

Blackford County Schools
Board Policy
Series 5000
Students

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SERIES 5000
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STUDENTS

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5100 ADMISSION

Any student entering the Blackford County Schools must provide a birth certificate, a copy of any immunization records, proof of legal settlement, and any legal documents providing proof of custody/physical custody/guardianship if applicable.

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5110 ENROLLMENT

Any child who attains the age of five (5) years on or before July 1 of a school year in accordance with Indiana Code 20-8.1-3-17 will be admitted to an appropriate kindergarten program of the Blackford County School Corporation. Students entering kindergarten are required to participate in a screening process based on identification of needs.

I.C. 20-8.1-3-17

5115 EARLY ENTRANCE PROCEDURES

If the child is younger than five (5) years as of August 1, and the parent(s)/guardian(s) of the child wishes to enroll the child in the Kindergarten program, the child may be considered for early enrollment by making application to the building Principal in the district that the child would attend. Such application should be received no later than July 1 of the upcoming school year. The early applicant must be five on or before the start of the 4th quarter of the upcoming school year.

The superintendent shall appoint an Early Screening Committee to review all applications and to make recommendations. The Screening Committee shall include, but not be limited to:

- Director of Curriculum (Committee chair and overseer of early entrance process)
- Kindergarten teacher (responsible for screening student with academic protocol)
- School Psychologist (responsible for assessing student with Bracken Basic Concept Scales – ascertain school readiness)
- Elementary Principal (responsible for hosting meeting with parent to discuss data from screening and assessment)

The Director of Curriculum will make the final determination as to whether the child will be admitted to the Kindergarten program after consultation with the Early Entrance Screening Committee and parents(s)/guardians(s).

- If it is determined that admittance will be granted, parent(s)/guardian(s) must agree to:
 - have their child in attendance for a minimum of 95% of the school session dates
 - meet with principal and/or teacher for progress check during parent teacher conference and at the end of second semester to determine child's next year grade level placement
- In evaluating the early admission application(s), the Director of Curriculum will base his/her decision on the following:
 - Whether or not there is space available in the Kindergarten program at the school where the child will attend.
 - If no space is available, or if it is determined that it is not in the best interest of the school or the children to admit additional students, no early entrance application(s) will be accepted.
 - When a child transfers from out-of-state or a private kindergarten program and does not meet the age eligibility requirements, that child will be accepted into the kindergarten program. Continuity of services, rather than age requirements, should be the strongest consideration. In cases where a child was enrolled in an out-of-state or private kindergarten for a very short time to circumvent the Indiana law, it is reasonable for entrance to be denied if this can be documented.

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5120 SCHOOL BOUNDARIES

Blackford County Schools have two (2) attendance districts for grades K-6, one (1) attendance districts for grades 7-8 and one (1) district for 9-12, described below:

1. The Montpelier District (K-6) includes:
 - a. The Montpelier School, 107 E Monroe Street, Montpelier – includes the city of Montpelier; Washing Township north of 400N; all of Harrison Township except the four sections south of 400N and west of 400E; Jackson Township north of 200S and east of 400E
2. The Southside and Northside School District includes:
 - a. All students living in the city of Hartford City; all of Licking Township; Washington Township to 400N; Jackson Township south of 200S and west of 400E; Harrison Township south of 400 N and west of 400 E
3. The Blackford Junior High School District includes:
 - a. All of Blackford County except the part of town of Dunkirk extending into Blackford County
4. The Blackford High School District includes:
 - a. All of Blackford County except the part of town of Dunkirk extending into Blackford County

NOTE: All boundaries are divided down the middle of the road.

***See map in Appendix M-1**

5125 ELIGIBILITY OF RESIDENT/NON-RESIDENT & FOREIGN EXCHANGE STUDENTS

The Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation:

- A. The Board will educate, tuition free, those students who have legal settlement in the Corporation. Legal Settlement is the attendance area of the Corporation in which the parent/guardians reside.
- B. The Board will educate, tuition free, non-resident students who are accepted for enrollment.
- C. The Corporation will not provide transportation from outside corporation boundaries.
- D. Foreign-exchange students, participating in a foreign-exchange program approved by the State Board of Education and living with a host family, will be admitted tuition free.
- E. The Corporation shall provide a free education to those students who are considered by Federal law to be illegal aliens by criteria established by the State.
- F. Students living within the boundaries of Blackford County Schools whose parents move from one attendance district to another or outside of Blackford County School district may remain enrolled at their current school provided that:
 - a. His/her parents accept the full responsibility for his/her transportation to and from school, and
 - b. His/her attendance remains regular during the school year.
- G. Students who do not have legal settlement in the Corporation may be enrolled in the Corporation in special programs offered through cooperative agreements with other school corporations.
- H. Nonresident students may be accepted into the Corporation's Summer School Program on a space available basis.

Children of Joint Custody Decrees

If the student resides in another school corporation but attends school in this Corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the non-resident, custodial parent.

Transfer Students

The Corporation will accept non-resident students under the following conditions:

- A. A written application for student enrollment must be filed with the Corporation.
- B. Based upon guidelines established in IC 20-26-11-32, Blackford County Schools shall annually establish:

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- (1) The number of non-resident transfer students the school corporation has the capacity to accept in each grade level; and
- (2) The date by which requests to transfer into the school corporation must be received by the governing body. After establishing this date, the governing body shall:
 - a. Publish the date on the school corporation's Internet web site; and
 - b. Report the date to the Indiana Department of Education.

Blackford County Schools will determine which students will be admitted as non-resident transfer students to each school building or each grade level within the school corporation by the order in which the application for enrollment was received.

The transfer must not place an undue burden on the Corporation.

- C. Attendance, disciplinary and behavioral records from previously attended schools will be considered.

Blackford County Schools may deny a request for a non-resident student to transfer to the school corporation, or establish terms or conditions for enrollment that prevent a student from enrolling in a school, if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request for transfer under this section:

1. For ten (10) or more school days;
2. For a violation under IC 20-33-8-16;
3. For causing physical injury to a student, a school employee, or a visitor to the school; or
4. For a violation of a school corporation's drug or alcohol rules

NOTE: For purposes of subdivision (1), student discipline received under IC 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

- D. The parent of a non-resident student for whom a request to transfer is made is responsible for providing Blackford County Schools with records or information necessary for school officials to determine whether the request to transfer may be denied.
- E. The non-resident student's socio-economic status, academic records, scores on ISTEP tests, disciplinary record (except as noted in Paragraph C above), disability, or any other factor not related to the school corporation's capacity will not be considered.

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- F. The Corporation will not provide transportation from outside Corporation boundaries.
- G. Without legal settlement, students may not use athletics as a primary reason for requesting transfer into Blackford County Schools.
- H. The Corporation shall determine which school building the student will attend when there is a lack of available space in the building requested.

Other

- A. Students transferring to this Corporation shall be placed in those classes/courses or at the grade level for which their previous education experiences appear to qualify them.
- B. The Superintendent or designee is granted the discretion/authority to approve or deny transfer requests based on the criteria listed in this policy.
- C. Formal appeals of denied transfer requests may be submitted to the Board for final consideration.
- D. Blackford County Schools MAY NOT deny a request (except under Section C; Page 9) for a non-resident student to transfer into the school corporation:
 - (1) if the transfer student is a member of a household in which any other member of the household is a student in the transferee school; and
 - (2) if the transfer student has a parent who is an employee of the school corporation.
- E. Blackford County Schools will require any non-resident transfer student to meet the same eligibility criteria required of all students who attend any school building that offers a special curriculum.

Out-of-State

The Board will not accept students who have legal residence outside the state of Indiana EXCEPT in cases of extreme hardship. In cases involving such exceptions, all evidence of hardship must be in writing. Each case will be judged on its individual merits.

Policy References:

- I.C. 20-26-11-1 et. seq.
- I.C. 20-26-11-19
- I.C. 20-26-11-6 (b), (d), (e)

5130 TRANSFERS AND WITHDRAWALS

If a student's legal settlement has changed after he/she has begun attending school in the school corporation in any school year, the student may remain enrolled at his/her current school provided that:

1. His/her parents accept the full responsibility for his/her transportation to and from school, and
2. His/her attendance remains regular during the school year.

Except in those cases involving emancipated or married students, the legal residence of all students shall be considered to be the residence of their parents, court-appointed custodial parent, or their legally appointed guardians.

Intra-school transfers at the elementary school level will be considered by the superintendent. All applications for such transfers shall first be made to the principal of the student's current school. So long as there is space available (as determined by the superintendent) and the receiving school is able to meet the academic needs of the student, the request for intra-school transfer will be approved. All students enrolled at another school as an intra-school transfer shall be permitted to remain enrolled until the parents/guardians elect to remove the student or the student is promoted beyond the building's grade levels. Parents who have received permission to transfer their children will be responsible for transporting them to and from school each day.

The board will consider applications to transfer to a neighboring school for the purpose of taking a course or courses not offered in the Blackford schools provided the receiving school corporation accepts the student without cost to the Blackford County School Corporation. This does not prevent a high school student from taking a course in evening and adult classes provided that:

1. There is no cost to the corporation for tuition and/or transportation, and
2. The high school principal approves the course in all situations where credits are to apply toward graduation.

The elementary principal, with the superintendent's approval, may withdraw any child under seven years of age for the general welfare of the school child. Due process will be provided.

A child who is a ward of a legal guardian who is a resident of our community may attend our schools, providing it is a bona fide guardianship. The guardian shall be responsible for the care, maintenance, and conduct of said child and shall answer to the school authorities concerning said child as if said guardian were the parent of said child. Every guardian shall have on file with the school an affidavit stating that he or she does assume full responsibility for said child concerning school matters.

Any cases not covered by the preceding will be referred to the superintendent for determination.

C 20-8.1-6.1-1

5135 ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to gain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

The responsibility for regular school attendance rests with the student and his or her parent or legal guardian.

Definitions of Absences:

Exempt Absences (IC 20-33-2-14-17): These are days not recorded as absences and do not count toward absences. These days must be arranged with the office prior to the date of absence:

- Service as a page or honoree of the Indiana General Assembly
- Service on precinct election board or for political candidates or parties
- Witness in judicial proceedings
- Duty with Indiana National Guard or Civil Air Patrol
- Suspension (disqualifies a student for perfect attendance)

Excused Absences: Students may be excused from school for the following reasons:

- Personal illness verified by parent and/or medical excuse. The principal/designee may request a doctor's statement when this applies after ten (10) days.
- Absences for doctor and dentist appointments verified with a doctor or dentist note form.
- Family emergencies at parental request approved by the principal.
- Preplanned family absences approved by the principal (not to exceed 5 days per year).
- Funeral attendance for non-family members as requested by parent.
- Student is sent home by the nurse with parent permission.
- Two days out for treatment of head lice.

Unexcused Absences: Any absence not defined as "exempt" or "excused" above, including but not limited to:

- Absences not documented with a parent/guardian call on the day of absence, or by a call or note within two days of the student returning to school but verified not to be truant.
- Oversleeping, missing the bus, car trouble, etc.

Reporting Absences: On each day of a student's absence a parent or guardian must contact the school to report the absence. Failure to provide the school with notification may result in the absence being regarded as unexcused. The principal/designee may require a doctor's statement at his/her discretion.

Tardies: Students are considered tardy when they arrive at school AFTER the tardy bell. Incidents of tardiness may be excused at the principal's discretion.

511 IAC 6-2-1(C)(12)

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5140 PARENT PRE-ARRANGED ABSENCE (PPA)

If it becomes absolutely necessary to take a student out of school during school hours, a parent shall make an appointment with the building principal to discuss the nature of the absence and the academic standing of the student. The principal/designee has the authority to approve or deny PPA requests.

- A. Eligibility
 - 1. A student must have an attendance record of 95%, appropriate behavior record and passing all classes for the current school year. (During August, September, and October, the attendance record of the prior semester may be used to qualify.) Special medical circumstances may be a mitigating factor toward meeting this requirement.
- B. Limitations
 - 1. A PPA is intended for family related activities.
 - 2. A PPA is not expected to exceed five (5) days per school year.
 - 3. No PPA will be allowed during the first or last five (5) school days of any semester without special approval from the principal.
- C. Parent/Guardian Responsibilities
 - 1. After receiving approval from the principal as outlined above, the parent must sign an agreement to:
 - i. The student turns in to each teacher all written assignments on the first day he/she returns to school from the absence period.
 - ii. Assume full responsibility for any lack of progress that could be associated with the time of absence.

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5150 PROMOTION/RETENTION

The Board acknowledges that the awarding of grades and decisions relative to promotion or retention of children is the responsibility of the professional staff. The Board feels that the professional staff must make all such decisions in the best interest of children. The Board considers it very important that parents be consulted and well informed at an early date when retention is being considered.

Should a question arise concerning a student's retention, a committee shall be formed to determine the student's placement. The committee shall be comprised of the parent, teacher, counselor, and principal, with the principal serving as chairperson. Written findings of the committee shall be made. The final decisions will be determined by the principal.

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5152 SCHOOL ACTIVITY RETENTION

The Blackford County School Corporation does not allow the retention of any student who has successfully completed any grade, except upon the recommendation of the appropriate school personnel. Under no circumstances may a student be retained for the sole purpose of improving the student's ability to participate in a school corporation athletic program.

Fair competition and safety of participants is served best when students of approximately the same age participate at any one grade level. Therefore, any student who repeats any grade in circumvention of this policy, shall no longer be able to participate at the grade level in which she/her is currently enrolled. The student will be classified in athletics as if she/he had not been retained.

For example, a seventh grader who repeats the seventh grade will have to participate in eighth grade athletics; this process continues until graduation.

511 IAC 6.1-5-10

5153 SCHOOL ACTIVITIES

The school program shall include provision for a balanced program of student activities in keeping with the various age level needs of the children served. Such activities shall be reviewed periodically by the superintendent and reports and recommendations made to the Board.

Those board policies which govern the curricular program shall also govern the extra-curricular program. All student activities must be sanctioned by the administration of the school and function under the direct supervision of the administration and faculty. Parent help may be requested.

- Teacher/coach/employee responsibility - every teacher/coach/employee that sponsors an activity shall remain with the students until every child has been picked up by his parents and display professional behavior during the activity/field trip.
- Student responsibility - any student may be excluded from any activity at the discretion of the faculty member in charge where reasonable rules and regulations have been violated. Eligibility for student activities may be based on the scholastic and citizenship records of the student.
- Parent responsibility-parents shall provide transportation to and from extracurricular activities which they consent for their child to attend. Parents are to be punctual in arrival and departure.
- Student activities shall include intramural and extracurricular activities for both boys and girls.

Students are under the jurisdiction of the school authorities at all times when on school premises; students are also under school jurisdiction at all school sponsored functions such as athletic contests, class parties, etc.

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5155 REMEDIATION

Students will be recommended for appropriate summer school and/or school year remediation on the basis of standardized test scores and/or teacher recommendation. Participating in appropriate remediation opportunities maybe a requirement for promotion to the next grade in specific cases.

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5165 PLACEMENT

Placement is defined as advancing a student to the next level of education who may not have achieved all the academic requirements for promotion. Schools must use this on a limited basis. Criteria that may qualify a student for placement should be age, size, and a feeling on the part of the faculty that the student's social gains will overcome academic frustrations. Decisions of promotion, placement, or retention for students are made by the principal with input by the faculty members. Students who are placed may be required to be enrolled in remediation.

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5169 REPORTING TO PARENTS

Secondary report cards are sent home at the end of each grading period. Both parents and teachers are encouraged to maintain communications throughout the year relating to the progress of their students.

Elementary reports are sent home at the end of each grading period. Attempts shall be made to contact parents throughout the grading periods when the student is making unsatisfactory progress.

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5180 GRADUATION REQUIREMENTS

The length of the required course of study for all students to graduate from Blackford High School shall be in compliance with state guidelines. Students must complete all credit and attendance requirements prior to participation in graduation exercises.

The Board reserves the right to waive requirements when evidence would indicate that the student would be better served.

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5185 DIPLOMAS

A “diploma” will be awarded only to a student who meets all of the following qualifications:

1. The state minimum graduation course requirements found in 511 IAC 6-7-6;
2. Local graduation requirements; and
3. The Graduation Qualifying Examination (GQE) requirement through any of the three ways available to satisfy the GQE requirement: (1) meeting the GQE standards, (2) completing the Core 40 requirements, or (3) fulfilling the requirements of the GQE waiver.

A “certificate of attendance” will be awarded to a special education student who is not capable of earning a diploma but who completes the public school educational program prescribed in the student’s individual education plan (IEP). A “certificate of course completion” will be awarded to a student who completes the minimum courses required by the state and the local school district for high school graduation but does not meet the Graduation Qualifying Examination requirement.

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5200 BODY PIERCING, JEWELRY, AND TATTOOS

Blackford County Schools endorses the concept that the learning environment needs to be free of distractions and disruptions. If the presence of jewelry or body piercings creates a distraction to the educational process, the student will be required to cover or remove the jewelry or piercings while at school.

Any tattoo, or other body markings, or adornments that have the effect of causing a material and substantial interference with school operations or an infringement of the rights of others, or is vulgar, lewd, obscene or plainly offensive, or which promotes or condones illegal drug use or other illegal activity, will be covered at all times at school or at school sponsored events.

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5215 FUND-RAISING PROJECTS

Although fund-raising projects and solicitation of funds throughout the community must be approved by the building principal. The superintendent shall be notified of all building fund-raising projects and solicitations. Solicitation shall not be allowed during the school day without principal approval.

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5230 MARRIED/PREGNANT STUDENTS

The Board's responsibility for the education of all school-aged children includes the pregnant teenager, married or unmarried. These students shall be allowed to remain in school, and those services which are a regular part of the school system shall be made available to them. Any variation from their continuing in regular school classes shall be based upon their assessed needs.

It is expected a pregnant student will remain in the regular school program unless the School Corporation receives documentation from a health professional indicating a need for a revised schedule, in which case a pregnant student's educational program.

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5240 PART-TIME EMPLOYMENT

The Board recognizes the value that can be derived from part-time employment of students. Some programs within the educational process are developed for the express purpose of combining the experiences which can be acquired through employment with those of the classroom.

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5241 EMPLOYMENT CERTIFICATES (Work Permits)

The high school principal's office shall issue work permits to qualified students in legally-approved work categories when requested by the student. The requesting student shall be responsible for supplying required evidence of birth. In addition, it is the responsibility of the student to adhere to those state regulations which apply to the issuance of work permits.

No other obligations and duties are imposed upon the school corporation as the result of this policy except as already dictated by state law and/or regulations of the Indiana Department of Education.

In accordance with State Law:

- Work permits may be denied to students who have a history of poor grades and/or attendance.
- A student who demonstrates a significant decline in grades or attendance during a given grading period may have his/her permit revoked.
- A student may appeal the revocation of an employment certificate to the building principal.

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5250 ACCIDENTS

If, as a result of accident or illness, a student requires immediate medical attention, the principal or a representative designated by him/her shall act to insure the comfort and welfare of the pupil. In situations where it is determined immediate emergency care is necessary, the school nurse, principal, or principal designee will follow these procedures:

1. If time permits, the principal or his/her representative will attempt to contact the parent before calling a doctor or an ambulance.
2. Parents are to assume the responsibility for transporting injured pupils home or to receive medical attention from a physician. The school will work with the parents in cases where parental transportation is not available.
3. As soon as possible, an accident report is to be completed by the nurse/teacher or person in charge and forwarded to the building principal. A copy of this report will be sent to the superintendent's office in all cases which appear to be serious.

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5255 INSURANCE

The Board affords parents the opportunity to participate in group accident insurance at the beginning of each school year. The principal of each school will be responsible for seeing that parents of students enrolled within his/her jurisdiction are informed concerning protection afforded through student accident insurance.

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5260 HEALTH SERVICES

The school board will provide nursing services for the purpose of establishing a program of health services to the students within the school system. The school corporation will comply with all applicable state legal standards.

A part of these services will include all state required tests. It will be the responsibility of those providing nursing services to act as liaisons between physicians, the Board of Health, and the school system.

5270 IMMUNIZATION REQUIREMENTS

1. All children enrolled should present a record of immunizations at the time of enrollment. The Blackford County School Corporation will be in compliance with the immunization schedule adopted by the Indiana State Department of health and Blackford County Health Department.
2. In all cases of incomplete immunization, a period of twenty calendar days from date of enrollment will be granted for compliance. The procedure for the twenty-day compliance will be as follows:
 - a. Upon enrolling and presentation of an incomplete immunization record, the parent/guardian will be given oral and written explanations of the legal requirements, and the end of the twenty-day grace period will be noted.
 - b. Written explanation is to notify the parent/guardian that on or before the end of the twenty-day period the student must present a complete immunization record or a written notice of appointment with a physician or clinic to complete immunizations.
 - c. Noncompliance at the end of the twenty day period will result in the student being excluded from school for a period of five days. The student may return to school at any time during the five-day period by presenting either a complete immunization record or a written notice of appointment with a physician or clinic to complete immunizations. If no effort to comply has been made at the end of five days, the student will be referred to the Blackford County Division of Family and Children Services, and the Blackford County Prosecutor. Exclusion from school continues until all immunization requirements have been met.
3. The exclusion procedure will be followed at any time during the above process of completing immunizations if the student fails to keep appointments or fails to document that an appointment has been kept.
4. Exemptions to the immunization requirement are for religious and/or medical reasons. In case of a medical exemption, a written certification from the child's doctor is needed. The exemption must be in writing, signed by the parent and delivered to the building principal.

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5270.1 POSTURAL DEFECTS SCREENINGS

The school corporation will be in full compliance with the law relative to annual screening tests to determine postural defects of all children enrolled in, or transferred to, the fifth, seventh, and ninth grades, and of all other school children suspected of having a postural defect.

The policy shall be as dictated by I.C. 20-8.1-7-19

Any parent/guardian who does not wish for their child to be screened for postural defects should submit a signed and dated letter to the school nurse prior to the screening.

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5270.2 VISUAL ACUITY SCREENINGS

The school corporation will be in full compliance with the law relative to annual screening tests of the visual acuity of all children enrolled in, or transferred to, kindergarten, first, third, and eighth grades, and of all other school children suspected of having a visual defect.

The policy shall be as dictated by I.C. 20-8.1-7-16

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5270.3 AUDIOMETER TESTS

The school corporation will be in full compliance with the intent of I.C. 20-8.1-7.17 relative to audiometer testing of all children enrolled in, or transferred to first, fourth, seventh, and tenth grades and all other children suspected of having a defect.

5275 ADMINISTRATION OF MEDICATION AT SCHOOL

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

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Any prescription medication must be delivered to the school by the parent or guardian.

The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. Unused prescription medicine by a student may be sent home only through the student's parent or an individual who is at least 21 years old and is designated in writing by the student's parent to receive the medication. Unused over-the-counter medicine may be sent home with the student only with the written permission of the student's parent.

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

IC 34-30-14
IC 20-33-8-13
IC 20-34-3-18
511 IAC 7-36-9

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5277 MEDICATION - Driver Training/Industrial Technology

Blackford County Schools, are very concerned about the health and safety of our students, and want to be sure all parents are aware of the situations that could arise at school regarding medication. Due to the possible side effects, of drowsiness, dizziness, nervousness and/or a slowed reaction time, and warning listed with some medication, we recommend that students not drive to/from school while taking certain medication. We also want all parents to be aware that for the safety of each student, he/she will not be permitted to operate a vehicle in driver's education, or operate power tools in any "for credit" or extracurricular class while they are taking certain medications at school.

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5280 LICE POLICY

Students found to be infested with lice in their hair will be excluded from classes until they have been treated and all lice have been killed. Each student should have a contact or emergency phone number of someone who can come get them if needed. If a parent/guardian cannot be located, the student will be isolated until picked up.

Students are to have their heads treated, and all lice must be killed before returning to school. There are several treatment methods available. Information on available treatments can be obtained from your school's nurse, your family doctor or the Blackford County Health Department.

When a student returns to school, following treatment, an adult is required to bring them to the school office. The school nurse or a trained staff member will check the student's hair prior to them going into the classroom. If live lice are found, the student will again be sent home. If there are repeated absences due to head lice, the Blackford County Division of Family and Children's Services will be notified.

5285 AIDS AND OTHER COMMUNICABLE DISEASES

The Board has the responsibility to safeguard the health of all students and employees of the school district as well as to respect their right to confidentiality to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk.

Indiana Code IC 16-1-9.5-6 provides that a child with a communicable disease may be excluded from school if the disease is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The final decision on exclusion or attendance will be made by the local health officer, subject to appeals applicable under law. If the local health officer subsequently determines that a student who has been excluded does not have a dangerous communicable disease the local health officer shall issue a certificate of health to admit or re-admit a student to school who has previously been excluded.

Students with HIV infection will be allowed to attend school as long as they do not bite, have control of their body secretions, and have no uncovered sores or skin eruptions. No child, regardless of HIV status, can attend school who is acutely ill. Any child who has a fever, cough (respiratory illness), or diarrhea may be temporarily removed from the school setting.

For his/her protection, a student with an HIV infection (or any other immune-deficient child) may need to be removed from the classroom when cases of measles, chicken pox or other infectious disease are occurring in the school population. This decision will be made by the child's physician or the county health officer in consultation with the school nurse and school principal. It is in the child's best interest for the child's parents, appropriate school officials, the child's physician, and the local health officer to work together in dealing with issues which may arise regarding the child's attendance at school.

For school employees with HIV infection who are capable of continued employment, decisions about their continued employment by the school district should be made by the employee and his/her physician subject to review by the superintendent.

Information about individuals with HIV infection in the school setting shall not be disclosed to the general public, other school employees, or the groups associated with the school. Only those school personnel with a need to know will be informed of the identity of any student who is diagnosed as having a dangerous communicable disease. Personnel records and medical information must be held strictly confidential, respecting the student's right to privacy.

Each school will know the appropriate contact person in the local health department who is knowledgeable about AIDS and who can answer questions which may arise pertaining to blood testing, universal precautions, AIDS information so as to be able to refer parents, students, and staff who are in need of such information.

Information dealing with all aspects of HIV infection appropriate for each grade level shall be incorporated into the school health curriculum and other areas deemed appropriate.

All employees will receive information on AIDS during each school year. The information will

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include current medical information on the etiology of the disease, behaviors that create a high risk of contracting the disease, precautions that reduce the risk of contracting the disease.

Employees will use Universal Precautions to clean up after any illness, accident or injury at school involving blood or other body fluids visibly contaminated with blood, regardless of whether students with HIV infection are known to be in attendance. Materials necessary to implement Universal Precautions will be provided. In addition, staff who have contact with any child's body fluids will use standard hygienic practices to prevent the transmission of infectious diseases through contaminated body secretion.

The school corporation will provide training and equipment to those employees who have duties that require the employee to have direct contact with blood or body fluids. The training must include training in Universal Precautions and other infection control measures adopted by the State Board of Health.

This policy will be reviewed on a regular basis to take into account any new epidemiological information that becomes available, or any changes in Federal or State Statutes.

5287 PEST CONTROL

Blackford County School is committed to providing students and staff a safe learning environment and seeks to prevent them from being exposed to pests and pesticides. Pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to students and staff.

The Corporation will:

- Inform parents and staff members at the beginning of each school year of the Corporation's pest control policy by a separate memorandum or as a provision in the student handbook;
- Provide the name and phone number of the person to contact for information regarding pest control;
- Establish a registry of parents and employees who want to receive advance notice of all pesticide use and provide such notice;
- Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- Provide notice of all pesticide applications to building administration, school nurses, and staff, by school postings in appropriate places, and
- Maintain written record for at least 90 days of any pesticide applications.
- The Corporation will provide notice to those requesting pesticide information at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

The Superintendent (or designee) shall prepare and disseminate regulations for the implementation of this policy.

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5300 CHILD ABUSE OR NEGLECT

The stated purpose of the Indiana Child Abuse Statute, I.C. 31-6-11-1 et seq., is to encourage effective reporting of suspected or known incidents of child abuse or neglect. School personnel shall be required to report any belief that a child is a victim of child abuse or neglect to the local child protection service or law enforcement agency. Failure to report suspected abuse or neglect, when known, is a crime punishable by up to 6 months imprisonment. Any person making such a report in good faith is immune from any civil or criminal liability that might otherwise be imposed because of such action. The individual making the report is presumed by law to have acted in good faith.

I.C. 31-33-5-1

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5310 EDUCATIONAL SURROGATE PARENT POLICY

Blackford County Schools shall ensure that a pool of educational surrogate parents is available so that an educational surrogate parent may be appointed, when necessary, to protect the rights of students with disabilities. An educational surrogate parent shall be appointed when the student's parent(s) are unknown; when the whereabouts of the parent(s) is unknown; when, after reasonable efforts, the student's parent(s) cannot be located; or when the student is a ward of the State of Indiana. The educational surrogate parent may represent the student in all matters relating to the identification, evaluation, educational placement, and provision of a free appropriate public education.

Any person assigned as an educational surrogate parent shall not be an employee of a public or private agency involved in the education or care of the student, or have any interest that conflicts with the student. The educational surrogate parent shall match the student's cultural and linguistic background to the extent possible and shall possess the knowledge and skills necessary to adequately represent the student.

20 USC 1415 (B) (2)
34 CFR 300.515

5330 DRUG ABUSE

Should any member of the corporation's administrative staff, certified personnel, and/or employees of the corporation personally observe a drug violation occurring on school property or within 1,000 feet of school property, it shall be the duty of that person to immediately report such violation to the employee's immediate supervisor who shall immediately report such violation to the superintendent of schools or his/her designee. The staff member or employee should inform the supervisor of the nature of the violation, the name or general description of each person involved, the date and place of the violation, the name or general description of each person who witnessed the violation, and a general description and location of any property that the person knows was involved in the violation.

A "drug violation" shall include, but not be limited to, any individual, student or non-student, who is observed dealing in, possessing, or manufacturing narcotic drugs, controlled substances, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia.

Upon receipt of a drug violation report as described under this policy, the superintendent or his/her designee shall immediately report, in writing, the violation to the appropriate police department. The report shall contain the following information if known to the superintendent:

- A general description of the violation
- The name or general description of each violator;
- The date and place of the violation;
- The name or general description of each person who witnessed any of the violation; and,
- A general description and the location of any property that was reportedly involved in the violation.

I.C. 20-8.1-12-1

5330.1 RANDOM DRUG, ALCOHOL, AND TOBACCO TESTING POLICY (Grades 6-12)

Policy Statement:

The Blackford County School Corporation shall conduct mandatory random drug, alcohol, and tobacco testing program for all students in grades 6 through 12 that participate in the following:

1. All extracurricular activities including; all athletics, clubs, organizations, and activities sponsored by the School Corporation.
2. All students who apply for a driving/parking permit pursuant to rule and regulation as set forth in the Student Handbook.
3. Any and all staff and/or students not qualifying in the aforementioned activities, who wish to voluntarily participate in the Random Drug, Alcohol, and Tobacco Testing Program.

The purpose of this policy is:

1. To Provide for the health and safety of the general public.
2. To provide for the health and safety of all students participating in school sponsored clubs and activities.
3. To provide for the health and safety of all students who are permitted to drive to school and park on the grounds.
4. To provide for the health and safety of all athletes.
5. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs.
6. To encourage students involved in extracurricular activities, and drivers training who use drugs to participate in drug treatment/education programs.
7. To address a demonstrated drug problem which exists in the School Corporation student body.

Definitions:

1. Student Athletes – Any athlete who is trying out for or participating in any school-sponsored interscholastic athletic competition or cheerleading.
2. Extracurricular Activities – Any school sponsored club, organization, activity in which participation is voluntary.
3. Student Drivers – Any student who is issued a driving/parking permit under the rules and regulations of the driving policy in the Student Handbook.
4. Drugs – Alcohol, amphetamines, barbiturates, benzodiazepine, cannabinoids, cocaine, methadone, nicotine, opiates, phencyclidine, propoxyphene, except when taken pursuant to a legal prescription issued. For students eighteen (18) years of age and older, nicotine use is legal under Indiana law, but not on school grounds (See X below)
5. Positive Results – A test result that indicates the presence of illegal drugs or alcohol using current DOT (Department of Transportation) cut-off levels. All secondary contact issues have been taken into consideration and are reflected in the drug testing procedures.

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6. Diluted Sample - A test result that indicates a sample has been diluted based upon specific gravity/creatinine results.
7. Adulteration - Any products that when added to a specimen will yield a false negative. These items include but are not limited to:
 - a. Colored water
 - b. Bleach
 - c. Glutaraldehyde
 - d. Ammonia
 - e. Various cleaning substances

Consent Form

To try out or participate in any school sponsored extracurricular activity, or issuance of parking/driving permit, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in the aforementioned activities, he or she must consent to participate in the drug, alcohol, and nicotine testing program outlined in this policy. This consent form must also be signed by the student's parents or legal guardians in advance of any participation in extracurricular activities, or before issuance of a parking/driving permit as outlined in the Student Handbook. The consent form will be valid for the current school year, including the following summer, and must be renewed annually.

Non-Compliance

If the student or his or her parents or legal guardians refuse to sign the consent form, the student will not be permitted to participate in any extracurricular activity, or receive a parking/driving permit. Also, if during the school year the student refuses to be tested, or is in school the day to be tested but does not report at the scheduled time without being excused by the School Principal, the student may be banned from participation in all aforementioned activities.

Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his or her parents or legal guardians and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification provided for in this policy and procedure. The test results will not be a part of the student's permanent record but will be kept in a secure locked file.

Notification of Students Selected

Students selected for testing will be notified the day of testing by their respective principal or designee. If a student fails to report for testing, the principal of the respective school shall determine if the student is absent from school. If the absence is due to truancy, the student will be ineligible for participation in all activities until the next

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testing date and then will be automatically tested on that date. If the absence is excused, the student will remain eligible to participate but may be tested on the next testing date. Ineligibility may be waived upon review of the principal and/or Superintendent.

Testing Procedures

The random selection and testing process may be conducted by an independent SAMSHA (NIDA) certified drug testing company.

All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four ounces of fluids. If the student is unable to produce a specimen within two hours, the student will be sent to the nurse's office or to the student's family physician to determine any impediments. If there are no impediments, the school will determine the student to have given a positive result, and the student will, therefore, be subject to the provisions of this policy.

Adulterated/Diluted Samples

Students submitting an adulterated or diluted specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting. If the second test also yields an adulterated or diluted sample, it shall constitute a positive test and shall be subject to the penalties listed in Section XI.

Testing Negative

The medical review officer selected by the Superintendent will contact the respective school principal within seven days of the testing if results are negative. The parents or legal guardians of a student who tests negative will be notified by mail.

Testing Positive

The medical review officer will contact the respective school principal if the results are positive. The parents or legal guardians of a student who tests positive will be notified in a timely manner of the school's receipt of the information. The student will immediately become ineligible based on the penalties listed within this policy, except for a positive test for nicotine on students 18 years of age and older, in which case parents will be notified but no discipline or ineligibility will be imposed on the student.

FIRST POSTIVE TEST RESULT (GRADES SIX THROUGH TWELVE)

The student will be disqualified from any extra-curricular activity until the following steps have been met:

- Out-of-School licensed Counseling Agency has completed an initial evaluation

Or

- Out-of-School licensed Counseling Agency has recommended that the school should service the student

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- The parent/guardian has signed a “consent to inform” letter allowing an exchange of information between the school and the Out-of-School licensed Counseling Agency
- The school has received a letter from the student’s counselor verifying that the student has received counseling services
- The student, at the parent/guardian’s expense, has another drug test and the result is negative.

With all of the above satisfied, the student will re-enter the extra-curricular activities and will, therefore, be subject to the Blackford Random Drug, Alcohol, and Tobacco Testing Program.

The student will be required to have at least one non-random drug test within the next twelve months from the date of the first positive test. This non-random required drug test will be at the parent/guardian’s expense.

SECOND POSITIVE TEST (GRADES SIX THROUGH TWELVE)

If the student has a second positive test, the student will be disqualified from all extra-curricular activities for twelve months from the date of testing positive.

In order for the student to enter any extracurricular activities after the twelve-month period, the student must satisfy the above steps as stated in the Blackford Random Drug, Alcohol, and Tobacco Policy.

THIRD POSITIVE TEST (GRADES SIX THROUGH EIGHT)

If a student has a third positive test result, they must be excluded from extracurricular activities for an additional twelve months, and the student will be subject to the following:

- The student will be disqualified from extracurricular activities for the student’s freshman year
- At the end of the freshman year, the student will be required, at the parent/guardian’s expense, to have a drug test.
- If the test is positive, the student will be disqualified from all extracurricular activities for the student’s school career through grade twelve.
- If the test is negative, the student will re-enter the extracurricular activities and will be subject to the Blackford Random Drug, Alcohol, and Tobacco Testing Program. In addition, the student will be required to have at least one non-random drug test at the parent/guardian’s expense, through grade twelve. The student must receive counseling services as outlined in this policy.

THIRD POSITIVE TEST (GRADES NINE, TEN, ELEVEN, AND TWELVE)

If the student has a third positive test result, they will be disqualified from participating in any extracurricular activities for the student’s school career through grade twelve.

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The school corporation views drug abuse as a serious subject, therefore, after multiple positive test results, the school corporation recommends the student receive continued counseling, at parents'/guardians' expense.

Re-testing (Split Specimen)

The student will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the split specimen tested in a SAMSHA (NIDA) certified laboratory of the family's choice and at the family's expense. The Superintendent or designee may consult with the medical review officer (MRO) (a licensed physician) to evaluate the results of the re-testing (split specimen), taking into consideration any evidence offered by the student. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, all conditions set forth in section X will apply. In case of the re-test (split specimen), confirmation of the presence of a drug as defined in this policy is all that is needed for a positive result.

If the first test is positive and the re-test (split specimen) provides a negative result from the same sample, then the parent/guardian may request another re-test by a certified laboratory, at the school's expense.

Enforcement

Nothing contained in this policy shall prohibit or limit the application of the Blackford County School Corporation's regular disciplinary rules and regulations to students. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

Appeal Procedure

The parents or legal guardians of a student charged with a violation of the rules of this policy and procedure shall be given an opportunity for a hearing based on appeal procedure found in the Student Handbook. The designated administrator shall present evidence of the alleged violation to the student and give the student an opportunity to respond to the charge. The superintendent or designee will determine whether the student shall receive the appropriate eligibility penalty set forth in this procedure.

Nature of Policy

No Academic Penalty

No student shall be penalized academically for testing positive for illegal drugs.

Documentation

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug test will

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not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the School Corporation shall not solicit. In the event of serviced of any such subpoena or legal process, the student and the student' custodial parent or legal guardian will be notified before the Corporation makes a response.

Cumulative Violations

Violations of this policy by a middle school student are cumulative during the student's enrollment at any and all middle schools of Blackford County School Corporation, grades 6th, 7th, and 8th. Violations of this policy by a high school student are cumulative during the student's enrollment at any and all high schools of Blackford County School Corporation, grades 9th, 10th, 11th and 12th.

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5333 USE OF TOBACCO

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school grounds, on school buses, going to or returning from school, areas immediately adjacent to school grounds, or participating in any school related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including: cigar, cigarette, pipe, snuff, electronic nicotine delivery devices (ENDS) such as e-cigarettes and hookah pens, or any other matter or substance that contains tobacco.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

20 USC 7181

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5350 SEXUAL HARASSMENT

It is the policy of Blackford County Schools to maintain a learning and working environment that is free from sexual harassment.

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

Given the age and maturity of students, all employees of Blackford County Schools are prohibited from having a dating or sexual relationship with a student.

5350.1 DEFINITIONS OF SEXUAL HARASSMENT

Types of Sexual Harassment:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment; or
4. The employee or student has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

Examples of Sexual Harassment

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
6. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
7. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
8. Sexually degrading or vulgar words to describe an individual
9. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
10. The display of sexually suggestive objects, pictures, posters or cartoons;
11. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
12. The display of sexually suggestive graffiti;
13. Retaliation against students for complaining about such behavior;
14. Asking questions about sexual conduct or sexual orientation or preferences; or,
15. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.

5350.2 SEXUAL HARASSMENT COMPLAINT PROCEDURES

Any employee or student who believes he or she has been unlawfully discriminated against, including sexual harassment, by any employee or student in the Blackford County Schools may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the Blackford County Schools. The filing of a complaint or otherwise reporting unlawful discrimination, including sexual harassment, will not adversely affect an employee's or student's terms and conditions of employment or education, nor will an employee or student be discriminated against because of the complaint.

If a student believes he or she has been the victim of sexual harassment or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. The student or the adult assisting the student may make a written complaint to the building principal or the Title IX complaint designee of the Blackford County Schools.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Blackford County School's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

All reports of discrimination, including sexual harassment, shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Blackford County Schools (if a verbal complaint is made, the school official must file a written report);
2. Reports must name the person(s) charged with the discrimination and any witnesses, and state the facts;
3. Reports must be presented to the building principal or immediate supervisor where the alleged conduct took place. The building principal/supervisor shall inform the superintendent, or his or her designee, of all filed reports;
4. The building principal/supervisor who receives a report, or his or her designee, shall promptly and thoroughly investigate the alleged discrimination
5. The report and the results of the investigation shall be presented to the superintendent, and then to the board of school trustees in executive session by the superintendent and to the complainant; and
6. The board of school trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

5350.3 SEXUAL HARASSMENT SANCTIONS FOR MISCONDUCT

If an investigation into an employee's conduct reveals that it is more likely than not that the conduct alleged occurred, the employee shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, reassignment, suspension, or discharge.

If an investigation into a student's conduct reveals that it is more likely than not that the conduct alleged occurred, the student shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, suspension and/or expulsion consistent with the Student Conduct Code.

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5350.4 RETALIATION

Retaliation is prohibited against employees or students who bring charges of unlawful harassment or discrimination, against those who assist in investigating charges. Any employee or student bringing an unlawful harassment or discrimination complaint or assisting in the investigation of such complaint will not be adversely affected in terms and conditions of employment or education nor discriminated against, unlawfully harassed or discharged because of the complaint or their involvement in the investigation.

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5350.5 SEXUAL HARASSMENT FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

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5350.6 NOTIFICATION OF THIS POLICY

This policy will be incorporated into each employee and student handbook.

The Blackford County Schools shall arrange for employees to periodically receive training on the nature of sexual and other forms of harassment, means for dealing with harassment, and the corporation's procedure for reporting any incident in which they are involved or have observed.

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5410 BUS CONDUCT AND REQUIREMENTS

School bus drivers are to have control of all school students conveyed by them between the homes of the pupils and the school and return. The driver shall keep order, maintain discipline among children while in the bus or along route, treat all the children in a civil manner, see that no child is imposed upon or mistreated while in their charge, and use every care for the safety of the children under their charge.

The bus driver will be immediately responsible for the supervision of assigned students in matters of conduct and safety. Riding the bus is a privilege which may be suspended or withdrawn. Specific instructions for handling cases of student misbehavior will be provided to the bus drivers by the office of the director of transportation, and the drivers will be supervised and supported in such matters by the school administration.

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5415 HABITUAL TRUANCY

Definitions of Absences:

The definition of truancy is any student who is absent from school, or assigned class, without a legitimate reason or a failure to pre-arrange an absence.

Habitual Truancy (IC 20-33-2-11) is defined as a student with 10 or more unexcused absences in one school year.

All students who are at least thirteen (13) years of age, but under the full age of fifteen (15) years, and who are determined to be a habitual truant as defined by board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or attendance record has improved as determined by the school board upon review of the student's record.

Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. The review will be done on an annual basis.

5500 DISCIPLINE AND DUE PROCESS

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-9.1-5.1, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

a. A middle school, junior high, or high school teacher may request the removal of a student from his/her class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting. The decision to remove the student shall be the responsibility of the building principal or his/her assistant principal.

b. An elementary teacher may request the removal of a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. The decision to remove the student shall be the responsibility of the building principal or his/her assistant principal.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. EXPULSION: A student may be expelled from school for period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion.

Grounds for Suspension or Expulsion:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or school activity, function, or event, or
- During summer school.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

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- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - Exception: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition of the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed in how to self-administer the prescribed medication.

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- The student is authorized to possess and self-administer the prescribed medication.
- Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
- Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, or conspiring with another person to violate these student conduct
- Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - Engaging in sexual behavior on school property;
 - Disobedience of administrative authority;
 - Willful absence or tardiness of students;
 - Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - Failing to tell the truth about any matter under investigation by school personnel;
 - Possessing or using a laser pointer or similar device.
- Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

- No student shall possess, handle, or transmit any firearm or a destructive device on school property.
- The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - The frame of receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

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- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding example, and from which a destructive device may be readily assembled.
- An antique firearm
- A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- For the purpose of this rule, a destructive device is:
 - an explosive, incendiary, or over-pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

POSSESSING A DEADLY WEAPON

- No student shall possess, handle, or transmit any deadly weapon on school property.
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - A weapon, Taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or is intended to be used, is readily capable of causing serious bodily injury;
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

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UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-8.1-5.1-1 ET SEQ.
I.C. 35-47.5-2-4
I.C. 35-41-1-8
I.C. 35-47-1-5

SAMPLE SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

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3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint on the following persons to conduct the expulsion meeting.
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal deliver, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the persons conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appear to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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Sample Discipline Procedures for Students with Disabilities

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with I.C. 20-8.1-5.1 and 511 IAC 7-29, administrators may take the following discipline actions:

Suspension

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with non-disabled students as the student would have in the current placement.

A student with a disability may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with a disability can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with a disability during any of the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled student who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with a disability shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with a disability has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

Expulsion

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitute a pattern of removal from the student's current placement.

These procedures are limited to the discipline of students with disabilities as identified under 511 IAC 7-3. The procedures are not intended to be used as a substitutes for the discipline rules set forth in 511 IAC 7-29-1 et. seq.

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Before a student with a disability can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review and existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with a disability must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

Expulsion for Weapons or Illegal Drugs

If a student with a disability either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with a disability may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

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Removal from Placement Because of Likely Injury

If a student with a disability has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with a disability from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

LEGAL REFERENCE: 20 U.S.C. 1415
 34 C.F.R. 300.519 - 300.529
 I.C. 20-8.1-5.1 ET SET.
 511 IAC 7-29-1 – 9

5510 CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of Blackford County Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:

(A) Promotes, sponsors, or assists in; or

(B) Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

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The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

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

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and

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all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18
IC 20-33-9-10.5
IC 35-45-9-1

5550 CORPORAL PUNISHMENT

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior or attitudes of a student.

Corporal punishment does not include the use of physical restraint that is, maintaining control through holding a student.

Corporal punishment may be used only if a parent or guardian is notified and provides prior approval.

Corporal punishment will be used only after other disciplinary techniques have been attempted and appear to be unsuccessful.

Due process procedures will be followed prior to utilizing corporal punishment:

The student will have the opportunity to present his or her side of this issue.

The student will be informed in advance of the reasons for the corporal punishment.

Corporal punishment will be administered only by the principal or other designated school administrator and will be witnessed by another certificated school official. The witness will be informed beforehand of the reason for the punishment in the presence of the student.

Corporal punishment will be administered by use of the small paddle approximately the size of a ping-pong paddle applied to the buttocks in a controlled manner designed to be non-injurious and cause only temporary discomfort. Any form of punishment which might injure the physical well-being of the student, such as striking him on the head, slapping his face, boxing or pulling his ear, or severely shaking him or her is prohibited.

A record will be kept of each infliction of corporal punishment and a copy forwarded to the superintendent of schools for the understanding and protection of all concerned.

5555 USE OF SECLUSION AND RESTRAINTS

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Seclusion

“Seclusion” means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and

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4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited. An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will take precedence.

Physical Restraint

“Physical restraint” means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;
3. Other less restrictive intervention were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school.

Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the verbal threat in a physical manner.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

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Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

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All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of board policy on public complaints.

The school board shall adopt a restraint and seclusion plan as develop by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

LEGAL REFERENCE: IC 20-20-40

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5560 DETENTION OF PUPILS

Detaining children after school should be carefully regulated. Children should not be kept for an unreasonable length of time. A “reasonable” length of time would depend upon the child’s age, weather conditions, and other factors. In all cases, the home must be notified in advance when the child will be kept after school; if a high school student elects to serve a detention on the day it is assigned, notification of the parent may be after the fact.

5610 STUDENT LOCKERS, DESKS, & INDIVIDUAL COMPUTER ACCOUNTS AT SCHOOL

All student lockers, desks, individual computer accounts, (at school) made available for student use on the school premises, including, but not limited to, desks in classroom, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school but the lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in their computer accounts, their locker and their desks or their contents.

The student's use of the computer account, locker and/or desk does not diminish the school corporation's ownership or control. The school corporation retains the right to inspect computer accounts, locker and desks and their contents to ensure that they are being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of lockers and/or desks to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol. Other than a general search of computer accounts, lockers and/or desks of all students, any search shall, where possible, be conducted in the presence of the student whose assigned computer account, locker and/or desk is the subject of the search.

The principal or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers and/or desks or their contents for purposes of enforcing school policies only if such assistance is required:

1. To identify substances which may be found in the lockers; or,
2. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

I.C. 20-8.1-5.1-25

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5612 INTERNET SAFETY POLICY

Access by minors and adult users to inappropriate matter, including visual depictions on the Internet and World Wide Web will be monitored and blocked by use of a filtering software. Unauthorized access, including “hacking” and other unlawful activity by students will not be allowed and will be monitored by the technology staff on a continuous basis. The school will not use, disclose, or disseminate any personal information regarding minors via the internet. The school corporation will restrict minor’s access to any materials which may be harmful to minors.

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5622 POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a pupil from a school building for questioning while the student is properly in attendance without written permission of the pupil's parent, regardless of whether or not the student is below or above sixteen (16) years of age. However, the situation differs when an enforcement officer has a warrant for the pupil's arrest, or an order signed personally by the judge of the juvenile court, or the officer has informed the school official that he/she has probable cause to make an arrest. Also, when a crime has been committed on school premises, pupils may be questioned in the school without parental consent but in the presence of the school administrator.

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5630 DISASTER PLANS (fire, tornado, etc.)

In conjunction with good administration and state requirements, the Board has caused the development of procedures to be enacted to meet real or potential disasters. It is the responsibility of students to cooperate in seeing that these are carried out.

Disaster plans shall be on file in each building and with the superintendent who shall in accordance with the Administrative Handbook report to the Director of the Division of School Traffic Safety and Emergency Planning of the Department of Education within sixty (60) days after the beginning date of each school year the following:

1. A revised plan, if revision is necessary.
2. That a review of the plans has been made and that no revisions are necessary.
3. The name of the staff member designated as disaster coordinator for the corporation.

It will be the duty of each principal to have teachers and students perform drills to familiarize themselves with procedures in the event of an emergency.

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5640 RELEASE OF STUDENTS

Whenever non-custodial parents or other relatives request permission to take a child from school, such person must have the authorization of the custodial parents. In case there is question about the authorization of the parent or relative to take the child from school, the principal is justified in requesting the person to show evidence that he/she has legal custody of the child or the permission of the legal guardian. A student should never be released to an unidentified person.

5700 STUDENT RECORDS

Definitions:

- A. Education Records – Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student’s cumulative folder and includes general identifying data, records of attendance and of academic work completed, records of achievement results of evaluative tests, health data, and disciplinary records. Education records are the property of the school corporation with access to and correction of being governed by this policy.
- B. Exclusions – Education records shall not include the following:
 - 1. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors’ notes, and memory aids.
 - 2. Communication privileged under I. C. 20-6.1-6-15 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under state law.
- C. Parents – Parents of a student shall include parents, guardians, and custodians.

Custody and Protection of Student Records

- A. Place records are kept - Student records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation or in the school in which the student is currently enrolled. With the consent of the superintendent or his/her designee, a portion of student records may be kept in other places for reasons of effective school administration.
- B. Control of the records - Student records in each place where they are maintained shall be under the immediate control of the person in charge of the building who shall be responsible for carrying out this policy.
- C. Record of access to student records - Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:
 - 1. The identity of such person.
 - 2. The specific record examined.
 - 3. Purpose of the examination.
 - 4. The date on which, or in the case of a person whose job within the school corporation system requires repeated examination, the period of time over which such examinations were made.

Access to Student Records

- A. Right of access - A parent of a student who (1) is less than eighteen years of age and not enrolled in a post-secondary institution, or (2) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student’s records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.

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- B. Manner of exercising such rights - Such right shall be exercised by presenting a written request to the office of the superintendent or his/her designee. The request shall specify the records which the parent or student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parents or student by letter or otherwise to determine the desired scope of records to be inspected. Such inspections shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents or student. A school official shall be present during any such inspection to assist in the interpretation of the records.
- C. Records involving more than one student - Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, be informed of the contents of the part of the record pertaining to their child.

Access to Student Records by Third Parties

- A. Access without the consent of the parents or student who is at least eighteen years of age or enrolled in a post-secondary institute - The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parents or student who is at least eighteen years of age or enrolled in a post-secondary institution:
 - 1. School officials within the school corporation who have legitimate educational interests.
 - 2. Officials of another school system or institution of post-secondary education where the student seeks or intends to enroll. The parent or student will not be notified of the disclosure of education records to another school, school system, or institution of post-secondary education where the student seeks to attend or enroll. The parent or student who is at least eighteen years of age may receive a copy of the record that was disclosed upon request.
 - 3. Authorized representatives of the Controller General of the United States or the Secretary of the Department of Health, Education, and Welfare or other federal agency, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or his/her parent(s).
 - 4. Organizations conducting studies for, or on behalf of, the school corporation for the purpose of developing, validating, or administering predictive tests and improving instruction.
 - 5. Accrediting organizations in order to carry out their accrediting functions.
 - 6. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
 - 7. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition, however, that

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parents are notified of all such orders or subpoenas as soon as reasonably possible after they are received.

- B. Access to records with consent - Education records may be furnished to any other person with The written consent of:
1. The parent of a student who is less than eighteen years of age unless the student is attending an institution of post-secondary education, or
 2. The student who is at least eighteen years of age or is attending an institution of post-secondary education.

Correction of the Student Records

Parents shall have an opportunity for a hearing to challenge the content of their child's education records to ensure that they are not inaccurate or misleading or otherwise in violation of the rights of privacy or the constitutional rights of the child. If the parents believe that such records should be corrected or deleted, they shall advise the superintendent or his/her designated representative who shall provide them an informal conference. In the event no agreement is reached, the parent shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief they request and a hearing shall be held thereon and appeals taken.

Copies of Records

Copies of records at no charge may be provided to (1) a parent of a student under eighteen years of age or dependent student as defined by Section 152 of the Internal Revenue Code of 1954, or (2) a student who is at least eighteen years of age or enrolled in a post-secondary institute of higher instruction, where such person is unable because of distance or other valid reason to personally inspect and review the education record.

Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, newspapers, and Internet), colleges, civic or school-related organizations, and state or local governmental agencies.

Parents of a student less than eighteen years of age or of a student who is at least eighteen years of age desiring to object to disclosure of any or certain directory information should present a written statement denying permission to release directory information to the school principal.

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An objecting parent or student may deny consent for release of all directory information, or he/she may selectively deny consent by listing those categories of directory information he/she does not wish released.

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**5710 STUDENT SUBMISSION TO REQUIRED SURVEYS,
ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS**

Students will participate in required surveys, analysis or evaluation of school programs unless parents provide a written statement denying permission of participation each year.

5720 POSTSECONDARY ENROLLMENT PROGRAM

A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time basis during grade 11, grade 12, or both. A student who participates in the program shall be considered a student enrolled in the school corporation in computing average daily membership as defined in IC 21-3-1.6-1.1 (d).

If a course has been approved for secondary credit by the school corporation, a student is entitled to credit toward graduation requirements for each course the student successfully completes at that institution. The student's school records must indicate that the credits were earned at an eligible institution.

To be eligible to participate in the Post-secondary enrollment Program, a student must have the approval of the building principal. Such approval must verify that:

- A. The course or courses are appropriate to receive secondary credit.
- B. Verification of the student's enrollment in the post-secondary program will not delay the student's progress toward high school graduation.
- C. Verification that the student's enrollment in the post-secondary program will not result in the cancellation of a high school course offering due to low enrollment.

LEGAL REFERENCE: I.C. 20-10-1-15-8
 511 IAC 6-10-4

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5760 ADULT EDUCATION

Blackford County Schools supports an Adult Education program that promotes life-long learning and meets the needs and interests of its community.

5800 ACCEPTABLE USE POLICY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege by the network administrator.

Unacceptable uses of the computer include:

- Violating the conditions of the Education Code dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Reposting (forwarding) personal communication without the author's prior consent
- Copying commercial software in violation of copyright law
- Using the network for financial gain, for commercial activity or for any illegal activity
- Installing unauthorized software

The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Users should change passwords frequently. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the Blackford County School corporation control the content of the information available on these other systems. Some of the information available is controversial and, sometimes offensive. Blackford County Schools do not condone the use of such materials. School employees, students and parents of students must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the corporation.

Rules and Regulations

It is a privilege to receive an Internet account. The Internet account is free to users. A RESPONSIBLE user of the Internet may keep an account as long as the user is an employee or student in the Blackford County Schools.

Responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (e-mail) to other users.
- Use the Internet to explore other computer systems

Responsible user may not:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to the user.
- Send or get copyrighted materials without permission.

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These guidelines should be followed concerning computing resources:

- Respect the privacy of others. Do not seek information about, obtain copies of, or modify electronic information belonging to other users unless explicitly authorized to do so by those users. Do not share passwords with others or use passwords not belonging to you.
- Respect the network as a shared resource. Do not deliberately attempt to degrade or disrupt system performance or to interfere with the work of others. Be sensitive to the impact of your traffic on network performance.
- Respect appropriate laws and copyrights. The distribution of programs, databases and other electronic information resources is controlled by the laws of copyright, licensing agreements and trade secret laws. These should be observed.
- Respect the spirit of academia. The theft, mutilation or abuse of computing resources violates the nature and spirit of the academic environment.*

Users must not give their password to anyone. System operators will have access to all user accounts, including e-mail. If the rules above are not followed by any person, use of the network will be canceled. There will be no second chances. If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school

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5850 WITHDRAWAL FROM SCHOOL EXIT INTERVIEW

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. The Board of School Trustees for the Blackford County School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school:

- High School – Principal, Assistant Principal, Guidance Department Head
- Middle School – Principal

5950 BLACKFORD COUNTY SCHOOL CORPORATION **WELLNESS POLICY**

The Board of School Trustees of Blackford County Schools supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of the corporation's website.

I. Coordinated School Health Advisory Council

The board will engage students, parents/guardians, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A. In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food service director
- Teachers of Physical Education
- Students
- Corporation school nurse
- A school administrator
- Any interested member of the public

B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C. The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

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II. Nutrition Education

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

III. Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

The Board will provide and allow foods and beverages that support proper nutrition and promote healthy choices and comply with federal nutrition standards in vending machines, school stores and concession stands, or as school fundraisers and classroom celebrations.

Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.

V. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

VI. Staff Wellness

The board supports the health and well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's annual report, the three-year assessment report and this wellness policy and plan.

LEGAL REFERENCE: 42 U.S.C. 1758b
I.C. 20-26-9-18

5955 STUDENTS WITH FOOD ALLERGIES

Blackford County Schools is committed to meeting the needs of all students. To that regard BCS takes food allergies seriously and understands that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

PARENT'S RESPONSIBILITY

- Notify the school of the child's allergies.
- Provide written medical documentation, instructions, and medication as directed by a physician.
- Work with the school team to develop a plan to accommodate the child's needs to include time in the classroom and cafeteria, as well as an emergency action plan.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 1. safe and unsafe foods
 2. strategies for avoidance of exposure to unsafe foods
 3. symptoms of allergic reactions
 4. how and when to tell an adult they may be having an allergy-related problem
 5. how to read food labels (if age appropriate)
- Review policies after a reaction has occurred.

SCHOOL'S RESPONSIBILITY

- Review the health records submitted by parents and physicians.
- Not exclude students from school activities solely based on child's food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, and cafeteria manager to work with parents to establish prevention policies. All policy decisions about food allergy management should be made with core team participation.
- All staff who interacts with the student on a consistent and regular basis should understand the food allergy, recognize symptoms, know what to do in an emergency, and eliminate the use of food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives.
- The school nurse should be sure medications are appropriately stored, have an emergency kit, which contains a physician's standing order and epinephrine, and keep medications easily accessible to designated staff.
- Designate school personnel who can administer medications.
- Always be prepared to handle a reaction and ensure that there is a staff member available who can administer medications during the school day regardless of time or location.
- Review policies after a reaction has occurred.
- School bus driver training should include symptoms and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Discuss field trips with family to decide how to handle them.

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- Follow state/district guidelines regarding sharing medical information about the student.