” statutes of the State of Indiana.

3. The Board will take action on the matters stated above at a regularly scheduled public Board meeting.

4. In the event of an emergency, or in an urgent situation, actions may be taken at regularly scheduled public meetings or in meetings specially called to consider its action.

5. In the exercise of this “Home Rule” power, contracts entered into by the Board with an individual school employee or the exclusive representative of any employee group through a collective bargaining process, shall be reviewed by the Board prior to the vote to accept or ratify such contracts; the contracts and the provisions thereof, including but not limited to, compensation and retirement plans authorized under the Internal Revenue Code, which have been accepted or ratified, shall be deemed the policy of the Board.

Legal Reference: I.C. 20-26-3-1

ADOPTED: 3/5/01
Updated: 5/06
The Board of School Trustees recognizes that an effective working relationship between the Board and the Superintendent is necessary to the successful operation of the School Corporation. A regularly scheduled review and evaluation of the Superintendent's performance enhances and continually refines that relationship. An evaluation system shall be determined and approved by the Board as a means of measuring total job performance.

In keeping with this philosophy, the Board shall annually evaluate the performance of the Superintendent. The purpose of the evaluation shall be to encourage and promote professional growth, to determine the level of accomplishment of a prescribed set of goals, and to advance the improvement of education across Warrick County. The evaluation program shall be based upon, but not limited to, measurement, attainment, and corrective action.

The Board shall schedule a performance review session with the Superintendent each year. Each December, the Board shall prepare a written evaluation of the Superintendent's job performance. This annual evaluation shall be used as a basis for establishing the Superintendent's goals and objectives for the upcoming school year.

Prior to the performance review session with the Board, the Superintendent shall provide a written self-evaluation progress report indicating the level of performance achieved in meeting job goals.

Once each year in December, the Board and Superintendent will jointly review the Superintendent's job description ensuring that it accurately reflects both Board expectations and the Superintendent's critical work activities. In addition, the Board and Superintendent shall mutually agree upon specific personal objectives which are linked to corporation goals. Thus, a complete evaluation of the Superintendent's performance shall be based upon performance as to the job description, critical work activities, completion of personal objectives and corporation goals and objectives, and the Board's consensus of the Superintendent's level of performance. This evaluation procedure will be put in writing and made available to the Superintendent in Executive Session.

ADOPTED: 8/1/88
REVISED: 4/21/97
The Administrative Team of the Warrick County School Corporation represents an organization which strives to establish smooth lines of organizational structure and communication, common agreements, and definite patterns of mutuality among administrators as they unite to provide an effective and efficient educational program for the youth of the county.

Under the leadership of the Superintendent of Schools, all administrators in the school corporation are members of the team.

The Administrative Team formulates job descriptions for each administrative position, goals to be attained in the school corporation, and areas of accountability. Each administrator is expected to set personal objectives as necessitated by administrative assignment or which are in sync with school corporation annual goals.

In addition to a primary function of advising the Board relative to policy formulation and implementation, the Administrative Team has a vital leadership function to perform. Leadership is exercised through long-range planning and day-by-day judgments and administrative decision-making.

Other functions of the Administrative Team include negotiations involving both administrative and other bargaining units; participation in pertinent state, regional, and national professional conferences for staff development to give individual administrators needed assistance and other opportunities for job satisfaction.

Various administrative committees are also utilized to provide a vehicle for administrators to be involved in the planning and decision-making process of the corporation.

The Administrative Team is a formally constituted, de jure body of all administrators, representative of all classes of administrative positions, which exercises collaboratively all of the organizational functions (goal setting, organizing, planning, coordinating, communicating, decision-making, and evaluation) except for directing programs under the jurisdiction of line administrators. The Administrative Team operates under a Performance Improvement Plan designed to enhance the school corporation’s educational program.
1. Philosophy

The key to effective administration and supervision is having able administrative and supervisory personnel whose performance is evaluated or assessed with a view to improving their administrative/supervisory competencies and stimulating their personal professional growth. By its very nature, an effective administrator/supervisor evaluation program must be cooperatively developed, based upon valid performance criteria; and comprehensive in that all factors in the administrative/supervisory situation are considered. Evaluation is continuous and ongoing. It must provide for self-diagnosis of performance; the establishment of performance objectives; self-evaluation of objectives accomplishment; evaluator’s assessment of objective accomplishment; and overall assessment of administrative/supervisory performance.

It is in the evaluative process that strengths and opportunities for improvement are identified; objectives and activities are jointly developed to overcome identified areas that need improvement; plans of action prepared for adequate and appropriate assistance; and such necessary action to be taken as demanded by the situation.

Basic to the philosophy is basic trust in one another, the administrative team concept, and democratic principles of our society.

2. What It Takes To Make It Go:

- Commitment to compatible concept of administration
- Trust in people (behaviors of administrators, style)
- Commitment to democratic faith
- Commitment to an open system of communications
- Formal Board action of recommendations
- Job descriptions for individual administrators
- Periodic evaluation
- Principal committed to team concept at building level
- Competent administrative staff
- Recognition of prudential use of executive veto
- Heterogeneous administrative staff

ADOPTED: As Reg. 8/1/88
REVISED & ADOPTED: 10/16/00
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<td>BOONVILLE, INDIANA</td>
<td>Administrator Code of Ethics</td>
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In an effort to establish a high level of professionalism in the process of implementing policies of the Warrick County School Board, the Board endorses the Indiana Association of Public School Superintendent’s Code of Ethics as an appropriate guideline to performance for administrators.

ADOPTED: 12/7/87
The purpose of administrator evaluation will be to assess the performance of administrators with regard to their job descriptions and to provide information upon which to base employment and personnel decisions. Evaluation should also assist administrators to develop their professional abilities in order to effectively manage the school system and to accomplish corporation and individual school goals and objectives including, but not limited to, academic, individual job responsibilities, and critical work activities.

Evaluation criteria for each position will be in written form and will be made available to the administrator.

The person to whom the administrator is immediately responsible and/or the Superintendent or Assistant Superintendent will make evaluations. Results of the evaluation will be put in writing and discussed with the administrator by the person who makes the evaluation and/or the Superintendent or Assistant Superintendent.

The administrator being evaluated will have the right to attach a memorandum to the written evaluation. Results of the evaluations will be kept in confidential personnel records maintained in the central office. The evaluation documents used in retention, promotion, or termination of an administrator will be accessible to the person concerned or his representative.

It shall be the responsibility of the Superintendent and Board of School Trustees, working cooperatively with members of the administrative team, to develop and implement a program for the annual evaluation of all administrators. The evaluation program shall include an assessment of each administrative team member’s performance regarding job description components, specific critical work activities, and performance objectives mutually agreed upon by each administrator, his/her supervisor, the Superintendent, and the Board of School Trustees.

The formal evaluation process shall be based upon the components of measurement and corrective action, and shall provide an opportunity for professional growth and improvement. The Superintendent shall develop, in cooperation with the administrative team, a time schedule for reviewing the level of success in meeting predetermined expectations.

ADOPTED: 8/1/88
REVISED: 5/5/97
PROPOSED: 9/13/00
REVISED & ADOPTED: 10/16/00
In July each year, the Superintendent shall prepare an annual report for the Board, indicating a general performance evaluation of each administrative team member. Also, included in the annual report will be individual evaluations of administrative team members.

The Superintendent and Board together shall annually evaluate the administrative performance evaluation procedure for the purpose of program improvement.
The Board of School Trustees supports the concept that teacher evaluation is a professional yet highly individualized undertaking for both teachers and administrators. The way in which an evaluation is conducted, and its results reflect the judgment and expertise of both parties.

The Board of School Trustees also believes that a Beginning Teacher Residency Program is a positive step in the direction of helping beginning teachers experience success. The purpose and focus of the Residency Program is on the improvement of classroom performance through the strengthening of productive teaching behaviors and the elimination of counterproductive behaviors.

The Board of School Trustees directs the Superintendent of Schools to develop the Beginning Teacher Residency Program in collaboration with the Warrick County Teachers Association. Following Board approval of an appropriate Residency Program, the Superintendent of Schools shall implement the program with provisions for adequate teacher orientation and proper program evaluation techniques.

The Beginning Teacher Residency Program is not intended to replace any policies or procedures relating to the evaluation of non-resident teachers. It is recognized that mentor teachers are not to participate in any summative evaluation procedures related to beginning teachers. Such evaluation responsibilities shall remain with the building level administrator.

ADOPTED: 8/1/88
AMENDED: 11/21/11
The Board of School Trustees believes that a Beginning Teacher Residency Program is an essential component of the beginning teacher’s success. The Residency Program shall assist beginning teachers in the performance of their duties; identify teaching skills and educational practices necessary for excellence in teaching; and require building level administrators to assess the performance of beginning teachers.

The Board of School Trustees directs the Superintendent of Schools to develop the Beginning Teacher Residency Program in collaboration with the Warrick County Teachers Association. Following Board approval of the Beginning Teacher Residency Program, the Superintendent of Schools shall implement the program with provisions for teacher orientation and program evaluation techniques. The Warrick County Beginning Teacher Residency Program will be outlined in handbook form and will be reviewed annually.

The Warrick County Beginning Teacher Residency Program is not intended to replace any policies or procedures relating to the evaluation of non-residency teachers. The Board of School Trustees recognizes that mentor teachers are not to participate in any summative evaluation procedures related to beginning teachers. Such evaluation responsibilities shall remain with the building level administrator.

ADOPTED: 11/21/11
The Board of School Trustees, through the powers derived from the Indiana Code, is responsible for the employment and discharge of all teachers. The Board delegates to the Superintendent the responsibility of establishing and implementing a program of effective evaluation of teachers.

The Board supports the concept that teacher evaluation is a professional yet highly individualized undertaking for both the teacher and administrator(s). The teacher evaluation is a tool for continuing professional growth for each individual.

The Board also believes that a teacher evaluation system must promote the professional development of teachers. Likewise, the Board believes that teachers must be encouraged to perform at the highest level. In addition, teacher evaluations should help teachers maximize efficiency and share successful concepts with other teachers.

The Board directs the Superintendent to collaborate with teachers and administrators in the development and implementation of teacher evaluations.

ADOPTED: 8/1/88

REVISED: 12/23/13
The Warrick County Board of School Trustees establishes this policy to distribute the Teacher Appreciation Grant monies according to Indiana law.

The Warrick County School Corporation shall in the “state fiscal year” in which a Teacher Appreciation Grant is made:

(A) Adopt an annual policy concerning the distribution of the Teacher Appreciation Grant; and

(B) Submit the policy to the Department of Education for approval; and

(C) Obtain the Department of Education’s approval of the policy.

The Board delegates to the Superintendent, the responsibility of creating Regulations and Guidelines to establish the amount of the stipends and to disperse the funds according to this policy and Indiana law.

The following applies to this policy concerning the distribution of a Teacher Appreciation Grant:

(1) According to Indiana law, the Warrick County School Corporation shall differentiate between a teacher rated as a highly effective teacher and a teacher rated as an effective teacher. As required by Indiana law, the amount of a stipend awarded to a teacher rated as a highly effective teacher must be at least twenty-five percent (25%) more than the amount of a stipend awarded to a teacher rated as an effective teacher.

(2) A stipend to an individual teacher in a particular year is not subject to collective bargaining, but is discussable, and is in addition to the minimum salary or increases in salary set under IC 20-28-9-1.5.

A Teacher Appreciation Grant received by the Warrick County School Corporation shall be allocated among and used only to pay cash stipends to all licensed teachers employed in Warrick County School Corporation classrooms who are rated as effective or as highly effective (during the 2016-2017 school year) and employed by the school as of December 1, 2017.

The Warrick County School Corporation will distribute all stipends within 20 business days of the date the Indiana Department of Education distributes the Teacher Appreciation Grant monies to the School Corporation.

This policy must be re-adopted each year after discussion with the exclusive representative of the teachers.

The Board directs the Superintendent to discuss the policy and the stipend from the Teacher Appreciation Grant (via the IDOE) with the exclusive representative of the teachers.

Legal Reference:   I.C. 20-43-10-3.5 (Said statute effective as of 7/1/2017.)
Adopted:  8/7/2017
It shall be the responsibility of the Superintendent of Schools, working cooperatively with the Assistant Superintendent for Administrative Support Services, to develop and implement a program for the annual evaluation of all support services staff members. The evaluation program shall include an assessment of support services staff member’s performance regarding job expectations incorporated in job descriptions, critical work activities and performance objectives mutually agreed upon between the supervisor and employee prior to assessment activities.

The formal evaluation process shall be based upon the components of measurement and corrective action, and shall provide for continuous personal growth opportunities. An annual report shall be prepared by the Assistant Superintendent for Administrative Support Services regarding individual employee and group performance ratings. This annual report shall be submitted to the Superintendent of Schools for review, and subsequently shared with the Board of Education including appropriate comments. The performance assessment program shall be evaluated annually by the Assistant Superintendent for Administrative Support Services for the purpose of seeking improvement.

ADOPTED: 8/1/88
The assignment and transfer of teachers is a management function vested exclusively in the Board of School Trustees. The Board grants to the Superintendent of Schools the authority and the responsibility to develop appropriate regulations which will result in satisfactory provisions for the assignment and/or transfer of teachers between and within school buildings.

The preferences of teachers and other staff members will be considered in making assignments and transfers; however, the best interests of students and the school corporation will be given first consideration.

When an involuntary transfer is necessary, volunteers will be encouraged to apply unless there are extenuating circumstances. When an involuntary transfer or reassignment is necessary, the teacher so affected may request and will be granted a conference with the superintendent or his designee concerning the need for the change.

Teachers may apply for voluntary reassignment and/or transfer. Such requests will be made in writing to the superintendent, stating the grade and/or subject desired and the school or schools to which transfer is requested. Such requests will be considered when staffing needs are reviewed, but the consideration is not intended to limit the flexibility of the administration.

Within an individual school, a principal will have the right to assign classes and courses, provided this is done with full regard to the teacher’s area of certification. Within the district as a whole, such assignments and transfers will be subject to the superintendent’s approval.

Care will be exercised by the Superintendent and other administrators to assure that all schools and departments are equally well staffed with effective teachers.

The Board of School Trustees recognizes that teacher satisfaction with assignments and transfers will have a significant impact on staff morale and the effectiveness of the total educational program.
A person is prohibited from driving students of the Warrick County School Corporation for a minimum of five (5) years after that person has driven or operated a motor vehicle while intoxicated or with a specific amount of alcohol or a controlled substance in the person’s body under the circumstances described below.

Whenever the Warrick County School Corporation determines that it is more likely than not that a person drove or operated a motor vehicle while intoxicated, as those terms are used or defined in IC 9-30-5-2, or drove or operated a motor vehicle with a specified amount of alcohol or a controlled substance in the person’s body, as those terms and limits are used or defined in IC 9-30-5-1, said person is prohibited from the driving of Warrick County School Corporation students for a minimum of five (5) years. The above statutes shall be deemed to include the definitions, terms, and limits used in related statutes (including those cited below). A person who has driven or transported students in the past five (5) years, a person who drives or transports students, and a person who may drive or transport students, is required to report that person’s alcohol-related event or controlled substance-related event, as described above, to that person’s building principal or to the Manager of Transportation immediately upon the occurrence of the event or prior to driving or transporting students.

Prior to any determination, the person shall be entitled to a conference with the Manager of Transportation or the Superintendent’s designee. Should such person not agree with the determination, such person may appeal, by means of the grievance procedure applicable to the person’s position. “Operated” shall be deemed to include the terms “drove” or “had the actual physical control of a motor vehicle upon a public way”, or “exercised control over or steering of a motor vehicle being towed by a motor vehicle.” The motor vehicle that was so driven or so operated need not have been a school bus.

The technical rules of evidence shall not apply in the conferences. The statutes cited above and the statutes cited below include amendments and replacements enacted hereafter from time to time and include interpretations and applications of said statutes as determined by the Indiana Court of Appeals and the Indiana Supreme Court. An arrest or criminal conviction is not required prior to applying this policy. Refusal to take an alcohol or drug test and the results of a portable alcohol sensor may be considered as evidence of intoxication or substance use. The defense of following a doctor’s prescription is available.

ADOPTED: 7/15/02
References:  IC 9-30-5-1
IC 9-30-5-2

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The Board of School Trustees for the Warrick County School Corporation recognizes the critical and growing problem alcohol and controlled substance poses to the operation of school vehicles. It is the policy of the School Corporation to provide and maintain a safe, healthy, and productive work environment for our drivers. This policy applies to all drivers, corporation and contracted, and applicants for driver positions for the School Corporation who must have a Commercial Drivers License (CDL) to operate school vehicles.

All such drivers have the responsibility to report for work and perform their jobs in a fit mental and physical condition. The nature of school transportation is such that any unnecessary risk could affect our students and the public as a whole. This policy was developed to insure not only the students’ and employees’ safety, but the general public, as well.

The Transportation Manager is authorized to implement this policy and program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

The Transportation Manager is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Transportation Manager is designated to answer questions about this policy and all the matters involved in alcohol and controlled substance testing of CDL drivers.

ADOPTED: 8/6/01
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<tr>
<th>WARRICK COUNTY SCHOOL CORPORATION</th>
<th>Code: 3010</th>
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<tr>
<td>BOONVILLE, INDIANA</td>
<td>Professional Staff Dress Policy</td>
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**General Policy**

Appropriate dress and personal grooming are essential for the efficient operation of a school. School dress and grooming should reflect a reasonable approach and should be in keeping with a wholesome school atmosphere.

A professional appearance is within the reach of all and has a positive effect on students.

Denim pants and clothing designed for athletes’ wear are recommended to be reserved for activities for which more casual attire is appropriate.
The Board of School Trustees recognizes that there may be a need for the reduction of teaching personnel of the Warrick County School Corporation in the ensuing school years. It is further recognized that the Board of School Trustees has the right under applicable law to be charged with this trying endeavor. The causes of such possible reductions would include situations such as, but not limited to, the following:

A. Teaching position or program modified or abolished;
B. Decrease in the number of students;
C. Reorganization within the school corporation;
D. Financial limitations or budgetary reasons; or
E. Discontinuance of a service.

In the event that the Board of School Trustees determines to reduce staff, the Board, through its designee will discuss such reduction with the Warrick County Teachers Association before any official action is taken by the Board of School Trustees.

In order to assess any Reduction in Professional Staff possibility, the Superintendent and Administration of the Warrick County School Corporation, along with the Warrick County Teachers Association, shall design, implement, and evaluate a plan for possible Reduction in Professional Staff for the Warrick County School Corporation.

The total process for this operational function of the school corporation shall be reviewed annually by the Administration and Association, in order to assess the appropriateness and effectiveness of this plan.

ACCEPTED: 3/16/92
To help provide a safe environment, the school corporation adopts this policy concerning criminal history information: (1) for individuals who apply for employment and who apply to be volunteers with the school corporation and (2) for contractors (including individuals who are employed by or seek employment with an entity with which the school corporation contracts for services or that seeks a contract to provide services, if the contractor’s employees are likely to have direct, ongoing contact with children within the scope of the individual’s employment.)

State statute, IC 20-26-5-10.5, requires the Warrick County School Corporation to contact all employment references of the applicant prior to being hired by the school board. This includes the most recent employer of the applicant.

**APPLICANTS AND CONTRACTORS:**

Each applicant for employment and each employee of a contractor who is likely to have direct, ongoing contact with children within the scope of the individual’s employment must apply for two background checks and obtain the results as indicated:

1. **RESULTS** of the Expanded Criminal History check must be presented before or not later than thirty (30) days after the start date of the person’s employment, and;

2. **RESULTS** of the Expanded Child Protection Index check must be presented before or not later than, sixty (60) days after the start date of the person’s employment.

Each applicant for employment and each employee of a contractor is responsible for all costs associated with obtaining the expanded criminal history and the expanded child protection index checks.

Each applicant for employment and each such employee of a contractor is required to provide a written consent for the school corporation to obtain the required expanded criminal history check and expanded child protection index check. Applicants may be required to provide a set of fingerprints.
UPDATES:

The Superintendent shall require updated Expanded Criminal History checks for current employees (certified and non-certified) every five years and may require updated Expanded Child Protection Index checks for current employees. The Superintendent, or designee, is not required to obtain any criminal history check more than once during any five (5) year period.

VOLUNTEERS:

The Warrick County School Corporation requires limited criminal history checks for individuals who apply as volunteers prior to beginning services as a volunteer. Individuals whose limited criminal history check results indicate issues, will not be allowed to volunteer unless they agree to, pay for, and are exonerated by results of an expanded criminal history check. In addition to the limited criminal history check, the principal may require an Expanded Criminal History and Child Protection Index checks prior to volunteer services.

INFORMATION:

Each individual described in this policy is required to answer questions concerning the individual’s criminal history; such information or the failure to answer honestly such questions constitute grounds not to employ, use, or contract with such persons or entities. This policy shall be administered uniformly. Information obtained will be used in accordance with the law.

DUTY TO REPORT ARRESTS, CHARGES, AND CONVICTIONS:

Each person described above shall immediately notify the Superintendent, or designee, of all arrests, charges, infractions, convictions, and substantiated reports of child abuse or neglect against OR by any of the aforesaid parties. All such information, and the failure to report such information, constitutes grounds not to employ, use, or contract with such persons or entities.

Legal references: IC 20-26

ADOPTED: January 18, 2010
AMENDED: September 18, 2017

3901-2
PURPOSE STATEMENT
The Warrick County School Corporation has established these policies and procedures to ensure that the requirements of state and federal law are met with respect to preventing and responding to harassment and other forms of discrimination on the basis of disability. The Warrick County School Corporation will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities, because of a disability, and considers this behavior to constitute discrimination on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner with the following procedures. In accordance with Warrick County School Corporation disciplinary procedures, appropriate disciplinary action shall be taken against staff members or students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law.

COMPLAINT PROCEDURES

1. **Written Statement**  The student or staff member complaining of harassment on the basis of disability shall complete a complaint form briefly describing the harassing behavior and the alleged harasser. If a student making a complaint requires assistance in providing a written statement, such assistance will be provided by a staff member (e.g., students with learning disabilities in reading or writing may choose to dictate their complaint statement). Administrative members may ask additional questions regarding the alleged harassment and document relevant responses, but no student making a disability harassment complaint shall be subjected to unduly burdensome questioning regarding the harassing behavior.

2. **Investigation**  The building level principal or the principal’s designee shall take reasonable steps to investigate the complaint and gather appropriate evidence and documentation, taking into consideration the nature and seriousness of the complaint, to properly address, and resolve the complaint. The principal’s designee may interview the complainant, gather statements from students and staff, gather other relevant evidence, or take appropriate action upon observing acts of disability-related harassment. Allegations of disability harassment by the building level principal or their designee shall be referred directly to the district Section 504 Coordinator.

3. **Initial Meeting**  No later than ten (10) working days after the date of each complaint, the building level principal or designee shall schedule a meeting with the complainant to discuss the complaint, the results of the school’s investigation, and the building level principal or designee’s recommended action. The building level principal or designee

ADOPTED: 8/20/01

3910-1
shall inform the complainant of the right to appeal to the Section 504 Coordinator, and where to contact the Section 504 Coordinator for that purpose.

4. **Appeal to the Section 504 Coordinator**  If a student or staff person is dissatisfied with the action recommended by the building level principal or designee, they may appeal the decision to the Section 504 Coordinator by requesting a review in writing. If a student or staff person with a disability making a complaint requires assistance in providing a written statement requesting an appeal, such assistance will be provided by a staff person. The Section 504 Coordinator may apply regular Section 504 complaint or grievance procedures to these appeals, and address and respond to the appeal under the Section 504 grievance time lines. The timeline for the Section 504 Coordinator to make a determination on the appeal, however, shall in no event exceed ten (10) working days from the date of the Section 504 Coordinator’s receipt of the written appeal. The Section 504 Coordinator shall inform the complainant of the right to appeal to the superintendent or designee, and where to contact the superintendent or designee for that purpose.

5. **Mediation/Conflict Resolution Option**  Either the building level principal, their designee, or the Section 504 Coordinator may choose to address and respond to the complaint by offering to conduct a Mediation/Conflict Resolution session between the complainant and the alleged harasser in an attempt to reach a mutually agreeable resolution to the complaint.

6. **Final Local Appeal**  A student or staff person dissatisfied with the action or decision of the Section 504 Coordinator may appeal the decision to the superintendent or his/her designee for these purposes. Such appeal shall be requested in writing. If a student or staff person with a disability making a complaint requires assistance in providing a written statement requesting an appeal, such assistance will be provided by a staff member. The superintendent or designee shall reach a determination and take appropriate action within ten (10) working days after the receipt of a written appeal from the Section 504 Coordinator’s decision.

7. **IEP Team or Section 504 Committee Meeting**  If a building level principal, their designee, Section 504 Coordinator, or a superintendent’s designee believes that incidents or a pattern of disability harassment may be affecting a disabled student’s receipt of a free appropriate public education under either Section 504 of the Rehabilitation Act, ADA, or the Individuals with Disabilities Education Act, such staff person may initiate a request for an IEP Team or Section 504 Committee meeting, as appropriate. At that meeting, the IEP Team or Section 504 Committee shall review disabled students’ IEPS or Section 504 Plans, as appropriate, to determine if any change should be made to these plans in response to the effects of the harassment, if any, on the student’s receipt of a FAPE.

ADOPTED: 8/20/01
8. **Compliance with Procedures** Failure on the part of a student or staff member making a complaint to take the action required in these procedures may result in the closing of a complaint, although building level principals and designees may take appropriate action of their own accord, as necessary, to ensure compliance with law and this policy. Failure on the part of a building level principal, designee, or Section 504 Coordinator to take action within required time lines shall move the complaint to the next appeal level automatically.

9. **Confidentiality** In investigating and responding to disability harassment complaints, school staff members must comply with the requirements of the *Family Educational Rights & Privacy Act*, its implementing regulations, and applicable local confidentiality policies. Students, their parents/guardians, or staff members making a disability harassment complaint shall be provided access to records related to the complaint, including statements of students or staff, in accordance with FERPA, unless such access is prohibited by FERPA or local policy.

10. **Due Process Hearings and Court Actions** These procedures acknowledge that students who are subjected to disability-related harassment may request due process hearings under either Section 504 or IDEA if they believe that disability harassment has resulted in a denial of FAPE. In addition, such students and staff may have additional rights to initiate a civil action under Section 504 of the Rehabilitation Act or IDEA in the appropriate court, although exhaustion of administrative remedies may be required prior to initiating a court action.

ADOPTED: 8/20/01

Reference:
GENERAL POLICY

It is the policy of the Warrick County School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the Warrick County School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in the rules and regulations of this policy. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in the rules and regulations of this policy. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

ADOPTED: 8/9/93

A1/3920-1
The Warrick County Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board supports the provisions of the Indiana Clean Indoor Air Law, and the Federal Pro-Children Act, and as such, is committed to reducing exposure to tobacco use. The Board believes that it is the right of the non-smoker to breathe clean air. The Board believes that the use of tobacco products denies students, staff, and visitors’ access to clean air, introduces a substantial health hazard, and interferes with learning and teaching. The Board further joins with the American Cancer Society, the American Lung Association, and the American Heart Association in promoting a tobacco-free young America.

The Board also believes that education has a central role in establishing patterns of behavior related to good health and that the Board should help students and staff resist tobacco use. In the elementary grades, the health curriculum should identify tobacco use as a health risk and discourage use of tobacco in any form. Information relating to tobacco use and prevention is to be given in greater depth and concentration in grades 6-12.

The implementation of this policy, through the development of appropriate regulations, is to enhance health and safety, and to promote air cleanliness.

In support of these objectives, the Board prohibits student use and possession of tobacco products, and the use by all others of tobacco products, on and within all properties of the Warrick County School Corporation, including school buildings, stadiums, athletic fields, vehicles, contracted vehicles, and during all school activities, including athletic, educational, and recreational events.

Legal References:
Federal Pro-Children Act
Indiana Clean Indoor Air Law IC 16-41-37-1- -et seq.
Infraction IC 35-46-1-10
Infraction IC 35-46-1-10.5
Penalties for infractions IC 34-28-5-4

Accepted: 10/1/90
Modified: 11/19/90
Modified: 1/1/95
Modified: 10/19/2009
GENERAL

It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful, safe, and productive for employees. The Board recognizes that alcohol and other drug use and abuse is a significant problem among some employees in work places across the nation. Alcohol and other drug use in an employee’s family may influence the employee’s work. The Board recognizes that use and abuse of alcohol and other drugs by employees is a behavioral/medical problem and can lead to a more serious condition of dependency. Although chemical dependency is chronic and progressive, it is treatable.

Referral to the Employee Assistance Program can be made by the employee who recognizes their own need for assistance, or by the employee's supervisor.

Whenever an employee's work performance is not satisfactory and there is suspicion that the underlying reason might be chemical dependency rather than incompetence, the employee shall be encouraged to contact the Employee Assistance Program staff. All referrals shall be confidential and shall not influence the employee's present standing or future opportunities for advancement.

Participation in the Employee Assistance Program by an employee of the Warrick County School Corporation will be voluntary; however, the Board of School Trustees, with the support of the Warrick County Teachers’ Association and the Support Staff Council, encourages employees to take the necessary steps through the Employee Assistance Program to improve work performance when the need to do so is documented. Participation or lack of participation does not relieve the employee of the responsibility to rectify any work performance documented as needing improvement.

Specifically, this policy is applied to employees who knowingly possess, use, transmit, or are found to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: during working hours in the workplace, or outside of the workplace to an extent that it interferes with the work expected of a school employee. This policy also applies to employees who become engaged in the unlawful selling of narcotics, or other violations of criminal law which constitutes a danger to other employees or students, or which constitutes an interference with school purposes.

ACCEPTED: 6/17/91
A leave of absence, without compensation, may be granted. However, teachers returning from a leave of absence shall be assigned to a teaching position as determined by the administration, which may or may not be in the same grade or school as the original assignment. Leaves may be granted for a maximum of one (1) year.

Final approval by the Superintendent and the Board is required.

All teachers granted a leave of absence of less than or for one (1) year, who apply for reinstatement, shall notify the Superintendent in writing of their intent, prior to re-employment by April 1 preceding the upcoming school year.
The Warrick County School Corporation has provided a cellular phone to certain employees for their use on the job. The Internal Revenue Service declares that the use of a corporation cell phone for personal matters is a taxable benefit to an employee.

An employee who chooses not to use a corporation cell phone for personal calls may prevent personal taxation of cellular phone use by following the routine below:

1. Use the school corporation's cellular telephone only during work hours,

2. Use the cell phone only for school corporation business,

3. Pick up the employee's assigned telephone each day at the beginning of work hours from the employee's designated cellular telephone depository, and

4. Return the assigned telephone each day at the end of work hours to the employee's designated cellular telephone depository.

An employee who uses a corporation cell phone for personal calls and for corporation business would be required to monitor personal usage and to pay taxes on the personal use.

However, there are employees whose jobs require the employee to carry a cell phone at all times; also, there are employees whose job productivity is enhanced by the employee carrying a corporation cell phone at all times.

The corporation is able to acquire the phones and the phone usage at discounted rates.

Adopted: 6/1/09
Because the corporation benefits by having certain employees constantly available by cell phone, the corporation will coordinate the collection of the employees' costs of cell phone usage through payroll deductions. To offset an employee's cost of the phone and of the usage, an employee who carries a corporation cell phone at all times shall receive a taxable increase in pay in an amount that approximates the employee's cost of phone usage.

The Superintendent shall determine who is required to carry a corporation cell phone at all times and who may carry a corporation cell phone at all times. The taxable increases in pay shall be determined by the Superintendent and shall be a part of employment agreements, if applicable, or reported annually to the Board of School Trustees.

Adopted: 6/1/09

3960-2
The IRS taxes individuals for uniforms provided by an employer that can be worn at times other than for their employment duties. All uniforms provided by the Warrick County School Corporation to its employees are distinctive and are not appropriate to be worn for any purpose other than school corporation purposes. Therefore, uniforms provided by the Warrick County School Corporation are non-taxable benefits and are to be used only during employment hours; wearing the apparel provided by the Warrick County School Corporation at any other time is prohibited.

Adopted: 6/1/09
Based upon the attached calculation sheet, the use of Warrick County School Corporation vehicles shall be subject to the following use restrictions and income tax treatment:

Adopted: 6/1/09
WARRICK COUNTY SCHOOL CORPORATION  
BOONVILLE, INDIANA  

Code: 4010  
Student Dress Code

The Board of School Trustees believes that the primary mission of the school corporation is to be in constant pursuit of a quality educational program. Proper etiquette, social customs, and good grooming are a definite part of a quality educational program. Therefore, the Board directs the Superintendent to set standards throughout the school corporation regarding student attire and appearance.

Since the home provides the funds, guidance, and upkeep for the student’s clothing and grooming, parents, rather than the school, are primarily responsible for the general appearance of students. The school will work with parents in encouraging young people to assume this responsibility and to execute it sensibly as they mature. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by the school.

Appropriateness and moderation in all things, concern for health and safety of students, and avoidance of distractions to educational processes are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The school will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

Cleanliness of body and dress is vital to the individual and to those with whom the student shares a classroom or locker. Students’ clothing or hair shall not be such that it is hazardous to them in their various school activities, such as, but not limited to, shop, laboratories, athletics, physical education, and art. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose the student to accidents, shall be avoided.

ADOPTED: 2/20/89
The Warrick County School Corporation believes that the effective use of homework can extend productive learning experiences beyond the school day. Homework is only one part of the teaching/learning process. Homework is seen as giving the students the opportunity to extend their classroom learning and to practice skills while developing self-discipline and study habits that will benefit them in school as well as in their careers.

We believe homework should give students the opportunity to accept the responsibility of participating in their learning process.

The School Corporation supports the practice of assigning reasonable homework as a necessary part of the learning process and as a legitimate demand on the non-class time of students.

Homework is a flexible and individual instructional responsibility of the instructional staff of the school corporation. Because of the individual differences and needs of students, the school corporation does not require or expect all students to experience the same kind of homework in connection with classroom instruction.

Basic guidelines regarding homework suggest that homework have a purpose, that understanding precedes the homework, that homework be checked, and that such homework enrich and extend learning experiences. Administrators, teachers, parents, and students should share these responsibilities.

Legal Reference 511 I.A.C. 6.1-5-9 (c) (9)
It is the policy of the Board of School Trustees to provide and maintain the appropriate and required educational programs for students residing in the Warrick County School District. School boundaries will be suggested by the administration and approved by the School Board to help assure that student enrollments are appropriate, that transportation of students is efficient, and that educational programs are available to the students who need them. Students residing within any assigned school boundary will be required to attend the school assigned for that boundary area unless a waiver has been approved by the Superintendent.

The Warrick County Board of School Trustees acknowledges that a child should be a legal resident of the Warrick County School Corporation in order to attend its schools. The Board further recognizes that it is advantageous to the school corporation under certain circumstances to allow enrollment of students who are not residents of the corporation. One circumstance to be considered is the change in State Funding, in that the State now provides 100% of the General Fund funding and local property taxes no longer fund the General Fund.

It is the intent of the Board to enforce all policies and laws in regard to student transfers. The Superintendent of Schools shall develop the operational procedures, regulations, and forms necessary for the implementation of this policy.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Warrick County School Corporation, but wish to enroll their child in the school corporation will be considered if:

1. The non-resident enrollment is primarily for educational reasons;
2. The non-resident student is in good standing in his/her resident school corporation;
3. The parents, guardians, or custodians agree to provide transportation to and from the school;
4. The parents, guardians, or custodians agree to pay the transfer tuition at the time of enrollment or as established by the Superintendent.

The decision on the request will be based upon:
1. The student’s attendance and academic record at previous schools;
2. The student’s disciplinary record at previous schools;
3. Class sizes of the grade level and school in which the student is enrolling;
4. Whether the enrollment places an undue burden on the Warrick County School Corporation.
The Superintendent has the discretion to grant or deny all transfer requests. **

Students transferring to the Warrick County School Corporation from other school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The Warrick County School Corporation reserves the right to change or modify such placements on the basis of further information, testing, student performance, or investigation.

Reference: I.C. 20-26-11-2
I.C. 20-29-11-6

ACCEPTED: 7/17/89
UPDATED: 05/06
AMENDED: 1/5/09
AMENDED: 5/3/2010
UPDATED: 9/7/2010
It is the policy of the Board of School Trustees to provide and maintain appropriate and required educational programs for students residing in the Warrick County School Corporation. Regular school attendance is an important element in attaining and maintaining successful performance in school. Clear policy and guidelines which encourage, nurture, and, if necessary, compel students and parents to expect and maintain regular school attendance help student performance.

A child is entitled to attend either a public school or "some other school which is taught in the English language," except in specific exceptions as detailed in the guidelines following. All children age seven (7) to age eighteen (18) must attend a school or receive instruction as designated in the law. It is the responsibility of the parent or legal guardian to "ensure that each child attends school as required" in the law.

All students enrolled in schools in the Warrick County School Corporation are to be in their assigned classes at the required time unless they have been excused. Excuses allowed are: (a) personal illness; (b) death in immediate family; (c) home emergencies or other conditions where parents make arrangements which are approved by the principal; (d) exclusion because of exposure to contagious disease; (e) other exceptions as designated in the law.

Accurate student attendance records will be kept for each student. Parents will be notified of each student's attendance by the regular report card or by special notice when there is a specific need. Students whose attendance approaches or exceeds the limits as established by the Warrick County School Corporation or the State of Indiana shall be subject to corrective restrictions, punitive action, or legal jurisdiction.

Reference: IC 20-33-2

ADOPTED: 7/17/89
REVISED: 4/3/95
Updated: 05/06
The Board of School Trustees supports the notion that regular student attendance and responsible student conduct are essential elements in a successful school experience. Educational research consistently indicates that there is a positive relationship between good student attendance, behavior, and achievement test scores.

Public Law and Indiana Code establishes limits, consequences, and responsibilities which require schools to report specific information about student attendance and behavior to the Indiana Bureau of Motor Vehicles. Such information affects securing and maintaining a driver’s permit or license for minors. The law, likewise, sets forth consequences for students who choose to violate the law. The Board of School Trustees concurs with the concept, limits, and consequences found in Public Law and Indiana Code, and encourage students to improve their attendance and conduct en-route to a successful school experience.

The Board of School Trustees further directs the Superintendent of Schools to develop appropriate regulations to comply with and implement the law.
General Policy

The Board of School Trustees of the Warrick County School Corporation believes that interscholastic athletic programs can be an integral part of the total school program for each student who desires to be a participant.

The Warrick County School Corporation Athletic Code provides guidelines for students, such as, but not all inclusive, cheerleaders, drill team members, team managers, and any participant in the athletic program.

The Board of School Trustees endorses the concepts of specific objectives for the student athletes such as good sportsmanship, proper habits of health, hygiene and safety, the development of new skills, and the commitment, dedication, loyalty, and self-discipline for each individual who is involved in the athletic program.

It is also considered by the Board of School Trustees that interscholastic participants understand and comprehend that these athletic activities are secondary to the regular school program of studies, and are intended to supplement the total learning program of all participants.

The Board of School Trustees considers academics as the only reason for retention. Under no circumstances will athletics be a determining factor in retention. Retention will occur upon recommendation of the teacher, and/or counselor, with the approval of the principal, except when mandatory by ISTEP rules. A parent consultation will be held and parent opinion will be considered before the final decision is made. Recommendation for retention initiated by a parent will be considered on the same standards as recommendations made by school staff.

In accordance with the philosophy of the Board of School Trustees, the Superintendent of Schools is directed to establish and implement appropriate regulations pertaining to this policy.
Indiana Code I.C. 20-34-7 went into effect July 1, 2012. This law directs the Indiana Department of Education to disseminate information to schools to inform and educate coaches, student athletes, and parents of student athletes concerning the nature and risk of concussions and head injuries to student athletes, including the risks of continuing to play after a concussion or head injury.

The Warrick County Board of School Trustees shall distribute such information regarding concussions and head injuries to coaches, student athletes, and parents of student athletes; in addition, such information shall be provided to all students and parents of students who are suspected of sustaining a concussion or head injury.

A high school student who is suspected of sustaining a concussion or head injury shall be removed from play and may not return to play until the delivery to the school of a written clearance from a health care provider trained in the evaluation and management of concussions and head injuries.

The Administration is directed and authorized to implement this policy and to establish regulations, guidelines, and procedures for the application of this policy.

This Policy shall be effective immediately upon its adoption.

Reference: I.C. 20-34-7

 Adopted: 2/18/2013
POLICY STATEMENT

The Warrick County Board of School Trustees believes that discipline is a required condition for educating, teaching, and learning. This means that students, parents, teachers, and administrators -- the human components of every school -- must share the responsibility to ensure that discipline pervades the entire school environment. Discipline policies and regulations must become the product of common understandings and society's expectations of our schools. If our democratic society is to flourish, and our ways of living and believing to endure, we need young people who cherish, understand, and practice these ideals above personal gratification.

While the primary mission of the Warrick County School Corporation is to provide a quality education program for boys and girls, with equal learning opportunities for all students, it is imperative that, in addition to a sound curriculum, principles, and practices of good citizenship must be taught and demonstrated as well. This effort requires that students develop and sustain an appreciation for the rights of others. Each school shall accept the responsibility to help students maintain and further develop their self-discipline so that the exercise of individual rights do not infringe upon the rights of others.

Students should learn that the dignity of individuals should be protected and preserved, including proper consideration for their personal feelings, regardless of race, color, creed, and intellectual characteristics. The recognition of their individual responsibilities to each other, by the student and the teacher in this connection, might well establish a mutual respect which may stimulate a sound basis for developing high morale and for carrying out school regulations in a positive manner.

The Board of School Trustees authorizes the Superintendent of Schools to establish written regulations of general application to implement this policy governing student conduct in all schools. In addition, each principal may establish additional written rules and regulations applicable to their school with the approval of the Superintendent and School Board.

The Warrick County School Corporation does not discriminate on the basis of race, sex, or national origin in regard to disciplinary actions against students who choose to violate Warrick County School Corporation rules and regulations.

Ref: IC-20-33-8-1
IC-20-27-2-11
IC-20-33-8-11
IC-35-42-2-2

This policy and the regulations are intended to conform at all times to current state and federal laws and guidelines regarding student discipline.

ACCEPTED: 11/19/90
AMENDED: 5/2/94
AMENDED: 1/1/95
AMENDED: 4/15/96
REVISED: 7/11/06
AMENDED: 1/4/10
REVISED: 4/7/14

4060-1
The Warrick County Board of School Trustees prohibits acts of bullying of a student(s). 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 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 demonstrate appropriate behavior by treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

I. Bullying, as defined by Indiana Code, 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:

   a. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;

   b. Has a substantially detrimental effect on the targeted student’s physical or mental health;

   c. Has the effect of substantially interfering with the targeted student’s academic performance; or

   d. 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.

II. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

   a. Participating in a religious event.

   b. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

   c. 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.
d. 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.

e. Participating in an activity undertaken at the prior written direction of the student's parent.

f. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

The Board of School Trustees shall instruct the superintendent to adopt and implement discipline rules in compliance with Indiana Code that prohibit bullying and include provisions concerning education, parental involvement, and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students 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.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

ADOPTED: November 4, 2013
A. GANG ACTIVITY IN SCHOOLS

It is the policy of the Warrick County School Corporation 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 Warrick County School Corporation 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 Warrick County 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. 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.
D. REPORTING SUSPECTED GANG ACTIVITY AND THE PROMPT INVESTIGATION OF SUSPECTED CRIMINAL GANG ACTIVITY (CONTINUED)

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.

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 and regulation. The information to be provided to parents includes 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 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 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 student’s, 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 extra-curricular activities.
F. CRIMINAL GANG PREVENTION AND INTERVENTION SERVICES AND PROGRAMS FOR STUDENTS THAT MAXIMIZE COMMUNITY PARTICIPATION AND THE USE OF FEDERAL FUNDING:

The Warrick County School Corporation 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.

2. Create formalized collaboration plans between school administrators and community-based prevention and intervention providers (possibly using the existing Warrick 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 Officer Programs when available.


Source: This document is modeled, in part, on information provided through the Indiana State Department of Education “Model Policy to Address Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior”

ADOPTED: 2/1/16

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

4062-4
GENERAL POLICY

It is the policy of the Warrick County School Corporation to report classroom student achievement to parents on a regular basis.

One of the most important requirements of a good grading system is that the grades indicate as accurately as possible the extent to which students have mastered the subject matter being taught.

A corporation-wide, systematic approach to deriving the most accurate, objective grading possible will be utilized to assure uniformity. However, it is also recognized that teachers need a certain amount of freedom to adjust grades based on the many variables that exist among the disciplines, ability groups, and grade levels.
In order that School Board policies, regulations, and procedures may be known by all staff members, students, parents, and patrons affected by them, the Superintendent of Schools is encouraged to develop and issue student handbooks as deemed necessary and desirable.

It is essential that the content of all handbooks conform with School Board Policies. It is also important that all handbooks bearing the name of the school corporation, or one of its schools, be of a quality that reflects credit on the school corporation and/or school. Therefore, the expectation is that all handbooks be approved by the School Board and/or the Superintendent of Schools prior to publication and distribution.

School Board approval will be necessary for any handbook(s) which pertain to expectations of employees and students so that their content may be accorded the status of School Board approved policies and regulations. The Superintendent of Schools will use his/her judgment regarding School Board approval of other specific handbooks. All handbooks published will be made available to the School Board for informational purposes.

The Superintendent of Schools shall develop unit level student handbooks for elementary schools, junior high schools, and senior high schools throughout the school corporation. Such student handbooks shall contain uniform regulations and procedures for all schools within each unit level (elementary, junior high school, and senior high school). Individual schools may supplement the uniform regulations and procedures in student handbooks with supplemental regulations and procedures which apply only to a particular school, provided that proper approval is granted by the Superintendent of Schools prior to publication and distribution of said addendum.

ACCEPTED:
General Policy

It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful and safe for students and employees. The immunization of students for certain basic diseases is a recognized and required method to assure protection of the school community. The authority for requiring children to be immunized against certain diseases is found in Indiana Law.

The Board shall establish minimum standards of immunization which meet the requirements of the State of Indiana and the needs of the students and staff in the schools. The Board shall also adopt procedures for assuring compliance with the adopted policy.

ADOPTED: 4/18/88
AMENDED: 10/17/11
General Policy

Co-curricular (subjects) classes are organized and supervised for students in the Warrick County Schools and are considered to be an important part of the educational program. Co-curricular classes are identified as classes where credit is earned through a combination of class work and mandatory practice and/or performance outside of the class time and the regular school day. It is important that these classes be maintained within the appropriate educational standards, that the classes are available to all who qualify, regardless of ability to pay, that evaluations are fair, with approved standards, and that students are not exploited.

It shall be the responsibility of the Superintendent to monitor the co-curricular classes to assure compliance with the standards set forth in this policy and guidelines.
In accordance with federal Family Educational Rights and Privacy Act, which was enacted in 1974, the Warrick County School Corporation recognizes the concept of maintaining confidentiality of student records. Appropriate regulations shall be developed which includes definitions of education records, exclusions, parents’ custody and protection for student records, access to student records, access to student records by third parties, access to student records with consent, correction of student records, copies of student records, and release of directory information. The intent of this policy statement is to ensure that the school corporation is in compliance with the Family Educational Rights and Privacy Act and that students, parents, and members of the community are aware of such laws and regulations.
Each individual in a society should have the opportunity to learn life's basic skills and be able to express themselves with clarity. Since each person is a unique individual, it is important that they have the opportunity to learn at their own rate of development.

It is because of this concern for the child's total development that this policy of remediation, retention, and promotion is written. Children may be disadvantaged throughout life by being assigned from one grade or level to another before they receive the necessary foundation for that change. Retention in a grade or level is recognized as a means of helping individuals reach their potential by repeating past experiences. Since basic patterns of learning are formed in the primary grades (K, 1, 2, 3), these grades are the most beneficial and logical place for retention. Retention, however, may be determined for students at other places in the educational program. Every reasonable effort will be made to provide remediation instruction.

A child will be considered for retention if there is a significant delay in the areas of social, emotional, physical, or intellectual development. Retention may also be justified when achievement below grade level is due to frequent or long absences, social immaturity, lack of effort, or when a child's score falls below the minimum standards for the Indiana Statewide Test for Educational Progress (ISTEP).

Promotion will take place when a student qualifies at or above the adopted performance standards, as set forth in this Policy.

The teacher, principal, and/or auxiliary personnel (counselor, nurse, etc.) will be responsible for evaluating a child. The parent will be consulted during this process. Retention will occur upon recommendation of the teacher, and/or counselor, with the approval of the principal, except when mandatory by ISTEP rules. A parent consultation will be held and parent opinion will be considered before the final decision is made.

ACCEPTED: 3-16-92
REVISED: 8-8-94
The Board of School Trustees recognizes that the regular and systematic testing of students is an important part of the educational process. Testing helps in the evaluation of the success of the curriculum, the program of instruction, and the delivery of the educational product to the students. It is necessary to first determine what is to be tested and to select testing instruments that can measure performance at the highest level of accuracy. The results of any consistent and comprehensive standardized testing program should be used in conjunction with classroom work, homework, course work testing, teacher observations, and parental involvement. When all the components are utilized, the program will adequately and accurately assess individual and group student progress, the curriculum, and the delivery of the curriculum. In doing so, the Student Standardized Testing Program will provide objective information that will be used to improve the entire educational program.

It is the aim of the Board of School Trustees and the Office of the Superintendent to constantly and purposefully incorporate standardized testing instruments that, when used as designed, will fulfill the intention of this board policy.

All individual test data will be considered confidential student information.
It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful, safe, and productive for students. The Board recognizes that alcohol and other drug use and abuse is a significant problem among some students in schools across the nation. The Board recognizes that use and abuse of alcohol and other drugs by students is a behavioral/medical problem, and can lead to a more serious condition of dependency. Although, chemical dependency is chronic and progressive, it is treatable. Student athletes who have been found to have used alcohol or other drugs at any time during the calendar year will find participation in athletics limited or denied under the provisions of the Athletic Code of Conduct.

The penalty of suspension or expulsion will be imposed as a punitive and deterrent influence for those found in violation of this policy. In order to advance the educational progress of the students in the Warrick County School Corporation, a strategic effort will be made to provide students with behavioral/medical deficiencies with help, guidance, and referral opportunities designed to help overcome these deficiencies. There is concern when an individual student exhibits or admits to alcohol or other drug use or abuse which affects the student’s welfare and performance during the school day, on the school grounds, or during school related activities, and may endanger the property, health, and safety of others.

It will be essential to include parents/guardians in the process of serving the students who are identified and for those admittedly having a problem with alcohol and other drugs.

Specifically, this policy is applied to students who knowingly possess, use, transmit, or are found to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: on school grounds during and immediately before or after school hours, on school grounds at any other time when the school is being used by any school group, or off school grounds at a school activity, or event. This policy also applies to students who become engaged in the unlawful selling of narcotics, or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

Student drug or alcohol possession or use will be reported to the law enforcement authorities as directed by law.

Use of a drug authorized by a medical prescription from a certified physician, and which has been registered with school officials, shall not be a violation of this policy.

ACCEPTED: 1/2/90
No student shall be required, without prior written consent of the student’s parent or guardian, as part of any school program or curriculum that receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parent;

2. Mental or psychological problems of the student or the student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized, privileged, or analogous relationships, such as those of lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or

8. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

LEGAL REFERENCE: 20 U.S.C. 1232h(b)
The Warrick County School Corporation supports the health and well-being of the school corporation’s students by providing and promoting proper nutrition and physical activity at all grade levels.

In accordance with federal and state law, students shall have access to healthy foods and beverages, opportunities for developmentally appropriate physical activity, and meals that meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture.

This School Wellness Policy shall be made available to students and families in the student handbook and on the corporation’s and schools’ websites.

**I. Coordinated School Health Advisory Council**

The Warrick County School Corporation will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing corporation-wide nutrition and physical activity policies.

A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation, and evaluation of the school corporation’s wellness policy. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.
II. Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated with the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools shall link nutrition education with existing coordinated school health programs or other comparable comprehensive health education frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The school corporation shall promote the National School Lunch and Breakfast Programs and shall provide access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

A. During the school day, the school corporation shall sell foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards. The school day is defined as being from midnight to thirty (30) minutes after the end of school.

Each school is limited to two fundraisers per year that sell food and beverages that do not meet federal nutrition standards; each school must receive prior approval by the school principal and the Director of Food & Nutrition. The maximum duration of each such exempted fundraiser is one day (per The Healthy Hunger-Free Kids Act of 2010, 7 CFR 210.11(b) (4).

B. Marketing, if permitted by other policies, shall promote student health and wellness.

V. Physical Activity and Physical Education

The school corporation shall support the health and well-being of students by promoting physical activity through physical education, recess, and other physical activity breaks.

VI. Other Activities that Promote Student Wellness

The school corporation supports the health and well-being of our students and staff by creating, promoting, and providing physical activity, wellness, and healthy eating opportunities.
VII. Regulations and Program Evaluations

The superintendent (or designee) shall enforce compliance with this policy and its administrative regulations. The superintendent (or designee) is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, a three-year assessment and evaluation report on this wellness policy for each school. The superintendent (or designee) is responsible for creating and implementing policy regulations; and, the superintendent (or designee) is responsible for public notification of a three-year assessment and evaluation report and updates to this policy made as a result of the corporation’s three-year assessment and evaluation.

LEGAL REFERENCES: 42 U.S.C. (et. seq.)
1758b; 7 CFR Part 210;
I.C. 20-26-9-18.5

ADOPTED: 6/19/2006;
REVISED 6/19/2017
The Warrick County Board of School Trustees encourages the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

The Warrick County Board of School Trustees implements programs, activities, and procedures for the involvement of parents in all of its schools providing Title I, Part A programs, consistent with federal law.

REFERENCE: 20 USC 6318

ADOPTED: 7/18/05
REVISED: 5/2/11
General Policy

It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful and safe for students. The universal and critical consequence of AIDS/ARC has prompted the establishment of policy and guidelines dealing with problems presented by students who are infected with AIDS virus.

The Acquired Immunodeficiency Syndrome is a very serious disorder caused by infection with Human T-Cell Lymphotropic Virus Type III (HTLV-III), now known as the Human Immunodeficiency Virus (HIV). Not all persons infected with HIV develop severe full-blown AIDS. In some, the infection leads to detectable, but apparently less severe abnormalities of the immune system that do not result in the development of an opportunistic infection or malignancies. This condition is called the AIDS-related complex or ARC. Since individuals infected with ARC are infected with HIV, they may be capable of transmitting the infection to others. There is no known cure for this disease.

No evidence exists to support transmission of the disease by casual contact or by airborne infiltration. Persons who practice unusual sexual behavior or drug abuse are at the highest risk of infection. Enrollment and attendance for AIDS/ARC infected students will be permitted when safe conditions are carried out, enrollment and attendance is approved by the attending physician, there is no evidence of uncovered sores or skin eruptions, and student behavior does not endanger others in attendance or service.

An alternative educational setting or program will be sought for AIDS/ARC infected students who temporarily or permanently require special services to better insure their own health and safety or that of others in attendance or service.

Adopted: 7/17/89
The Indiana Department of Education and the Warrick County Board of School Trustees share the belief that students need to be developmentally ready when they enter school. Research has shown that the older a child is at the time of entrance into school, the better the child’s chances are of reaching his/her highest potential academically, physically, socially, and emotionally.

The Warrick County kindergarten curriculum is designed to promote academic skills as well as developmental readiness among children. The emphasis on academic skills places increased importance on the enrollment of more mature and older children. Accordingly, the Warrick County School Corporation supports the entrance age requirement as set forth in the Compulsory Attendance section of the Indiana Code 20-33-2-2, 20-33-2-4 to 20-33-2-9 for kindergarten students.

The Board, therefore, requires that the Superintendent of Schools develop appropriate Regulations regarding entrance ages for kindergarten and grade one students.

ACCEPTED: 8/23/90
Updated: 05/06
The Warrick County School Corporation has determined that a student may desire to retake a class at the high school level. The Warrick County School Corporation School Board of Trustees authorizes the Superintendent to implement regulations for students’ requests to retake a class.

A student may retake the same class only once and can retake no more than two different semester classes while enrolled in the Warrick County School Corporation.

This policy does not apply to a student who fails a required high school course and must retake the course in order to meet graduation requirements.
It is the policy of the Board of School Trustees to provide and maintain a school environment that is healthful and safe for students.

Some students need medication during the school day in order to maintain participation in the educational programs in which they are enrolled. The following guidelines set forth safe and legal standards for the administration of medications by school personnel.
Display of the United States Flag

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

Pledge of Allegiance

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

a. the student chooses not to participate; or
b. the student’s parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge of Allegiance shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The superintendent may establish additional procedures to implement this policy.

ADOPTED: 3/2/09

Legal Citation: I.C. 20-30-5-0.5
In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observations on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student’s individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student’s individual choice.

This “moment of silence” is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The superintendent may establish additional procedures to implement this policy.

ADOPTED: 3/2/09

Legal Reference: I.C. 20-30-5-4.5
POLICY

It is the belief of the Warrick County Board School Trustees that the care and welfare of some younger students may need to be extended beyond the normal school day. Each school corporation shall offer “latch key” or child care programs in schools serving younger students so long as there is identified need, the School Board directs the Superintendent to initiate an agreement with an appropriate agency to organize, staff, operate, and maintain the necessary child care programs before and after school hours at all elementary schools served by the Warrick County School Corporation.

Participation in the Child Care Program will be at the expense of the parent or guardian of the child. Liability for child care will be that of the parent and service provider. The program must appropriately meet the students’ needs and serve as a continuation of the regular instructional program carried on during the school day. The program should serve students for reasonable times before and after school. Available facilities agreed upon by the building principal and Superintendent will be available without charge. The Warrick County School Corporation or any school shall not be responsible for any direct or indirect financial cost in addition to use of the facility for the Child Care Program.

ACCEPTED: 12/16/91
Extracurricular activities are to be considered as an integral part of the school corporation’s educational program. It is expected that careful planning and proper supervision of all programs be provided by school administrators and teachers. It is significant to maintain that these activities and programs do not take precedence in importance over basic subject matter areas, but remain in a position of supplemental activities to the regular program. Extracurricular activities are considered to be a privilege and not a student right.

The Board of School Trustees supports the notion that senior high and middle/junior high school students be in good scholastic standing before devoting time to extracurricular activities. Students are expected to seriously pursue academic achievement throughout the school year. The Board of School Trustees further believes that there is greater opportunity for students to show academic improvement by using nine week grading periods, as well as semester grades. Elementary and middle/junior high schools may also use mid-term reports to determine eligibility.

The Board of School Trustees believes that specific academic requirements must be met before a senior high school or middle/junior high school student can participate in extracurricular activities of activity clubs, athletics, student council, overnight trips, and/or trips consuming class time, with the exception of authorized classroom field trips.

Students may participate in extracurricular activities when they are enrolled in the Warrick County School Corporation and meet the academic eligibility requirements set forth in School Board Policy. Individuals are eligible to participate in extracurricular activities only if enrolled as full time students.

It shall be the responsibility of the Superintendent of Schools to establish appropriate regulations or standards regarding academic requirements which regulate student participation in extracurricular activities.

ADOPTED: 1/87
MODIFIED: 8/25/88
MODIFIED: 9/19/88
REVISED: 4/7/97
AMENDED: 5/21/09
AMENDED: 3/3/14
WARRICK COUNTY SCHOOL CORPORATION
BOONVILLE, INDIANA

Code 5300
Acceptable Use Policy for Technology

WARRICK COUNTY SCHOOL CORPORATION

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Warrick County School Corporation (hereafter referred to as WCSC) is committed to the effective use of technology to enhance the quality of student learning, increase communication, and improve productivity. It also recognizes that safeguards must be established to ensure the protection of our school community. Safeguards protect the corporation's investment in hardware and software and ensure the benefits of technology. This technology will allow WCSC students and staff to access global resources, communicate and collaborate with other individuals/groups, and significantly expand access to digital information.

The provisions of this policy and associated regulations and agreements are subject to school, local, state, and federal law. WCSC has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards to ensure that all users benefit from technology in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.
Definition of Technology

Technology resources are defined as any electronic/digital tool, device, program, or system. Some examples of technology include, but are not limited to:

- computer hardware and software applications
- cell phones, handheld technologies, and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems and communication technologies
- copiers, printers, and scanners
- televisions, projectors, and telecommunications technology
- servers, routers, hubs, switches, and Internet gateways including wireless access
- information systems software, including online applications
- digital recording devices
- cameras
- related and forthcoming systems and new technologies

Personal Devices

Personally-owned devices are not the responsibility of the WCSC.

Personally-owned devices are not to be connected to the WCSC network infrastructure including wireless access unless authorized by the building level administrator. WCSC is NOT responsible for any virtual or physical damage incurred to personal technology/devices. This includes, but is not limited to, power surges, viruses, accidental or malicious acts from others.
Access to School-Provided Technology

WCSC personnel will be assigned access to school technologies as required by duties assigned to them. Upon employment, building administrators will request the necessary access and accounts will be created at that time. It is the responsibility of each staff member to maintain the security of login information, passwords, and any other security codes they are given. This confidential information will not be shared with any other individual, with the exception of the WCSC Technology Department.

It is also expected that all WCSC employees ensure security of school data systems. If you feel your secure login information has been compromised, you are expected to contact the WCSC Technology Department immediately. Furthermore, sensitive login information and security codes should not be written or displayed where others may be able to retrieve the information.

Access to WCSC Technology may only be permitted by authorized users approved by building administration. Other non-authorized use is expressly forbidden.

Some uses of school-provided technology or personally-owned devices (used at school) are prohibited and may lead to disciplinary action. These uses include, but are not limited to:

1. Sending, displaying, downloading or uploading offensive messages, text, pictures, videos and/or viruses.
2. Transmitting obscene, abusive, violent, or sexually explicit language.
3. Harassing, insulting, attacking others, or any other inappropriate communication.
4. Using social networks at school unless approved for curricular activities.
5. Damaging computers, computer systems, or computer networks.
6. Violating local, state or federal laws, including copyright laws.
7. Revealing personal addresses or phone numbers.
8. Using another person’s account or password.
9. Trespassing in another user’s folder, work, and/or files.
10. Wasting limited resources.
11. Using the network for commercial purposes.
12. Use not in the best interest of students, Warrick County School Corporation, or use that is deemed disruptive to the educational process as determined by the principal or principal’s designee.
Cyberbullying

Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. The WCSC does not allow access to social networking through network facilities without approval. Any building allowing personal devices must educate staff and students on cyberbullying and appropriate online behavior.

Unauthorized Devices

Unauthorized devices, hardware, or software are not to be attached to or allowed to interact with WCSC infrastructures. This includes, but is not limited to: wireless routers, switches, hubs, cables of any kind not provided by or authorized by the WCSC.

Safety and Reliability

The Warrick County School Corporation does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Even though WCSC blocks access to certain sites, the faculty and staff are expected to diligently monitor students’ computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is always responsible for the supervision of students whenever they are using technology. If a staff member or student witnesses inappropriate activity, it is their responsibility to report this activity to supervising staff member or building-level administration.

WCSC staff may have access to sensitive and confidential data. Staff members should only view data that is pertinent to the duties assigned to them and are not to violate Federal Laws such as FERPA and HIPAA.
No Expectation of Privacy

WCSC may at any time and without notice or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school’s electronic/technological systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. WCSC may use the information obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise is the sole discretion of WCSC. WCSC may exercise an investigation triggered by any indication of impropriety as necessary to locate substantive information that is not readily available by other less intrusive means.

a) Personal information sent to school-owned equipment or accounts should not be considered private.

b) Personal equipment brought to school is subject to the WCSC Technology Acceptable Use Policy.

Documents/Files

The school corporation has final editorial authority over online content that is stored on WCSC servers.

All data stored on WCSC networks is archived and is subject to EDiscovery laws and is part of public record. This includes email, Internet activity, documents, files, and voicemail messages that do not violate FERPA and HIPPA laws. The storage of personal data files on the WCSC network servers is expressly forbidden.

Each individual is responsible for any and all data stored on any school provided device. If non-compliant material is discovered or located, disciplinary action may be taken.
Corporation-Provided Mobile Technology

1. Overview

WCSC may provide mobile technology (laptops, tablets, iPods, iPads) to students or staff members to be used at school and off WCSC property. The purpose of such mobile technology is to provide opportunities for collaboration within the school corporation and to provide tools to work at home on school related materials. The corporation-provided mobile technology is not to be considered as personal property. It is corporation-owned property and should be treated accordingly. The following guidelines have been established for use.

2. Purpose

   a) Mobility for moving from room to room, within the building or around WCSC schools using the wireless network

   b) Professional development/collaboration purposes

   c) Use at home for educational productivity

3. Educational Use

   a) While at school, staff and students will ensure that the device is always kept secure when not in use.

   b) Periodically, the device must remain at school for necessary updates. Advanced notice will be given along with an approximate timeframe for such work. Updates and/or maintenance may occur during the school year or during summer months as needed.
4. Home Use

   a) Technology is to be used only by the student or staff that it was issued to; other family members may not use the school-owned device/software.

   b) Personal files may not be saved to the device.

   c) If accessing the Internet from home on your laptop, access would be filtered as it is at school (via content filtering software).

   d) The Technology Staff does not support home or personal use, including but not limited to: troubleshooting home internet service provider issues, installing personal software, printers, or providing access to non-educational websites.

   e) Unauthorized physical or virtual changes to the device/software/data are prohibited.

5. Liability

   a) WCSC students and staff shall be financially responsible for the replacement cost of the device or its accessories if damaged or stolen.

   b) If damage occurs while on WCSC property, disciplinary action may be taken.

   c) WCSC is not responsible for damages resulting from the use of the device, which includes, but not limited to: home service interruption, spread of viruses to other personal computers, and/or loss of personal data.

   d) Unauthorized alterations, repairs, and/or maintenance of WCSC technology is prohibited.
Parental Choice

The educational use of technology and/or equipment is the joint responsibility of students, parents, and employees of the school corporation. If a parent/guardian does not wish for his/her child to use technology, the building principal should be contacted.

Policy Exceptions

The Acceptable Use Policy shall be followed by all WCSC technology users. The superintendent or school board may make exceptions as warranted.

The administration is authorized to adopt rules and regulations to implement and enforce this policy.

Any violation of WCSC policy, regulations, and/or rules may result in disciplinary action up to and including dismissal of an employee or suspension of a student from WCSC. When applicable, law enforcement agencies may be involved.

Ref. 47 U.S.C. § 254

ADOPTED: 1/20/97
REVISED: 1/12/04
REVISED: 9/17/12

5300-8
GENERAL POLICY

“Where inability to speak and understand the English language excludes national origin minority (non-English background) children from effective participation in the educational program offered by a school corporation, the corporation must take affirmative steps to rectify the language deficiency in order to open its instructional program to the students.” U. S. Civil Rights Office Policy, May, 1970.

It is the belief of the Warrick County School Corporation that all children can learn and that it is the responsibility of the Warrick County School Corporation to provide appropriate means to support learning for all students. All students will be surveyed for evidence of English Language Proficiency. Students who demonstrate Limited English Proficiency (LEP) will be assessed and every reasonable means will be made to provide instructional services to assist in the development of the functional use of the English Language as a necessary tool for learning and academic success. Appropriate information will be gathered for each student, special evaluation instruments will be used where necessary, the native language will be recorded on the permanent school records for each student, and appropriate assistance will be provided for students in need of help.
GENERAL POLICY

Interscholastic sports, extracurricular activities, and cocurricular activities are organized and supervised as programs for students in the Warrick County schools and are considered to be an important extension of the educational program. It is expected that careful planning and proper supervision of all programs be provided by school administrators, coaches, faculty members, and activity sponsors. It is significant to maintain that these activities and programs do not take precedence in importance over basic subject matter areas, but remain in a position of supplemental activities to the academic program of studies. Student participation in extracurricular and co-curricular activities is considered to be a privilege.

The Board of School Trustees supports the concept that the addition, maintenance, or deletion of a sport or sport team, extracurricular activity or cocurricular activity, in the school program be guided by an organized and objective structure that considers, but is not limited to, the interest of and benefit to the students, financial structure, athletic association acceptance, Division of Student Activities Association acceptance, state and federal law, adequate supervision and leadership, opportunity for competition, and adequate facilities. Specific items for consideration and limitation are stated in the following guidelines and form.

It shall be the responsibility of the Superintendent to receive and consider all petitions by following the written procedures. A recommendation will follow appropriate fact-finding and study. The Board of School Trustees will make the final determination.

ADOPTED: 11/4/91
REVISED: 4/7/97

5500-1
CAFETERIA -- MEALS, ACCOUNTS, CHARGES, AND COLLECTIONS

The Warrick County School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning. The WCSC Food and Nutrition Department makes affordable, healthy, and nutritious breakfasts and lunches available. It is the responsibility of a student’s parents to provide meals either by supplying 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 programs. Therefore, the following rules apply:

ADULTS are not permitted to charge food or drink.

HIGH SCHOOL STUDENTS are not permitted to charge food or drink.

MIDDLE SCHOOL STUDENTS AND TJHS STUDENTS may have an occasional need for assistance with their meal funds. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, middle school students and TJHS students may charge up to $10.00 to his/her meal account. After the $10.00 limit has been reached or after the account debt remains unpaid for 30 days, no meals and no alternative meals will be provided. When an account debt is $10.00 or remains uncollected for 30 days, the account will be turned over to the school corporation attorney for collection. *Ala carte* items (except milk) will not be sold to students with a negative account balance.

ELEMENTARY SCHOOL STUDENTS may have an occasional need for assistance with their meal funds, also. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, an elementary student may charge up to $20.00 to his/her meal account. After the $20.00 limit has been reached or after an account debt remains unpaid for 30 days, the student will receive an alternative meal consisting of a peanut butter sandwich (or cheese sandwich if a peanut allergy is on file), fruit, and milk at a cost of $0.40, which will be added to the student’s meal account. If the account debt exceeds $20.00 or after an account debt remains unpaid for 30 days, the account will be turned over to the school corporation attorney for collection. *Ala carte* items (except milk) will not be sold to students with a negative account balance.

COLLECTIONS: The Food and Nutrition Department shall send two collection/warning letters home with a student before litigation is filed. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney’s office. When suit is filed, attorney fees shall be no less than $200 per account. The Food and Nutrition Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

**EFFECTIVE DATES:** This policy shall be effective immediately for adults.
This policy shall be effective as of May 1, 2012 for students.

Adopted: 3/5/12
It is the policy of the Warrick County School Corporation (WCSC) to accommodate individuals with disabilities accompanied by a service animal in its corporation buildings, classrooms, and at school functions as required by the Americans with Disabilities Act (ADA) and Indiana Code. The superintendent shall establish regulations to allow individuals with disabilities to be accompanied by service animals.

This policy applies to all service animals utilized by students and adults in the Corporation.

I. Definitions

a. A “service animal” is a dog or a miniature horse that is individually trained to take specific action or perform tasks to assist an individual with a disability. The tasks performed by the service animal must be directly related to the person’s disability. Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves.

There are several tasks that service animals perform for individuals with disabilities. Examples include but are not limited to, animals that:
- assist individuals who are blind/have severe sight impairments as “seeing eye” or “guide” dogs;
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

b. A “companion animal” is an animal that provides solely emotional support, well-being, therapy, comfort, or companionship. A “companion animal” does not meet the definition of a “service animal”.

c. An “individual with a disability” is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

Adopted: 8/7/2017
The Board of School Trustees desires to declare formally those persons who should receive complimentary tickets and passes for “home” interscholastic regular season athletic events.

All retired administrators of the Warrick County School Corporation and all former members of the Warrick County Board of School Trustees shall receive a lifetime complimentary ticket and pass for all home regular season athletic events.

All current administrators of the Warrick County School Corporation, the Warrick County School Corporation attorney, and all current members of the Warrick County Board of School Trustees shall receive yearly complimentary tickets or passes, for home games, for themselves and their guests.

Legal Reference: IC 20-26-5-5

ADOPTED: 9/5/00
Updated: 05/06
The Warrick County School Corporation recognizes and supports the efforts of school personnel, students, parents, booster organizations, and other community organizations who have an interest in promoting specific student or school activities.

Because fund-raising activities have a direct impact upon schools and the community, the Board of School Trustees endorses cooperative relationships between school personnel, area businesses, and community organizations in designing and implementing activities where money is raised and managed for school curricular or co-curricular programs. The Board of School Trustees accepts the responsibility of limiting and controlling fund-raising activities for schools, whether by school personnel, students, parent groups, or community organizations.

The ultimate goal of students, parents, and other groups in raising, managing, and expending funds for school purposes shall always be to promote the educational welfare of students.

All persons who order items, purchase items, sell items, give, donate, deliver, handle, or manage funds or items for or on behalf of students, student programs, teams, bands, clubs, and activities are (1) to follow the procedures set forth in this policy, and (2) to confirm with the administrator in charge that the procedures are being followed. Those persons who fail to confirm with the administrator in charge that the procedures are being followed or fail to follow said procedures assume the risk of loss, personal liability, and personal responsibility in the event of any loss or misuse of funds or property; the Warrick County School Corporation is not responsible for loses or damages for any matter in which the procedures are not followed and confirmed. All required reports shall be under oath.

The Superintendent of Schools shall develop and implement appropriate regulations regarding funds and fund-raising, including provisions for reporting on prescribed forms, denoting limitations, and controlling types of acceptable fund-raising activities.

ACCEPTED: 1/2/90
REVISED: 10/14/03
REVISED: 7/6/04
The school corporation 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 time of student registration (beginning of the school year or semester) by 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. Inform all staff members in advance by an announcement and a posted notice.

4. Establish a registry of parents who want to receive advance notice of all pesticide use and provide such notice.

5. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.

6. Provide notice of all pesticide applications to school nurses.

7. 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.

ADOPTED: 2/19/01
State law authorizes a Rainy Day Fund. The Warrick County School Corporation has established a Rainy Day Fund. The resolution establishing the Rainy Day Fund provides that whenever the purposes of a tax levy have been fulfilled and an unused and unencumbered balance remains, the Board of School Trustees may order the balance of that fund (excluding the General Fund) to be transferred to the Rainy Day Fund, provided that in any fiscal year, not more than ten percent (10%) of the school corporation's annual budget for that fiscal year is transferred to the Rainy Day Fund.

This policy establishes the procedures for the use of the Rainy Day Fund. The use of the Rainy Day Fund shall be for school purposes as the Board of School Trustees declares and determines during a regularly scheduled or specially called public meeting of the Board of School Trustees. The use of the Rainy Day Fund shall follow the same appropriation process as other funds. All transfers to the Rainy Day Fund must be made after the last day of the school corporation’s fiscal year and before March 1 of the subsequent calendar year.

Legal References:
IC 36-1-8-5
IC 36-1-8-5.1
Resolution 2003-11

ADOPTED: 12/1/03
Updated: 05/06
The Warrick County Board of School Trustees finds that prudent investment management practices assist in maintaining a sound fiscal condition, establishing an investment management policy formalizes investment goals and objectives of the School Corporation, an investment management policy is a guide for prudent and efficient investment management decisions, and an investment management policy helps to assure the County Taxpayers that the School Corporation is well managed.

Furthermore, the Board of School Trustees finds that these investment policies and guidelines adhere to the investment policies of the State of Indiana and that these investment policies and guidelines may be revised from time to time as required by the State of Indiana. The Board of School Trustees shall supervise the revocation of public depositories for the Warrick County School Corporation and shall receive and review reports required under the Regulations for this policy. The adoption of this policy is a determination that the Board of Finance will meet annually prior to January 31st.

I. Scope

The investment policy applies to all transactions involving the financial assets and related activities of all of the funds of Warrick County School Corporation as defined below:

- General Fund
- Debt Fund
- Capital Projects Fund
- Transportation Fund
- Bus Replacement Fund
- Preschool Fund
- Any new fund created by the State
- Rainy Day Fund

II. Objectives

Funds of the School Corporation shall be invested in accordance with the Indiana Code, Indiana State Board of Accounts, policies and regulations as approved by the Board of Trustees, written administrative procedures, and amendments and modifications thereto as made from time to time hereafter.

ADOPTED: 1/28/02
REVISED: 3/21/11
The School Corporation’s investments shall be managed to maximize return, to insure the preservation and protection of principal, and to provide the necessary liquidity to carry out the functions for which such investments were intended. Types of investments shall be based on statutory and State regulatory requirements and constraints and the level of investment activity of the Warrick County School Corporation.

Funds held for future capital projects shall be invested to produce, to the extent possible, sufficient income to offset increases in costs.

Bond proceeds and their designated funds shall be invested to ensure, to the extent possible, given current market conditions, a rate of return equal to the interest being paid on the bonds.

All participants in the investment process shall act responsibly as custodians of the School Corporation’s funds. Investment officials or designates shall avoid any transaction that might impair public confidence in the Warrick County School Corporation’s ability to govern and manage funds effectively.

Legal References:
I.C. 5-13-9

ADOPTED: 1/28/02
Updated: 05/06
The Board understands it is required to collect all monies owned to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts.

The school corporation may forgive, waive, write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

ADOPTED: 6/6/16
The authority to establish and operate public schools in Indiana flows from the State Constitution and legislative statutes to a locally elected Board of School Trustees. The Board manages the schools; the Board of School Trustees for the Warrick County School Corporation has employed a Superintendent of Schools and other administrative personnel.
The Management Team consists of two (2) functioning groups: (1) the Board of School Trustees and
(2) the Administrative Team. The primary responsibility of the Board is the formulation and adoption
of school corporation policies. The responsibility of the administrative staff is the implementation of
these policies. It is essential to obtain a commitment to the Management Team from members of the
Board of School Trustees, as well as from the administrative staff.

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<th>WARRICK COUNTY SCHOOL CORPORATION</th>
<th>Code: 7200</th>
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<tr>
<td>BOONVILLE, INDIANA</td>
<td>Management Team</td>
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ADOPTED: As Reg. 8/1/88
REVISED & ADOPTED: 10/16/00
Proposed Policy

The security of school corporation buildings and grounds is a responsibility that must be shared by everyone who works in the corporation. The taxpayers of the Warrick County School Corporation have a multi-million dollar investment that may be put in jeopardy if building security is breached. The students and staff also have a major teaching and learning investment that must not be violated or interrupted.

An adequate key control system shall be established which will limit access to buildings and grounds to authorized personnel and will safeguard against the potential of entrance to buildings and grounds by unauthorized persons.

Protective electronic silent early warning systems, designed to be used as safeguards against illegal entry and vandalism, may be installed when appropriate to the individual situation. Watchmen may be approved when deemed necessary to protect school corporation property.

ADOPTED: 12/21/87
The Board 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 close to their origin as possible.

Although no member of the community shall be denied the right to petition the Board, the 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.

The Board advises the public that the proper channeling of complaints involving school personnel, instruction, services, discipline, or facilities is as follows:

1. Faculty or Staff Member
2. Principal or Assistant Principal
3. Central Office Administrator in area of concern
4. Superintendent
5. Board

It is the intent of the Board that all complaints be handled fairly and expeditiously.

ACCEPTED: 7/17/89
REVISED: 8/5/13
General Policy

It is the policy of the Board of School Trustees to grant public use of school buildings and grounds to responsible adults and organizations with at least 51% of their membership residents of Warrick County, provided such use does not interfere with the primary purposes of school programs or use of school buildings and grounds. This policy may be extended to responsible non-Warrick County organizations if in the opinion of the Superintendent the purpose is of such educational or cultural nature to be appropriate to the Warrick County Community.

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, custodial services, supervisory services, and a financial return to the School Corporation for providing the facilities.
The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other purposes. Classrooms and other space are available for use by not-for-profit organizations or for profit organizations operating a school age child care program. Such use is limited to before or after the school day, or both, and during periods when school is not in session. Organizations eligible for the use of the school classrooms and other space are limited to those which provide child care for children aged five (5) through fourteen (14) years. No fee will be assessed for use of school buildings under this policy; however, a fee to reimburse the school personnel, or any other added costs directly attributed to the use of the buildings for the programs will be assessed.

Organizations which desire use of school property pursuant to this policy should contact the office of the Superintendent of Schools for additional information. The Superintendent may develop regulations and forms to implement this policy.

No person, group, or organization has any vested right to use school property. The use of property under this policy is subject to its availability.

ADOPTED: 3/5/90
GENERAL GOAL AREA (A) – CITIZENSHIP AND RESPONSIBILITY

Warrick County schools must create an educational environment which fosters the development of mature and responsible citizens. Warrick County schools must strive to assure the continuous development of citizens who have self-respect, respect for others, and who comply with existing laws, accepting their corresponding rights and responsibilities.

Goal 1. Self-respect

Warrick County schools must strive to assure the continuous development of citizens who have respect for and an understanding of themselves.

Goal 2. Respect for Others

Warrick County schools must create an atmosphere of social justice and equality within the school community which will enable citizens to carry a constructive attitude about human similarities and differences into all interpersonal and group relationships. It must encourage a continuous concern and involvement in resolving the problems of our society.

Goal 3. Laws - Rights and Responsibilities of Citizens

Warrick County schools must recognize and protect the constitutional, legal, professional, and human rights of all participants in the educational process. It must strive toward their understanding and fulfilling the corresponding responsibilities of the laws.

ADOPTED: 1/87
WARRICK COUNTY SCHOOL CORPORATION
BOONVILLE, INDIANA

Code: 9100
SCHOOL CORPORATION
GENERAL GOALS

GENERAL GOAL AREA (B) - DEMOCRACY AND EQUAL OPPORTUNITY

Warrick County schools must support and advance the principles of democracy by recognizing the worth of every individual and by respecting each person's right to equal educational opportunity. Six goals have been identified in this area:

Goal 1. Equality of Educational Opportunity

Education in the Warrick County schools must insure that its processes and activities are so structured as to provide equality of educational opportunities for all students enrolled in this district.

Goal 2. Education of the Non-English Speaking Person or the Non-standard English Speaking Person

A. Warrick County schools must recognize and respect the need for special academic and administrative measures in schools containing students whose family tongue is other than English. These students should be encouraged to develop and maintain their skills in the family tongue while they are acquiring proficiency in English.

B. School programs should provide instructional techniques which facilitate a student's educational development regardless of his out-of-school experience with non-standard English.

Goal 3. Education of the Exceptional Person

Warrick County schools must recognize and provide for the special educational needs of exceptional persons. "Exceptional" includes academically, artistically, or physically talented: physically, mentally, emotionally or otherwise learning impaired, or any combination thereof.

Goal 4. Allocation of Financial Resources

All monies received by the Warrick County schools for education will be distributed in an equitable manner to guarantee progress toward specific objectives for each program to provide the highest quality of education for each individual according to his needs and abilities.

ADOPTED: 1/87

9100-2
Goal 5. Parental Participation

Warrick County schools must develop and implement effective means for involving parents in the educational development of their children and for encouraging them to meet their responsibilities and obligations as parents in matters which contribute to and effect the learning of their children.

Goal 6. Community Participation

Warrick County schools must develop and implement effective means for utilizing community resources and making these resources available for school programs, recreation, and community education.

GENERAL GOAL AREA (C) - STUDENT LEARNING

Warrick County schools must help and encourage each individual to acquire a positive attitude towards himself, the learning process, and school: so that as a result of his educational experiences he is able to achieve optimum personal growth.

Goal 1. Basic Skills

Warrick County schools must assure that each individual will acquire to the fullest extent possible, the basic communication, computation, problem solving, and decision-making skills based on the continued evaluation of his capabilities, aptitudes, and needs. Continual evaluation of his capabilities, aptitudes, and needs must be undertaken. These basic skills fall into four broad categories that demonstrate student's abilities to:

1. Comprehend ideas through verbal (reading and listening) and non-verbal media.
2. Communicate ideas through writing and speaking.
3. Perform mathematical operations and demonstrate the ability to apply mathematical concepts.
4. Apply problem-solving and decision-making processes to the identification, consideration, and solution of problems.

Every effort must be made to offer each individual the opportunity for mastering the skills necessary for him to pursue his chosen goals.
Goal 2. Preparation for a Changing Society

Warrick County schools must prepare and encourage the individual to make reasoned choices and act upon them in response to his ever-changing environment and the needs of society, (i.e., social, economic, political, physical, biological).

Goal 3. Creative and Critical Thinking

Warrick County schools must provide for the development of the skills of creative and critical thinking to enable the individual to function effectively in situations and deal with problems in ways which encourage him to think and act in an independent, self-fulfilling, and responsible manner.

Goal 4. Science, Arts, and Humanities

The Warrick County schools must provide to each individual the opportunity to gain knowledge and experience(s) in the area of natural sciences, the social sciences, the humanities, the creative and fine arts, so that these experiences and knowledge will be reflected in his personal values and approaches to living.

Goal 5. Physical and Mental Well-Being

The Warrick County schools must promote and provide the opportunity for the individual to acquire, apply, and understand health, physical and safety skills related to immediate and lifelong physical and mental well-being.

Goal 6. Self-Worth

Warrick County schools must provide for each individual's need to develop a positive self-image within the context of both his own heritage and of the total society.

ADOPTED: 1/87
Goal 7. Social Skills - Understanding and Participating

Warrick County schools must provide for each individual an understanding of value systems, cultures, and histories of different people.

Each student must be provided the means to:

1. Value human difference.
2. Act constructively upon current social issues.
3. Participate in society and government while seeking to improve them.
4. Develop a society where each person has equal access to lawful goals.

Goal 8. Career Preparation

Warrick County schools must provide opportunities for the individual to choose and to prepare for a career consistent with his desires, aptitudes, and capabilities.

Goal 9. Occupational Skills

Warrick County schools must provide for the development of certain common marketable skills so that a student is assisted in his career goals.

Goal 10. Preparation for Family Life

Warrick County schools must provide each individual the opportunity to understand and be responsive to the needs and responsibilities of family life.

Goal 11. Environmental Quality

Warrick County schools must develop individuals who demonstrate an appreciation for their physical environment - its maintenance, improvement, and protection.

ADOPTED: 1/87
## Goal 12. Economic Understanding

Warrick County schools must provide that every student will gain an understanding of his role as a producer and a consumer of goods and services, and of the principles involved in the production and distribution of goods and services.

## Goal 13. Co-curricular

Warrick County schools must encourage each individual to participate actively in the areas of interest in the co-curricular program to develop and/or strengthen individual skills and the concept of individual dignity, responsibility, and social conscience.

## Goal 14. Community Education

Warrick County schools must encourage all individuals, children, youths, adults, and senior citizens to take advantage of the educational and recreational opportunities available outside the formal schooling process.
GENERAL GOAL AREA (D) - EDUCATIONAL IMPROVEMENT

Goal Area (D) identifies programs which are essentially means, yet vital to the continuous up-grading of education in the Warrick County schools. These programs provide information and actions which are the vehicles for system changes leading to the attainment of the common goal of the educational system.

Goal 1. Quality Teaching and Educational Programs

Warrick County schools must assure that an individual's educational experiences lead to his optimum personal growth. These experiences should be based on quality teaching and educational programs which include:

1. A systematic planning and implementation of educational programs incorporating the most effective methods of teaching and learning.

2. The development and utilization of a variety of alternatives for reaching educational objectives.

3. The dissemination of improved strategies of teaching to the education of community.

4. The continuing education of teachers.

5. The continuous evaluation and updating and teaching to better meet the social, economic, civic, and cultural aspirations of the students and community.

6. The opportunity for effective communications among school, parent, and the community.

Policy determination by state and local board's of education must involve opportunities for input from professional, students, and parent participants. Implementation of policy is a joint responsibility of administrators, teachers, the board of education, and the community. Primary responsibility for selection, development, and implementation of specific educational programs and methods of teaching and learning, however, lies in the teachers and administrators.

Goal 2. Accountability - FINANCIAL ACCOUNTABILITY

Accountability procedures developed by the Warrick County schools must provide for continuing and thorough assessment and evaluation of its financial allocations to assure maximum progress towards each of the specified goals.

ADOPTED: 1/87
STAFF ACCOUNTABILITY

Education provided by the Warrick County schools must be a cooperative endeavor of all segments of the community. Responsibility and accountability standards must be established for the performance of certified and non-certified personnel and board members. Job descriptions used to evaluate teachers and administrators should be developed cooperatively by teachers, administrators, and board members and should reflect the circumstances in which the individuals function. The descriptions should be updated at least annually to meet changes in methods, materials, technology, and personnel. Evaluations should be used as diagnostic tools for improving the performance of teachers and administrators.

Goal 3. Assessment, Evaluation, and Dissemination

The Warrick County schools must provide continuing and thorough assessment and evaluation of progress toward each of its specified goals in order to make available information for effective decision-making. Decisions are made at state, regional, local, classroom, and family levels; thus, various types of assessment, evaluation, and dissemination procedures are required.

The assessment, evaluation, and dissemination procedures are a specific responsibility of the Warrick County schools and must take into account the varied population of the district. Careful consideration must be given to the social, economic, civic, and cultural aspirations, needs and circumstances of the Warrick County educational community.

It is necessary that evaluation techniques and procedures be designed to allow each student to demonstrate his optimum performance.

Opportunities must be provided for the community and school to be involved in the development and implementation of meaningful assessment, evaluation, and dissemination procedures.

Goal 4. Research and Development

The Warrick County schools must encourage and support research within the school corporation to create new knowledge about teaching and learning. We must also encourage and support development and testing of alternatives to existing practice so that continued progress toward the attainment of our goals may be achieved.

Goal 5. Long-range Planning

The Warrick County schools must develop long-range planning techniques, practices, and studies regarding instructional programs, financial climate, plant and facilities, staffing needs and other areas of concern which have an impact on the quality of the educational program.

ADOPTED: 1/87
The School Board welcomes the attendance of students, patrons, and visitors at athletic and other public events held by the schools in the Corporation; but, the Board has a duty and the legal authority to establish rules and regulations to maintain order for the educational process and for preservation and use of school corporation facilities.

The Board directs that no tobacco, alcoholic beverage, or controlled substance be possessed, consumed, or distributed on any school corporation property or at a school corporation activity.

The Board further directs that behaviors or use of devices that distract, disrupt or interfere with, an athletic event, school event, school corporation facilities, the educational process, or to other persons at school events and on school corporation property are prohibited.

Administrators, or their designees, are authorized to remove from school corporation property and events those students, patrons, and visitors who violate this policy. Furthermore, school corporation administrators and their designees have the authority to seek assistance from law enforcement officials if a person violates this policy or does not leave school corporation property when directed. Use of detectors and other devices for the safety and well-being of participants and all other persons are authorized.

If a student or adult is asked to leave or is removed from a school event or school property, no admission fees shall be refunded.

Legal references: IC 20-26-5-4
IC 20-26-5-20

ADOPTED: December 1, 2014