

Blackford County Schools

Board Policy

Series 3000

Business and Non-Instructional Operations

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SERIES 3000

ARTICLE 3 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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3100 BUSINESS

The Board recognizes that financial management comprises the foundation of the entire school program and supports the following:

1. Encouraging advance planning through the best possible budget procedures;
2. Exploring all practical sources of dollar income;
3. Guiding the expenditure of funds so as to extract the greatest educational returns;
4. Implementing top-quality accounting and reporting procedures;
5. Maintaining the proper level of unit expenditure needed to provide high quality education commensurate with income monies allowed and available from local, state, and federal sources.

3120 PREPARATION AND ADOPTION OF BUDGET

The budget is a statement of the anticipated expenditures and revenues for a period of one year.

The superintendent of schools and business manager shall formulate a tentative budget for the following calendar year with the approval of the Board in accordance with statutory requirements.

In the preparation of this tentative budget, the superintendent shall confer with the administrative staff and other personnel in order to meet the needs of the entire school corporation.

Budget input by members of the community is expected and accepted during the annual budget formulations and hearings.

At the two public hearings held each year, the Board shall make such final modifications to the budget as may be required for the efficient operation of the schools. Modifications can lower the budget. No increases may be made at the time of the hearings.

I.C. 6-1.1-17-3

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3160 TRANSFER OF FUNDS

Once the budget is adopted by the Board and approved by the State Department of Local Government Finance, all transfer of monies between the functions of the budget as established by the State Board of Accounts shall be subject to the approval of the Board. In any transaction of this kind, the Board shall be provided with complete information regarding the funds available, the accounts involved, and the reason for the transfer or adjustment.

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3230 INSTRUCTIONAL FEES

The Board will make every effort to provide all instructional equipment, materials, and activities needed to maintain the desired instructional program.

Minimal fees may be charged for actual materials used in school programs or projects.

Students/parents may be held responsible for the cost of replacing any materials or property which are lost or damaged through the student's negligence or willful destruction.

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3231 TEXTBOOK RENTAL

In order to provide students with the necessary textbooks and materials at a reasonable cost, the Board has instituted a textbook rental system. The coordination and administration of the textbook rental program is under the responsibility of the business manager. The building principal is responsible for the successful operation which includes proper care of textbooks and the collection of rental fees. Accounts are due and payable upon billing and considered delinquent after 60 days. Collection of delinquent accounts will be pursued through Small Claims Court and/or collection agencies.

3250 SALE AND RENTAL OF REAL ESTATE PROPERTY

The superintendent shall make recommendations to the Board relative to the disposal of real estate property.

Receipts from fees assessed for the rental of buildings and grounds, income from the sale of salvaged property, receipts from refunds, rebates, or damage assessments, and from grants are credited to the General Fund or the proper fund as designated by the grant regulations.

3292 INVESTMENTS POLICY

The corporation shall comply with state law which permits investments in:

1. Bonds, money market checking accounts, notes, treasury bills, and certain other securities of the United States of America;
2. Bank Certificates of Deposit;

The corporation treasurer shall have the right to invest money with banks designated as Board of Finance Depositories for periods of up to six months. Any other investments such as bonds, notes, and treasury bills will be handled on an individual basis and approved by the Board.

Certificates of Deposit will be invested in accordance with applicable Indiana Code and State Board of Accounts regulations.

The corporation funds shall be invested for a term consistent with the cash flow needs of the corporation and the interest rate offered.

Interest received from investments shall be credited to the fund from which the investment was made. If the investment is from "All Funds" the interest shall be credited to the General Fund and Capitol Projects Fund.

The corporation treasurer shall keep sufficient records to ensure an adequate daily balance of cash in the corporation depositories and issue warrants for the purchase of investments.

Extracurricular school investments shall be handled in the same manner as corporation investments except the school treasurer shall keep the records and issue the warrants, and funds will be prorated in all depositories as specified by law and the corporation treasurer.

The Board authorizes the corporation treasurer to invest funds whenever practicable in the interest-bearing securities as may be authorized by statute.

Spending of interest income by schools may be used for staff or student recognition or enhancement of the learning process. This recognition or enhancement must be used for groups or specific educational roles.

I.C.-5-13-8-1

I.C. 5-13-9-1

3300 COLLECTION AND FORGIVENESS OF DEBT

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, or 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.

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.

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3305 EXTRACURRICULAR EXPENDITURES

Building principals, student organizations, and the extracurricular account treasurers shall observe all laws and regulations relating to purchases and payments for goods and/or services with extracurricular account funds.

Extracurricular account funds may, with the building principal's approval, be used for the purchase of supplies, equipment, or services which might otherwise be paid from any of the corporation's funds.

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3312 QUANTITY PURCHASING

The administration shall routinely investigate possible savings to the school system by instituting quantity purchasing of supplies and/or equipment.

The administration is to investigate regional or state contract purchasing as a way of procuring equal quality goods at a reduced price.

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3313 VENDORS

Local purchasing shall be favored whenever the following factors are equal between local and non-local vendors: quality of product, suitability of product, price, conformance to specifications, convenience of delivery, general reputation of business firms, and past services to the school district.

No purchase shall be made from any employee of the Blackford County Schools nor from a member of his/her immediate household nor from any enterprise in which he/she holds a substantial interest unless such employee first discloses her/her conflict of interest to the Board in writing.

3320 PURCHASES OF SUPPLIES AND MATERIALS

The Business Manager and/or Superintendent will serve as the purchasing agent for the school corporation.

For purchases of supplies and/or materials under \$50,000*, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive offer. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$50,000.

IC 5-22-8

3325 CREDIT CARD POLICY

Certain school officers and employees are required from time to time to expend funds in the performance of school corporation business when a purchase order is neither practical nor possible. These expenditures may be directed toward the purchase of equipment and materials in exceptional instances or to cover expenses while traveling to complete business for the school corporation. The Blackford County Schools Board of School Trustees authorizes officers and employees of the school corporation to use school corporation credit cards for these purposes. The Board of School Trustees designates the Business Manager as custodian of school corporation credit cards. The Board of School Trustees further authorizes the administration to develop administrative regulations to govern the use of the school corporation credit cards.

The Board of School Trustees directs officers and employees to limit credit card use to the areas identified in the preceding paragraph. The Board of School Trustees prefers that purchase orders be issued to provide the treasurer with the means to encumber and track appropriations, to provide the Board of School Trustees and other school officials with timely and accurate accounting information, and to provide for adequate monitoring of school corporation expenditures.

Source: IC 20-5-1.5-1

3330 REQUISITION OF GOODS AND SERVICES

Claim forms are to be completed by the person who will use the goods or services and forwarded to the principal or supervisor for authorization. If they are not authorized, they are returned to the person of origin with a reason for denial.

3340 INTERNAL CONTROLS

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

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

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

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

LEGAL REFERENCE: IC 5-11-1-27

3350 SOLICITING PRICES (BIDS AND QUOTATIONS)

In compliance with Indiana law, all purchases of and contracts for purchases of equipment, materials, and supplies and all Public Works projects involving more than the dollar amount allowed by law shall be based on competitive bids. The Board exercises the right to solicit bids on smaller amounts when good business practice so dictates.

Bids shall be received sealed and shall be opened at a public meeting by a committee designated by the Board. To ensure full compliance with the laws of the state of Indiana pertaining to the purchasing and/or leasing of materials, it will be the policy of this corporation that after the public opening and reading aloud of all bids received, the superintendent shall deliver all bids to the corporation's attorney for the rendering of a written legal opinion as to each sufficiency under law. The Board of the corporation shall not act upon any bid-letting without having first received and reviewed the attorney's opinion.

A written legal opinion shall not be required on those occasions wherein the attorney is present at the bid opening and is able to render to the Board and for the record the attorney's opinion as to the sufficiency of each bid.

When recommending bid awards, consideration shall be given to the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of the vendors. Should a recommendation be made for the Board to award a bid to a bidder who is not the lowest bidder, no such bid shall be considered by the Board until such time as a written statement is submitted to the Board setting forth the factors used to justify such an award. Such written statement shall be made a part of the minutes of the meeting of the Board. The Board reserves the right to reject all bids and ask for new bids.

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3360 RECEIVING GOODS

Upon satisfactory receipt of purchased merchandise or services, the claim originator shall return the blue copy of the purchase order verifying satisfactory receipt of the material or services and return his/her purchase order copy to the treasurer via the principal or supervisor. Following this, the treasurer shall recommend the claim to the Board for payment.

3370 PAYING FOR GOODS AND SERVICES

At each regular meeting, the treasurer shall present a list of claims for Board approval together with the actual claims for Board examination if so requested. The claim list will be arranged to show payee, amount of payment, total by fund, and a space for the Board members' authorization for payment.

All claims to be approved for payment by the Board at its monthly meeting must be received by the treasurer not later than the first of the month.

In the event of an emergency or in keeping with good business practice, claims may be paid by the treasurer in advance of Board approval for services and materials duly requisitioned, budgeted, or contracted. Claims paid in advance will be presented on the claim list for approval at the next regular Board meeting.

As a regular function of the corporation business office, the following time sensitive items can be paid in advance of formal board approval. These items will include charge card balances that otherwise would add late fees; pre-registration for conferences, workshops, and lodging; additional costs related to city crossing guards; and any other corporation billing that requires prepayment or would incur an additional fee if not paid on time.

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3380 PAYROLL

Personnel payroll dates will be as specified in the agreements between the Board and the employee groups. Usually pay dates occur every other week, normally on Thursday. Paychecks will be direct deposited by specified pay date unless requested by employee to be distributed by check. Requested checks would be delivered to the employee at his/her workplace or by mail on the same specified pay date.

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3400 ACCOUNTING METHOD

Periodic reports of receipts, expenditures, and balances will be required for all corporation funds.

3440 INVENTORIES

Each building principal shall maintain an up-to-date inventory on prescribed forms or electronic format supplied by the business office. Each teacher shall maintain an up-to-date inventory of equipment and supplies in his/her shop, laboratory, or classroom. The teacher shall submit a complete inventory on the prescribed form (paper or electronic) to the building principal prior to the teacher's leaving at the end of the school year. The building principal shall certify to the business office that the inventory has been checked and approved. There shall be two copies of the inventory: one filed with the building principal and one filed with the business office, or an electronic copy and a paper copy.

An equipment inventory will be maintained on all computers and capital outlay items exceeding \$1000.00 in value. The inventory will serve the functions of both control and conservation.

The technology coordinator shall be responsible for assuring the maintenance of a comprehensive inventory of administrative and instructional computer hardware and software.

The coordinator should work with the corporation technology department to develop procedures to be followed in maintaining such an inventory.

The librarian for each building shall be responsible for keeping a complete inventory of all audio-visual items in his/her building and providing the inventory information to the building principal, or by using electronic entry.

The running inventory shall be maintained on 1) building and grounds equipment; 2) furniture; 3) administrative equipment; 4) educational equipment; 5) vehicles; and 6) textbooks and supplementary books.

The maintenance supervisor and business manager shall be responsible for inventories relative to buildings and grounds equipment and vehicles. The building principal and business manager shall be responsible for the inventories relative to furniture, administrative equipment, educational equipment, and textbooks and supplementary books.

3445 THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT OF SCHOOL FUNDS OR PROPERTY

The Blackford County Schools Board of Trustees recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.

The threshold for material losses, shortages, or theft for Blackford County Schools which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

Cash Losses, Shortage, or Theft:

A loss, shortage, or theft of cash from any school corporation fund is an amount over \$1,000.00.

Other Assets Loss, Shortage or Theft:

A loss, shortage, or theft of a school corporation asset other than cash exceeding a value of \$1,000.00.

LEGAL REFERENCE: IC 5-11-1-27(j)
IC 5-11-1-27(l)

3450 MONIES IN SCHOOL BUILDINGS

The administration of extracurricular funds, as well as tax source funds, is the responsibility of the Board. The responsibility for the extracurricular funds has been delegated to the building principals. The coordination of procedures such as auditing and reporting rests with the business office.

All money collected for dues, sales, services, and other fees must be deposited with the extracurricular secretary/treasurer. A receipt shall be issued to the credit of the extracurricular organization or person involved.

Each extracurricular organization shall retain the authority for the control and expenditure of its own funds. It must be noted that no payment may be requested or made without the approval of the sponsor and the principal in whose school the organization functions. The extracurricular treasurer shall present at the end of each fiscal year, or more frequently if requested by the Board, a financial statement showing balances in all extracurricular accounts. The treasurer shall annually, or more often if necessary, audit such accounts. No organization may obligate itself for any expenditure beyond the sum which it has in its treasury. Bills must be paid promptly.

Indiana Law requires all public funds shall be deposited not later than the business day following the receipt of funds on business days of the depository. Public funds deposited shall be deposited in the same form in which they were received.

The end of the year report required by the State Board of Accounts shall be made on proper forms and forwarded to the treasurer by the principal before leaving for summer vacation, but in no case later than a reasonable time following the close of the fiscal year on June 30.

LEGAL REFERENCE: IC 5-13-6-1

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3460 RETENTION OF RECORDS

It is the policy of Blackford County Schools that its records be retained only so long as (1) required by Federal or Indiana statute or regulation; (2) necessary to the conduct of the school's purposes; and (3) relevant to pending or foreseeable investigations or litigation. Blackford County Schools will generally follow the Records Retention Schedule maintained by the Indiana Commission for Public Records. Records retention may be accomplished by the use of microfilm or digital recording.

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3500 OPERATION OF SCHOOL PLANT

The Board expects the operation and maintenance staff of school plants and equipment to set high standards of safety, to protect the health of pupils and staff, and to support environmentally the efforts of the staff in providing a good education. The Board expects full implementation of all safety and health standards which are identified and brought to the attention of administrators by inspectors.

The coordination of daily cleaning, heating, ventilating, and general custodial services shall be a cooperative venture by the principals, supervisor of maintenance, and head custodian. They shall be responsible to the superintendent.

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3501 IAQ COORDINATOR (Indoor Air Quality)

Blackford County Schools will assign an IAQ Coordinator and publish contact information in handbooks and on website with procedures and timeline for addressing complaints.

3502 CHEMICAL MANAGEMENT POLICY

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

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

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

Inventory

Each year, school corporation personnel, as assigned by the superintendent or designee, shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol:

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. The decision for purchase of chemicals is to be made in each department and approved by the building administration.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock-piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected.

Material Safety Data Sheets (MSDS) should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.

4. Chemicals listed on the Banned Chemical List shall not be purchased. A list of these chemicals will be in the administrative guidelines.

MSDS will be available at each main office in each building as well as a complete list at central office. The MSDS books are to be updated annually and as new chemicals are purchased.

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Use

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

Storage

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

Disposal

- a. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
- b. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

- a. Evaluate situation and Evacuate Students, Provide First aid as needed, Contact Office.

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- b. Follow guidelines in Emergency Manual.
- c. Call 911
- d. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8

DATE ADOPTED: December 22, 2011

3503 VEHICLE IDLING POLICY

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
1. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - a. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior bus,
 - b. Longer idling time is necessary to facilitate the loading and unloading of students with special needs,
 - c. There are safety or emergency situations,
 - d. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process
 - e. The bus is idling in traffic

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2. Buses should not idle while waiting for students during field trips, extra-curricular activities or other events where students are transported off school grounds.
3. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
4. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

LEGAL REFERENCE: 410 IAC 33-4-3

DATE ADOPTED: December 22, 2011

3504 ANIMALS IN CLASSROOMS

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than a 6-week grading period or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms. Live animals kept more than a six week grading period require administrative approval. Any live turtles brought in must have administrative approval ahead of time and meet approved guidelines.

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

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

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

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

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

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

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

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

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

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

DATE ADOPTED: December 22, 2011

3510 DISASTER PLANS

The Board recognizes the importance of providing protection for all students and other citizens in the school corporation in the event of a disaster.

The Disaster Plan for the corporation is on file in the superintendent's office. It is the responsibility of each principal to have on file a copy of the Disaster Plan and to be able to put into effect that part of the plan pertaining to his/her school coordinating it with the Emergency Preparedness Plan.

In the event of a disaster declared by Blackford County or other government officials and/or government officials and upon a request by the Blackford County Chapter of the American Red Cross for the use of school facilities, the schools of the Blackford County Schools may be used for disaster shelters.

Prior to the use of a school building, the Disaster Services Chairperson of the American Red Cross must contact the building principal providing the following information:

1. The approximate period of time the building will be used.
2. The exact facilities to be used within the building.
3. The approximate number of disaster victims to be housed in the building.
4. The names of American Red Cross staff members assigned to the shelter.
5. The name, address, and telephone number of the American Red Cross staff member charged with the responsibility of opening the shelter.
6. Procedures for leaving the school in the exact condition it was in prior to being converted to a shelter.

The Disaster Services Chairperson of the American Red Cross and the building principal shall assume joint responsibility for compliance with the foregoing stipulations for building use.

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3515 SUPPLIES

The safe storage of supplies shall be the responsibility of the supervisor of maintenance, supervisor of custodians, and principals. Requisitions for supplies and materials are to be submitted to the principal or designee for recommendation and signature. Supplies stored within the building are to be distributed by the head custodian. Custodial items are to be requested through the supervisor of custodians who will deliver items as requested.

3520 SECURITY OF BUILDINGS AND GROUNDS

Buildings constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper time. Security also means the following:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protecting against vandalism and burglary.

The superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security outlined above.

3525 MAINTENANCE OF PLANT

The maintenance program shall be designed to provide an optimum learning environment and to prolong the useful life of school plant and equipment and shall include the following:

1. A program of lawn care including mowing, edging, weeding, fertilizing, and watering will be planned and scheduled by the supervisor of maintenance.
2. Building custodians shall be responsible for keeping the grounds free of litter.
3. When accumulation of snow and/or ice prevents ready access to schools, day custodians will report in ample time to clear building entrances, walks, porches, steps, and sidewalks.
4. Custodians will follow the daily work schedule of defined duties assigned by the custodial supervisor in conjunction with the building principal.
5. Minor repairs to buildings and equipment will be completed by building custodians. All other repairs will be requisitioned by the principal from the supervisor of maintenance.
6. The supervisor of maintenance and supervisor of custodians will provide periodic in-service training to improve the quality of the custodial and maintenance programs and as required by law.
7. Routine inspection and servicing of all heating, lighting, and plumbing installations will be provided by the central maintenance staff under the direction of the supervisor of maintenance.
8. Building custodial crews will operate heating, lighting, and plumbing systems of individual buildings with the advice and guidance of the maintenance supervisor and the principal.
9. Repairs and regulation of heating, lighting, and plumbing systems will be provided by the central maintenance staff or commercial service agencies as determined by the supervisor of maintenance.

3530 VANDALISM AND BURGLARY

School buildings are built and grounds maintained by taxes levied on community taxpayers, and all uncollected damages of vandals or stolen items must be paid for in the same way. All citizens of the school corporation and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism or burglary and the name or names of the person or persons believed to be responsible.

Law enforcement agencies will be notified when there is an act of vandalism in progress or there is evidence that an act of vandalism or theft has occurred.

The principal will prepare a full and complete report of missing items and/or any vandalism to school property including buildings and equipment. Copies of the report will be forwarded to the superintendent and appropriate law enforcement agency. Any vandalism and/or burglary of a substantive nature will be reported at once to the superintendent.

The principal will obtain an estimate of the cost of replacement or the cost of repairs of any damage to school property or equipment, then forward a bill for the cost of replacement or damage to the responsible person or persons. If the person involved is a student, a copy of the bill will be sent to the student's parent or guardian. Payment for such replacement or damage will be made, or acceptable arrangements made for payment, within 30 days of receipt of the bill. If payment is not made or adequate arrangements made for the payment within 30 days, the superintendent will inform the attorney for the Board to commence, on behalf of the corporation, a civil action to recover from the responsible person or persons and their parents or guardian the amount of damage or loss sustained by the corporation along with the costs of such action. The limit of the liability of the parent or guardian of a minor will be in accordance with law.

The superintendent or his/her designee is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property or breaking and entering school property and is further authorized to delegate authority to sign such complaints and to press charges.

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3532 INSURANCE

Pupil accident insurance is made available at the start of each school year.

Eligibility for insurance coverage for employees or Board members and/or their covered family members who leave the corporation for any reason will be governed by: 1) applicable federal and state statutes, 2) any written agreements between the Board and any employee or employee group, or 3) Salary and Fringe Benefit Policies for non-certified employees as approved by the Board of School Trustees. Payments are due according to the schedule determined in Central Office and/or COBRA guidelines.

3555 OVERNIGHT AND/OR OUT-OF-STATE FIELD TRIPS

All overnight and/or out-of-state field trips must receive Superintendent Approval at least 30 days prior to the trip. This number may be reduced only in instances when it was not possible to request approval prior to the 30 day deadline (i.e. ECA trips for tournaments)

Because of the nature of overnight and/or out-of-state field trips, student supervision may become a 24 hour responsibility. It is, therefore, required that a student/chaperone ratio be maintained in the range of 6:1 to 8:1. Additionally, because of the inherent relationships that exist between students and staff, a minimum ratio of one staff member for each 24 students must be maintained on all overnight and/or out-of-state field trips. A staff member is defined as one who is employed by the school board in some capacity.

A list of chaperone names, addresses and telephone numbers shall be approved by the building administrator prior to submittal for the school board's consideration. It is understood that changes in this list may occur, however, the building administrator shall review the final list of chaperones prior to departure.

It is understood that overnight and/or out-of-state field trips can provide a great opportunity for increased learning activities. However, due to a number of variables, including cost and time away from other classroom learning activities, no more than 3 consecutive school days shall be approved for any overnight and/or out-of-state field trip activity. During the academic school year, no overnight and/or out-of-state field trip shall be approved outside the continental United States.

A daily itinerary outlining each chaperone's supervisory responsibilities shall be approved by the building administrator prior to submittal for the Superintendent's consideration. Again, it is understood that even though changes may occur, the building administrator shall review and approve those changes prior to departure.

It is understood that overnight and/or out-of-state field trips provide multiple learning activities for student participants that they could not receive in the regular classroom. Regardless of the "classroom" the need to measure student learning through various critical assessment activities is still a requirement. A student educational assessment plan for each field trip must be submitted and approved by both the building administrator and the Superintendent.

Overnight and/or out-of-state field trips must provide evidence of cost effectiveness vs. educational value received. A detailed funding plan, outlining both the cost and the revenue, for each trip shall be provided to the building principal prior to submission for the superintendent's approval.

Student participation in overnight and/or out-of-state field trip activities is a privilege, not a right. Student participation lists must be submitted to the building principal prior to departure. The principal has the authority to deny participation to any student who has proven himself/herself unworthy of such participation.

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The overnight activity commonly referred to as the “lock-in” must occur on non-educational time and should be approved by both the building administrator and the superintendent, 30 days prior to the lock-in. Additional requirements shall be at the prerogative of the building administrator.

3600 TRANSPORTATION

Bus transportation shall be provided for students living beyond a reasonable distance from their school whenever possible. The director of transportation will review annually the existing bus routes and make adjustments as necessary to effect economic operation. The director of transportation will establish pick-up points which will ensure the safety of children who will ride the bus.

If for any reason a parent believes the transportation policy is unfair to a student, the following procedure is to be followed:

1. Parents contact the building principal and document existing extreme hardship and/or emergency conditions.
2. The principal reviews information concerning the case and communicates his/her opinion regarding the exception to the parents and to the director of transportation.
3. If the principal does not feel that an exception should be made, parents have the right of appeal to the director of transportation if they disagree. In such cases the director of transportation will review all information and decide.
4. If the principal feels an exception should be made, the director of transportation should review the request of the parents and building principal and make a decision.
5. If the parents disagree with the decision of the director of transportation, they have the right of appeal to the superintendent.
6. If the parents disagree with the decision of the superintendent, they have the right of appeal to the Board.

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3605 STUDENT TRANSPORTATION POLICY

Except as provided below employees shall only transport students to curriculum, or extracurricular events or activities in School Corporation owned buses or vans.

Blackford County employees shall not use their private vehicles to transport students to or from curricular or extracurricular events or activities without the express written permission of the superintendent/designee and the parent/guardian, except where emergency circumstances require the immediate transportation of a student for reasons of health or safety.

3610 USE OF SCHOOL OWNED BUSES

The following rules apply to the use of school-owned buses:

1. School-owned buses are to be used for school purposes and are not available for use by other groups nor for other purposes.
2. Transportation for school-sponsored field trips, athletic trips, and educational tours may be provided through the use of corporation-owned buses with fees as determined by the transportation office.

3620 DRIVING ON PRIVATE PROPERTY

Corporation owned buses will not be permitted to enter private lanes or other private property for the purpose of boarding students. The only time a bus should be on private property is when the situation lends itself to the safety of the students on board or when it would make the stop and pick up safer for everyone involved. Permission for this use should be in writing and signed by the property owner.

3625 DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility each driver, as well as others who perform safety sensitive functions with corporation vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to federal, state, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of corporation vehicles.
- E. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in corporation vehicles or inspect, repair, and maintain corporation vehicles.
- F. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time she/he is relieved from work and all responsibility for performing work.
- G. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in corporation vehicles or inspect, repair, and maintain corporation vehicles.

The Board expects all CDL license holders to comply with Board policies on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who hold a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of

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the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)
- F. Any other controlled substance as defined by Indiana law.

Such tests are to be conducted in accordance with federal and state regulations a.) Prior to employment, b) for reasonable cause, c) after accidents or violations of regulations, d) on a random basis, and e) on a follow-up basis.

Any staff member who tests positive shall be prohibited from driving any school vehicle and shall be dismissed from his/her duty as a driver.

Prior to the beginning of the testing program, the corporation shall provide drug-free awareness information which will inform each CDL license holder about;

- A. The dangers of illegal drug use and controlled substance and alcohol abuse
- B. The sanctions that may be imposed for violations including dismissal.

The transportation director shall arrange with a certified laboratory to provide the following services: testing of all first and second test urine samples

- A. Clear and consistent communication with the corporation's Medical Review Officer (MRO)
- B. Methodology and procedures for conducting random tests for controlled substances and alcohol.
- C. Preparation and submission of all required reports to the corporation, the MRO, and to federal and state governments.

The transportation director shall also select the agency or persons who will conduct the alcohol Breathalyzer tests, the corporation's MRO, and the drug collection site(s) in accordance with the requirements of the law.

**ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY
FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES**

The Board of School Trustees for the Blackford County School Corporation recognizes the critical and growing problem alcohol and controlled substance abuse poses to the transportation of its students. 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 and applicants for driver positions for the school corporation who must have a Commercial Drivers License (CDL) to operate school vehicles.

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 4 hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in accordance with the School Corporation's leave policies.

The execution and enforcement of this policy will follow set procedures to screen body fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation (USDOT) reportable accident or who are periodically or randomly selected pursuant to this policy. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

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

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SAFETY-SENSITIVE FUNCTION -- DEFINED

Performing a safety-sensitive function means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A safety-sensitive function is defined as:

1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school corporation.
2. All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.
3. All driving time spent at the driving controls of a motor vehicle in operation.
4. All time, other than driving time, in or upon any motor vehicle.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.
6. All time spent performing the driver requirements relating to an accident.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

PROHIBITED CONDUCT

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The following shall be considered prohibited conduct for purposes of this policy:

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater.
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform a safety-sensitive function within 4 (four) hours after using alcohol.
5. No employee required to take a post-accident test shall use alcohol for 8 (eight) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
7. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance except when the use is pursuant to the written instructions of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the school corporation with proof of such medical advice. The transportation director can decide if the employee can remain at work or what work restrictions are necessary.
8. Any employee who is using a prescribed drug or other medication which is known or advertised as possibly affecting or impairing judgment, coordination, or other sense, or which may adversely affect the employees ability to perform work in a safe and productive manner, must notify the transportation director prior to starting work. The transportation director will decide if the employee can remain at work or what work restrictions are necessary.
9. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

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TESTING OF DRIVERS

All drivers will be tested for alcohol and drugs in accordance with the USDOT-approved procedures when directed by the Superintendent and Transportation Director.

Drivers will be tested under the following circumstances:

A. Pre-Employment

Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test. Any individual who refuses to submit to such a test or has a positive controlled substance test result will not be considered for employment with the school corporation.

B. Random

The school corporation will conduct random drug and alcohol tests. The corporation will submit all employees' names to a random selection system. Random selections will be spread throughout the year. The corporation will drug test 50% of the number of employees in each calendar year or at a rate established by the USDOT for the given year. The corporation will alcohol test 10% of the number of employees in each calendar year or at a rate established by the USDOT for the given year.

If an employee is selected at random for either test, the superintendent [transportation director] will notify the employee. Once the employee is notified, he or she must proceed to the designated collection site immediately. If the employee does not go to the collections site as soon as possible after notification, such may be considered a refusal to test.

C. Post-Accident

Drivers are required to submit to drug and alcohol testing as soon as possible following a "DOT" accident that involves

1. A fatality; or
2. The employee receives a citation for a moving violation arising from the accident that involved: a) bodily injury to a person who, as a result of the injury, receives medical treatment away from the scene of the accident; or b) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

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A driver who is subject to post-accident testing shall remain readily available for such testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the school corporation.

D. Reasonable Suspicion

The School Corporation is required to test for the use of alcohol and controlled substances upon "reasonable suspicion". A reasonable suspicion test is required when based upon specific, contemporaneous, and articulable observation concerning the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. A supervisor or the Transportation Director who is so trained in accordance with the USDOT regulations must witness the conduct. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use by observing a person's behavior. The witness shall not conduct the alcohol test of the driver.

Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the workday of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

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E. Return to Duty Testing

A return to duty test will be required for all employees who have violated this policy. The employee may not return to duty until he or she passes a drug test and/or tests below a .02 for breath alcohol and the medical review officer (MRO) or the substance abuse professional (SAP) and the school corporation have determined that the employee may return to duty.

F. Follow-Up Testing

Any employee who has returned to work following a violation of this drug and alcohol policy will be subject to follow-up testing. At a minimum six follow-up tests will be required within the first 12 months following an employee's return to work and less frequently during the next 4 years. Employees will be tested in accordance with USDOT regulations and the recommendations of the SAP.

TESTING PROCEDURES

The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the school corporation in order to carry out its drug and alcohol testing program.

Controlled substance testing procedures include the following:

1. Chain of Custody

Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures will require an approved chain-of-custody form.

2. Preparation for Testing

- A. Use of tamperproof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.
- B. Use of shipping container in which one or more specimens and associated paper work may be transferred and which can be sealed and initialed to prevent undetected tampering.

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3. Specimen Collection

Specimen collection will be done at collection sites designated by the School Corporation.

4. Laboratory Analysis

Laboratory analysis of all specimens collected will be done by a properly accredited facility under all federal guidelines.

Controlled Substance Testing Protocol

Urine Collection Procedures:

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the USDOT as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by USDOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to have been tampered with.
6. Observed collections may be required on return to duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

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Laboratory Procedures:

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances:

1. Marijuana;
2. Cocaine;
3. Opiates;
4. Amphetamines; and
5. Phencyclidine (PCP).

The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primal specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive it will be reported to the Medical Review Officer (MRO) as a positive.

Validity Testing:

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test as required.

All laboratory results will be reported by the laboratory to a MRO designated by the Company or its agents.

MRO Procedures:

1. All tests results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the school corporation by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
 - a. Before reporting a positive, adulterated or substituted test result to the school corporation, the MRO will attempt to contact the employee to discuss the test result.
 - b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.

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- c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
 - d. If the MRO is unable to contact the employee directly, the MRO will contact the Superintendent [Transportation Director] who shall contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
 - e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the Superintendent [Transportation Director], or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
 - f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
 - g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.
4. Diluted Specimens: If a specimen is reported diluted by the laboratory, the MRO will report this information to the Superintendent [Transportation Director]. The school corporation requires an immediate recollect for another test. The result of this test will stand as the final result.

Medical Information Disclosure:

Pursuant to USDOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the school corporation. Individual test results for applicants and employees will be released to the school corporation and will be kept strictly confidential unless consent for the release of the test result has been obtained.

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Split Specimen Testing Protocol

An employee may request that the “split” portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. The school corporation will withhold the amount of the cost of testing the split specimen from the employee’s pay unless other arrangements are acceptable to both the employee and the school corporation. If the employee makes a timely request to the MRO for the split portion to be tested, the MRO shall immediately make arrangements with the laboratory to initiate the process.

Alcohol Testing Procedures

1. Testing Devices

Alcohol tests are to be conducted with only evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on their Conforming Products List (CPL). The rules allow the use of EBT's for the initial screening test that is on the CPL, that does not meet the additional requirements for the confirmation test (e.g. sequential numbering and print-out capability).

2. Test Administrators

Only a Breath Alcohol Technician (BAT) that has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.

3. Test Procedures

The BAT will perform an initial alcohol screen. If the initial screen results in a Blood Alcohol Concentration (BAC) of .02% or above, a confirmation test is required. Any tests resulting in a BAC of less than .02% will be considered negative. The BAT will wait a minimum of 15 minutes, before administering the confirmation test. Confirmation tests must be performed within 30 minutes. If the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Employees with test indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during or just after performing a safety sensitive function.

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REFUSAL TO TEST

Refusal to submit to the types of drug and alcohol test required by this policy will be grounds to discipline CDL employees. A refusal to test include any of the following situations:

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1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot produce a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the corporation's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the USDOT regulations.
6. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the transportation director as part of the "shy bladder" or "insufficient breath" situation.
7. Failure or declining to take a second test as required by USDOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector or behave in a confrontational way that disrupts the collection process.
9. Refusing to sign step two of the alcohol testing form.
10. A report from the MRO that the employee has a verified adulterated or substituted test result.

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CONFIDENTIALITY

All information obtained in the course of testing of drivers shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the direct written consent of the driver.

Employees are entitled upon written request to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

The school corporation may release information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, and USDOT agency, or any state or local official with regulatory control over the corporation or its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings including lawsuits involving wrongful discharge action, grievances, administrative proceedings brought on by or on behalf of an employee and resulting from a positive DOT drug or alcohol test or a refusal to test, and/or criminal or civil actions.

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DISCIPLINARY ACTIONS FOR POLICY VIOLATIONS

Drivers found to commit any conduct prohibited by this policy, including refusal to test, and/or testing positive for alcohol (.04 or greater) or for a controlled substance shall be prohibited from driving or performing a safety-sensitive function for the school corporation. Such employee will be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs) who are approved by the school corporation. To be able to return to duty the employee must complete the following steps:

1. Complete an evaluation with a SAP.
2. Complete any rehabilitation and/or evaluation required by the SAP.
3. Be re-evaluated by the SAP and obtain written confirmation of satisfactory completion of all recommendations.
4. Complete a return to duty test that is issued with a negative result.
5. As a condition of continued employment, the employee will be required to submit to a minimum of 6 unannounced follow-up tests in the next 12 months after returning to work.

Follow-up testing is separate from and in addition to the reasonable suspicion, post-accident, and random testing. The schedule of follow-up testing shall be unannounced and in accordance with the instructions of the SAP. The cost of any SAP evaluation, prescribed treatment and follow-up testing shall be paid for by the employee. In addition, the employee will be subject to any school corporation policy dealing with the use of alcohol and controlled substances.

Drivers testing .02 or greater but less than .04 shall not drive or perform safety sensitive functions for the school corporation, nor shall the school corporation permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The driver also becomes subject to any other school corporation policy dealing with the use of alcohol and controlled substances.

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EDUCATIONAL MATERIALS

The school corporation will provide education materials that explain the requirements of Federal Motor Carrier Safety regulations, consequences of violating the regulations, and the corporation's policies and procedures with respect to meeting these requirements. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life. Employees are required to attend an educational meeting to discuss the corporation's policies and procedures and to review all materials covered by this policy. Each employee is required to sign a statement certifying that he or she has received a copy of these materials. The corporation will provide these materials to employees prior to the start of the testing required by this policy and to any employee who is hired or transferred into a position requiring a CDL.

TRAINING OF SUPERVISORS AND DRIVERS

Supervisor Training:

Transportation Directors and Supervisors are the key to a drug-free work environment. At a minimum, the Transportation Director and Supervisors will receive basic training and orientation on:

1. The identification of behavioral and physiological signs of alcohol and drug abuse.
2. How to recognize, counsel and document employees whose performance has deteriorated.
3. How and when to suggest and/or require the services of the Employee Assistance Program (EAP), or any other drug/alcohol assistance program.

Driver Training:

The drivers training program will consist of:

1. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.
2. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
3. Information and materials required by federal regulations.

The training of both supervisors and drivers will be documented.

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RETENTION OF RECORDS

The following records relating to the school corporation's drug and alcohol testing program are required to be maintained:

(1) Records related to the collection process:

- Collection logbooks
- Documents related to the random selection process
- Calibration documentation for EBT's
- Documentation of Breath Alcohol Technician (BAT) Training
- Documentation of reasoning for reasonable suspicion testing
- Documentation of reasoning for post-accident testing
- Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing
- Consolidated annual calendar year summaries

(2) Records related to the driver's test results:

- Employer's copy of the alcohol test form, including results
- Employer's copy of the drug test chain of custody and control form
- Documents sent to the employer by the Medical Review Officer
- Documentation of any driver's refusal to submit to a required alcohol or controlled substance test
- Documents provided by a driver to dispute results of test

(3) Documentation of any other violations of controlled substance use or alcohol misuse rules

(4) Records related to evaluations and training:

- Records pertaining to substance abuse professional's (SAP's) determination of driver's need for assistance
- Records concerning a drivers compliance with SAP's recommendations

(5) Records related to education and training:

- Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse
- Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials
- Documentation of supervisor training
- Certification that training conducted under this rule complies with all requirements of the rule

(6) Records relating to drug testing:

- Agreements with collection site facilities, laboratories, medical review officers (MRO's), and consortia
- Names and positions of officials and their role in the employer's alcohol and controlled substance testing program
- Monthly statistical summaries of urinalysis
- The employer's drug testing policy and procedures

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All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the school corporation's central office within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

LEGAL REFERENCE: 49 C.F.R. Part 382

CONTROLLED SUBSTANCE AND ALCOHOL POLICY

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems that can be treated. At the same time, the Board of Trustees of the Blackford County School Corporation is concerned about the adverse effects of alcohol or other drug use on employee performance, health and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all Blackford County School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 4 hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the school corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in accordance with the School Corporation's leave policies.

Blackford County School Corporation reserves the right to terminate any driver who violates the School Corporation's Drug and Alcohol Abuse Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. The School Corporation may offer the driver (at the driver's expense) the opportunity to receive appropriate treatment. When the School Corporation makes such an effort and the driver rejects assistance or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance or behavior, then termination will result.

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Confidentiality

Any information concerning a driver's drug or alcohol abuse will be available only to members of the administration whom the School Corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the School Corporation to any other employer, organization or individual without the driver's written consent.

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3650 USE OF SCHOOL BUSES

All assignments on use of school buses will be made through the office of the director of transportation or through one of the principals who will always check with the director of transportation before authorizing any use of school buses.

3680 USE OF BUSES FOR ALL OUT-OF-TOWN DISTRICT TRIPS

Each driver is to have an “authorization form” completed and signed by the director of transportation or the superintendent of schools before transporting students out of the school district. This form is to be carried in the bus during the entire trip.

3685 DRIVERS' RESPONSIBILITIES

The driver shall cooperate with the Board, and school administrators in operating his route on a satisfactory schedule. If school is closed early for any reason, then the driver, at the direction of the administration of the school, shall be at the school to take the pupils home at such time as the administration of the school shall direct.

School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the state. Also, drivers are to comply with all regulations described in a corporation handbook as prepared by the director of transportation approved by the superintendent and board of trustees.

A driver shall never use tobacco on a corporation bus.

The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and action planned before the situation becomes critical. Refusal to transport children or other punishment should be administered in cooperation with the school authorities and enforced by the driver. In no case shall a driver put a pupil passenger off the bus except at his regular station or at the school.

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3700 CAFETERIAS

The school lunch program operates for the purpose of providing the children with an inexpensive and well-balanced daily lunch. Operation of all cafeteria needs and services is administered by the food service director with the support of the director of business and technology and the superintendent.

Supplies, equipment, and staple foods are requisitioned by the food service director from the individual managers. Bidding is done through Region 8 and received annually on certain items to acquire the best merchandise for the most equitable price. Purchasing of all supplies and equipment are done through the food service director in accordance with the director of student services and the business manager. The corporation treasurer makes payments after the food service director has verified receipts. All receipts and disbursements are made through the cafeteria fund.

It is the responsibility of the individual cafeteria staffs to maintain clean and sanitary kitchens and to meet the sanitary codes of local and state health boards. Normal custodial services are to be performed by the custodial staffs. Maintenance of all mechanical equipment is the responsibility of the supervisor of maintenance.

The development of the educational aspects of the lunch program and supervision of the children in the lunchrooms shall be the responsibility of the building principal. Meals which qualify for reimbursement under "Offer vs. Serve" shall be served in all schools, and there shall be participation in the Federal Lunch Program School, School Breakfast Program, and Federal Surplus Commodity Programs. We strongly discourage meal charges.

Students with an outstanding balance are only permitted to charge a Type-A Lunch. Students with an outstanding balance in excess of \$5.00 may not charge an additional lunch until the outstanding balance has been paid. Students with an outstanding balance in excess of \$5.00 shall be provided an alternative lunch consisting of peanut butter or cheese sandwich, apple, and milk.

3710 FOOD SERVICES STAFF CODE OF CONDUCT

Conflict of Interest

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by federal funds through the Child Nutrition Programs of the United States Department of Agriculture.

No employee, officer, or agent of the school corporation shall participate in the selection, award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the entity selected for the award:

- a) School corporation employee, officer, or agent;
- b) Any member of the employee, officer or agent immediate family;
- c) The employee, officer, or agent business partner;
- d) An organization that employs or is about to employ one of above.

School corporation employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts under the Program. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like by school employees is prohibited.

LEGAL REFERENCE: 7 CFR 3016.36(b)
 7 CFR 3019.42

3720 Review and Second Audit of Free and Reduced Lunch Applications

All schools should process Free and Reduced Lunch applications following the most current USDA and State rules and regulations. The employees processing the applications are to be trained and to understand the requirements of the program and the application process. More than one employee must be involved in the approval process of Free and Reduced Lunch applications. An additional employee should be reviewing the Free and Reduced Lunch applications approval to verify the original approver is correctly and accurately processing the free and reduced applications.

Since Blackford County Schools manually inputs the Free and Reduced Lunch applications into a computer program, a second audit will be performed of Free and Reduced Lunch applications on a yearly basis. The second audit will be completed by a school employee other than the original approver. The auditor will review 10% of the applications that are received by the school.

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3730 VENDING MACHINES

The service and sale of all food and beverages to students during school hours will be under the control of the food service director and the building principal. Vending machines may be operated in accordance with the school's wellness policy. The profits from the vending machines purchased by the cafeteria fund go back into the cafeteria fund. All other profits derived from such operations will accrue to the school's extracurricular account.

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3810 MECHANICAL

Should there be a mechanical failure in one building, the building principal and the superintendent shall make the decision in dismissal for that building. Special care should be taken to insure that students not be cold and that all sanitary services be operating properly. The Superintendent's Office will be responsible for contacting all news media

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