

Board Policies

Area 30 Career Center

2023-2024

1 N Calbert Way, Suite A
Greencastle, IN 46135
765-653-3515

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Governing Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities or employment.

Further, it is the policy of this Career Center to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Career Center, or social or economic background, to learn through the curriculum offered at this Career Center.

In order to achieve the aforesaid goal, the Board directs the Director to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of color/racial, gender, religious, national, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations

D. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Director shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Director shall work with the Board annually to identify children with disabilities, ages 3-22, who reside in their district but do not receive public education. In addition, the Board shall establish procedures within the Career Center to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in Career Center programs. The Board will develop

and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Career Center will work with the member districts to evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

The Director shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

I.C. 20-33-1-1

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 6101 et seq.

34 CFR Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

GUIDANCE AND COUNSELING

The Governing Board requires that a planned program of guidance and counseling be an integral part of the educational program of the Career Center. Such a program should:

- A. assist students in achieving educational goals;
- B. assist students in career awareness and planning;
- C. help students learn to make their own decisions and solve problems independently.

A program of guidance and/or counseling will be offered to all students and will be limited to the services of a professional staff of fully certificated guidance personnel.

The Director is directed to implement the counseling and guidance program which carries out these purposes.

I.C. 20-30-4-6

511 IAC 4-1-5

COLLEGE AND UNIVERSITY PROGRAMS

The Governing Board recognizes the value to students and to the Career Center for students to participate in programs offered by accredited colleges and universities in Indiana.

The Board will allow students enrolled in the Career Center who meet the criteria to enroll in approved postsecondary programs while in attendance in the Career Center. Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the Career Center and are offered by State educational institutions as defined in I.C. 20-12-0.5-1.

I.C. 20-12-13-6, 20-12-75-14, 20-30-11, 20-30-11.5, 23-13-18-29
511 IAC 6-10-4

HOMEWORK

- A. The Area 30 Career Center believes that homework is an important part of the educational program. Homework should provide essential practice in needed skills, direct students in good work habits, afford opportunities for increasing self-direction, enrich and extend the school experience, help the student learn to budget time, bring students into contact with out-of-school learning resources and promote growth through responsibility.
- B. All homework should be based on specific educational objectives. Following are guidelines to assist students, parents, teachers and principals in understanding their responsibilities with regard to homework assignments.
 - 1. Homework should be planned and consistent with instructional goals.
 - 2. The teacher has the professional responsibility to assign homework when needed. Each teacher shall establish a method for assigning, receiving, recording and evaluating homework which shall be clearly explained to students.
 - 3. Homework should be task oriented rather than time oriented.
 - 4. Homework should reinforce those skills that have already been introduced or projects that are extensions of classroom work. Consideration should be given to the skills and resources available to all students when homework is assigned.
 - 5. Homework needs to involve some type of evaluation or follow-up and may be considered in determining students' grades.
 - 6. Homework shall be given for educational rather than punitive purposes.
 - 7. Students shall be responsible for doing the homework assignments and turning them in as scheduled.
 - 8. Parents should encourage their children by showing interest, providing an environment conducive to study and helping develop study schedules.

511 IAC 6-2-1(c)(9)

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Governing Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Career Center's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Director shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 U.S.C. 1232(a)(b)(g)(h)
I.C. 20-30-5-17

SPECIAL EDUCATION

The Governing Board shall provide for a comprehensive, free and appropriate public education to all eligible educationally disabled students, unless they have completed the twelfth grade and been issued a diploma or have reached their twenty-second (22nd) birthday.

The Board also shall provide such supplemental aids and related services as may be necessary for a disabled child to receive such an education in the regular classroom environment, if appropriate.

The Director shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

20 U.S.C.A. 1401 et seq.

I.C. 20-19-2-8,9

511 IAC 7

LEAST RESTRICTIVE ENVIRONMENT

It is the philosophy and position of the Governing Board and its administration that the primary responsibility for the administration and delivery of special education programs and services should be within the Career Center and at the school a student would regularly attend, whenever appropriate.

Further, the Board endorses a commitment to the provision of a continuum of special education programs and services to disabled students in cooperation with the Old National Trails Special Service Cooperative.

Placement options shall follow a continuum of services model to ensure that each disabled person is provided a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). To that end, every attempt will be made to first serve disabled students in the context of a regular education classroom. Other more restrictive environments such as: resource rooms, self-contained categorical classrooms, or settings outside of the Career Center will be considered only when placement in the regular classroom has been documented by the Case Conference to be inappropriate for the student's educational needs.

20 U.S.C. 1400 et seq.

511 IAC 7-27-9

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Governing Board does not discriminate in admission or access to, or participation in, or treatment, or employment in, its programs or activities. As such, the

Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the Career Center.

As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to employment, a qualified person with a disability means a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Indiana law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Laurie Hyde, Area 30 Health Careers Teacher, is the Career Center Section 504 Compliance Officer/ADA Coordinator ("Career Center Compliance Officer"). The Career Center Compliance Officer is responsible for implementing the Career Center's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act ("ADA"). A copy of Section 504 of the Rehabilitation Act of

1973 and the Americans with Disabilities Act, as amended, including copies of their implementing regulations, may be obtained from the Career Center Compliance Officer. The Career Center Compliance Officer can be reached at:

Laurie Hyde
Area 30 Career Center
1 N. Calbert Way, Suite A
Greencastle, IN 46135
765-653-3515 (ph)
765-653-3618 (fax)
lhyde@area30.k12.in.us

The Career Center Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints

The Career Center Compliance Officer will also oversee the training of employees in the Career Center so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

Employment Practices

Discrimination Prohibited

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the Career Center's programs or activities. Further, the Board will take positive steps to employ and advance in employment qualified individuals with disabilities. The Board will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Reasonable Accommodation

The Board will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the Career Center's program and/or activities.

Facilities

No qualified person with a disability will, because the Career Center's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Career Center will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Career Center is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities. The Career Center will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the Career Center will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13).

Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Career Center will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, special interests groups or clubs sponsored by the Career Center, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals, and nonacademic and extracurricular services and activities, including those listed above, the Career Center will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination in employment and education practices and the identity of the Career Center's Compliance Officer(s) will be posted throughout the Career Center, and published in the Career Center's recruitment statements or general information publications.

The Board directs the Director to prepare administrative guidelines for facilitating the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities in accordance with Section 504.

The Board will provide in-service training and consultation to staff on the education of persons with disabilities, as necessary and appropriate.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504 including the right to an impartial due process hearing.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

CREATING A POSITION

The Governing Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the Career Center in achieving the education goals set by the Board. The Career Center employs only U.S. Citizens and others lawfully authorized to work in the United States.

The Director shall verify all new employees' and substitutes right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. fix the compensation and prescribe the duties to be performed by all support staff;
- B. create new positions.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the Career Center;
- C. the special needs of the students;

The Board may create a new position or increase the number of support staff in an existing position.

The Board shall, upon the advice of the Director, consider the advisability of creating a new support position or of increasing the number of support staff in an existing position.

The Board delegates the right to fix and prescribe the duties of support staff to the Director.

I.C. 20-26-5-4, 20-23-16-41

Immigration Reform and Control Act of 1986, 8 U.S.C. 1324a

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Area 30 Career Center does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Director shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the Career Center's collectively-bargained, negotiated agreements dealing with hiring, promotion and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

GRIEVANCE PROCEDURE

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Executive Director
Area 30 Career Center
1 N Calbert Way, Suite A
Greencastle, IN 46135

THE PROCESS:

Level One

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the director. The complaint shall stipulate the specific act or omission, the date of same and parties involved.
2. The director shall initiate an investigation of circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The director shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the director and submits such a statement in writing to the director, a level two procedure shall be enacted.

Level Two

1. The director shall submit the written disagreement statement and all related information to the Area 30 Governing president within three (3) calendar days of receipt.

2. The Area 30 Governing president shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the director and the president of the Area 30 Governing Board. Other witnesses may be called with mutual prior notice of three (3) calendar days.

3. The Area 30 Governing Board president shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation or policy, then Level Two is initiated immediately.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C. 1981 et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967

U.S. Constitution, XIV Amendment

29 C.F.R. Part 1635

CREATING A POSITION

The Governing Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Career Center in achieving the education goals set by the Board. The Career Center employs only U.S. citizens and others lawfully authorized to work in the United States.

The Director shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. create new positions;
 - 1. and provide each with a job description clearly descriptive of the duties for which the position was created;
 - 2. and provide each with a title that conforms with the appropriate certification insofar as possible;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by a valid salary schedule.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the community and of Region 7 workforce needs;
- C. the special needs of the students;

The Board shall, upon the advice of the Director, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

I.C. 20-26-5-4

Federal Immigration Reform and Control Act of 1986, 8 U.S.C. 1255a

SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of School Trustees prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility

devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Career Center's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Career Center Compliance Officer

The following person is designated as the Career Center Section 504 Compliance Officer/ADA Coordinator ("Career Center Compliance Officer"):

Area 30 Career Center Health Sciences Instructor
1 N Calbert Way Suite A, Greencastle, IN
Phone: 765-653-3515
Fax: 765-653-3618

The Career Center Compliance Officer is responsible for coordinating the Career Center's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the Career Center Compliance Officer.

The Career Center Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Training

The Career Center Compliance Officer will also oversee the training of employees in the Career Center so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the Career Center's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the Career Center will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Career Center is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the Career Center's Compliance Officer will be posted throughout the Career Center, and published in the Career Center's recruitment statements or general information publications.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

CRIMINAL HISTORY CHECKS – SCHOOL EMPLOYEES

To help ensure a safe environment and as required by state law, Area 30 Career Center will conduct an expanded criminal history check on each employee who is likely to have direct, ongoing contact with children as a result of the individual's position once every five (5) years, including adjunct teachers and drivers of appropriate vehicles, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The career center may conduct an expanded criminal history check on an employee when the corporation has reason to believe the employee has been convicted of or charged with certain crimes enumerated in state law or an expanded child protection index check when the Corporation has reason to believe the employee is the subject of a substantiated report of child abuse or child neglect.

Each employee may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded

criminal history check or the expanded child protection index check may be cause for termination of the employee.

Area 30 Career Center is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. In addition, all individuals or entities that have contracts for services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The director or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty.

LEGAL REFERENCE: I.C.20-26-5-10(f), (h), (i), (j), and (k)

I.C. 20-26-5-11.2

CRIMINAL HISTORY INFORMATION – APPLICANTS AND CONTRACTORS

To help ensure a safe environment and as required by state law, Area 30 Career Center will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an Indiana expanded child protection index check. The career center will obtain an expanded criminal history check and an Indiana expanded child protection index check for each individual hired as an adjunct teacher or a driver of an appropriate vehicle, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van.

To protect students and staff members, the Board requires an inquiry into the personal background of each employee of a contractor or subcontractor who is likely to have direct, on-going contact with children within the scope of their employment.

The Director shall establish the necessary procedures to provide that contractors and sub-contractors conduct an inquiry into the background information of these employees that shall include the following:

- A. an expanded national criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. a search of the national sex offender registry maintained by the United States Department of Justice

- C. arrest and/or filing of criminal charges against each employee within two (2) business days of the occurrence and the disposition of such arrest or filing of charges concerning employees of contractors and sub-contractors
- D. a detailed background history including all prior employment and volunteer positions
- E. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The expanded criminal history check should be obtained by the career center prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The Indiana expanded child protection index check must be obtained by the Corporation prior to the individual beginning employment with the school corporation and must be obtained no later than sixty (60) days after the individual's employment begins. If the applicant lived in a state other than Indiana over the age of 18 years, an expanded child protection index may be obtained for every state where the applicant lived.

The career center is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the career center.

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

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the career center are required by state law to immediately report convictions of certain crimes enumerated in state law to the school corporation. The director or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Career Center.

The Director shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge and for a response to the reported

information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or sub-contractor to remove an employee from direct contact with students, upon request from the Director, shall be considered to be a material breach of the contractor's or sub-contractor's contract with the Career Center.

LEGAL REFERENCE: I.C. 20-26-5-10
I.C. 20-26-5-10.5
I.C. 20-26-5-11.2
I.C. 20-28-5-8(c)
I.C. 20-26-14-9(b)
I.C. 10-13-3, 20-26-2-1.5
I.C. 20-26-5-11, 20-28-1-2,6,8

CONTROL OF BLOOD-BORNE PATHOGENS

The Governing Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Director shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

29 U.S.C. 1910.1030

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The Governing Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Career Center examined by

appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non-casual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Career Center personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Director learns that a student or Career Center employee may be infected with a non-casual-contact communicable disease, the Director shall consult with the infected person's physician and/or the Putnam County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

The Career Center shall provide an alternative education program for any student removed from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound Instruction.

When the Director learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Director will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Career Center by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

20 U.S.C. 1232(g)

I.C. 20-34-3-17, 16-41-9, 20-34-3-9

WELLNESS

The Governing Board of the Area 30 Career Center supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the Career Center's students. Therefore, it is the policy of the Board to:

- A. Provide students access to nutritious food and beverages;
- B. Require that all meals served by the Career Center meet the Federal nutritional guidelines issued by the U.S. Department of Agriculture.

Vending machines dispensing healthy snacks and drinks such as bottled water, fruit juice, milk, dried fruit, nuts may be made available throughout the school day, after school, and at all extra-curricular activities. Water will be made available throughout the school day.

Vending machines that dispense minimally nutritious items such as carbonated sodas, gum, candy, chips, cookies, shall not be available during the school day. Existing contracts will be honored. P.L. 54-2006.

Minimally nutritious snacks and drinks may not be sold on lunch lines as a la carte items.

All school-sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participants.

No outside drinks or commercially prepared/vendor-prepared foods should be brought onto school property during the school day by students without prior approval by the Director.

The Director shall have the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The Director will be responsible for reporting to the Board on an annual basis the progress of the Career Center in implementing this policy.

The Director is also responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students at schools, including competitive food sales, vending machine items, fund-raising activities, and rewards to students.

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and

tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

Career Center staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in act of worship or celebration. The Career Center shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Career Center property by any party shall be in accordance with Policy .

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. Such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate. However an individual who is required by his/her religious beliefs to engage in religious exercise (e.g. a formal prayer during the school day) will be accommodated unless such accommodation would disrupt an educational function.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from the State, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The United States flag shall be displayed in each classroom of the Career Center.

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day.

The Board shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student's parent chooses not to have the student participate. The Director shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Each classroom teacher and building administrator may post the national motto "In God We Trust" in their classroom or building in a historic and/or patriotic context, but not in a religious setting. Whenever possible, the motto should be placed near the American flag.

I.C. 1-1-11-2

I.C. 1-2-2-1

I.C. 1-2-3-6

TECHNOLOGY PRIVACY

The Governing Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Career Center's position with respect to staff-member privacy in the educational and workplace setting and to protect the Career Center's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Career Center's property and are to be used primarily for business purposes. The Career Center retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Career Center's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Career Center with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Career Center retains the right to access information in spite of a password.

Personal messages via Career Center-owned technology should be limited in accordance with the Director's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Career Center's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Career Center is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Career Center, except to the extent necessary to determine if the Career Center's interests have been compromised. Any information discovered will be limited to those who have a specific need to know.

The administrators and supervisory staff members authorized by the Director have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Career Center. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Director or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Career Center computer and may not bring software from outside sources for use on Career Center equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Governing Board is pleased to provide Internet services to its students. The Career Center's Internet system has a limited educational purpose. The Career Center's Internet system has not been established as a public access service or a public forum. The Career Center has the right to place restrictions on its use to assure that use of the Career Center's Internet system is in accord with its limited educational purpose. Student use of the Career Center's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Career Center's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Career Center may not be able to technologically limit access to services through the Career Center's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Career Center has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Career Center or the Director, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Director or Technology Staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Career Center utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Career Center has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign their handbooks indicating they will abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Career Center's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Career Center does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Career Center's network, but shall be permitted to access social media for educational use in accordance with administrator's approval for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Director and the Technology Staff as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

Revised 1/10/11

Revised 12/12/11

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Governing Board is pleased to provide Internet service to its staff. The Career Center's Internet system has a limited educational purpose. The Career Center's Internet system has not been established as a public access service or a public forum. The Career Center has the right to place restrictions on its use to assure that use of the Career Center's Internet system is in accord with its limited educational purpose. Staff use of the Career Center's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Career Center encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Career Center's policy on Instructional Materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Career Center may not be able to technologically limit access to services through the Career Center's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Career Center has implemented the use of technology protection measures, which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection act. At the discretion of the Career Center or Director, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Director or Technology Staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Career Center has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Career Center utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Director or Technology Staff may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the inherent danger of students disclosing personally identifiable information online; and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and specified above.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on the Career Center's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the Career Center's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

Staff members shall not access social media from the Career Center's network for either personal or educational use.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Director and the Technology Staff as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
20 U.S.C. 6777, 9134 (2003)

Revised 1/10/11

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CHILD ABUSE AND NEGLECT

As an agency of the State, the Governing Board is concerned with the physical and mental well-being of the children of this Career Center and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Career Center shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the Putnam County Child Protection or Owen County Child Protection or local law enforcement agency.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Director.

A. Policy Regarding Child Abuse and Neglect

1. The Governing Board is concerned with the physical and mental well-being of the children residing within the Career Center and will follow all applicable State laws for reporting child abuse and neglect.
2. Each staff member employed by the Career Center is responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The procedure for reporting child abuse and neglect is provided in subsection C below. If the child's injury warrants medical attention, the staff member must secure prompt medical attention for any such injuries reported.
3. Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with according to the administrative guidelines established by the Director.

B. Definition of "Abuse" and "Neglect" and Exceptions:

1. **"Abuse" is the act or omission of a parent, guardian, or custodian seriously endangering a child's physical or mental health.** Under Indiana law, a child is a "child in need of services" (CHINS) if before the child becomes eighteen (18) years of age: (1) the child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian; and (2) the child needs care, treatment, or rehabilitation that: (A) the child is not receiving; and (B) is unlikely to be provided or accepted without the coercive intervention of the court.
2. Reasonable corporal punishment of a child by a parent, guardian, or custodian for disciplinary purposes does not in itself qualify a child as a child in need of services if it does not result in serious endangerment of the child's physical or mental condition due to injury by the act or omission of the child's parent, guardian, or custodian.
3. **"Neglect" is the inability, refusal, or neglect of parent, guardian, or custodian to supply child with necessary food, clothing, shelter, medical care, education, or supervision.** Under Indiana law, a child is a "child in need of services" (CHINS) if before the child becomes eighteen (18) years of age: (1) the child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision; and (2) the child needs care, treatment, or rehabilitation that: (A) the child is not receiving; and (B) is unlikely to be provided or accepted without the coercive intervention of the court.
4. If a parent, guardian, or custodian fails to provide specific medical treatment for a child because of the legitimate and genuine practice of the religious beliefs of the parent, guardian, or custodian, a rebuttable presumption arises that the child is not a child in need of services because of the failure. However, this presumption does not apply to situations in which the life or health of a child is in serious danger.

C. Requirements for Reporting Suspected Child Abuse and Neglect

1. Indiana Code 31-33-5-1 requires that "an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report."
2. A teacher or staff member who is required to make a report must immediately notify the individual in charge of the school, specifically, the director or the assistant director
3. A director or assistant director who has been notified under subsection (2) above must report or cause a report of suspected child abuse or neglect to be made.
4. However, this does not relieve the individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

5. A person who has a duty under Indiana Code 31-33-5 to report that a child maybe a victim of child abuse or neglect shall immediately make an oral report to:
 - a. the department of child services; or
 - b. the local law enforcement agency.
6. **Indiana's Child Protective Services (CPS)** is the Indiana agency assigned by the Indiana Department of Child Services to protect children from further abuse or neglect and to prevent, remedy, and assist in solving problems that may result in abuse, neglect, exploitation, or delinquency of children.
7. CPS operates a toll-free hotline (1-800-800-5556) to report suspected cases of child abuse or neglect. Although reports can be made in person or by correspondence, the vast majority of child abuse and neglect reports are made via telephone. CPS receives and initiates investigations of child maltreatment on a twenty-four (24) hour basis.
8. Each report of known or suspected child abuse or neglect that is made to the CPS hotline by a school employee must be documented in writing on a form for recording reports of suspected child abuse or neglect.

D. Prohibition Against Use of Physical Force and Corporal Punishment

1. The Governing Board prohibits any employee, agent, volunteer, or other persons affiliated in any way with the Career Center from engaging in any act which would constitute the battery of a student under Indiana law.
2. Professional staff and support staff acting within the scope of their employment may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.
3. When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by this Board and criminal assault charges as well.
4. Corporal punishment is not permitted. If any employee threatens to inflict, inflicts, or causes to be inflicted unnecessary, unreasonable, or inappropriate force upon a student, s/he may be subject to discipline by the Governing Board and possibly criminal assault charges or be reported to authorities for child abuse.

This prohibition also applies to volunteers and contractors of the Career Center.

E. Prohibition Against Sexual Contact with a Child

1. The Governing Board prohibits any employee, agent, volunteer, or any other persons affiliated in any way with the Career Center from any physical contact of a sexual nature with students.
2. Any staff member who witnesses or learns of sexual contact between an employee, agent, volunteer or any other person affiliated in any way with the Career Center and a student must file a report pursuant to the Career Center's Staff Handbook for reporting sexual harassment.

F. General Prohibition Against Seclusion with Student

1. No staff member or volunteer will work with a single student in any location where the staff member or volunteer cannot be observed by others.

A copy of this policy shall be provided to each employee and volunteer of the Career Center. Each employee and volunteer shall sign a form acknowledging receipt of this policy.

Authority:

I.C. 31-9-2-133

I.C. 31-25-2-1

I.C. 31-33-1 et seq.

I.C. 31-33-5-1 et seq.

I.C. 31-33-6-1 et seq.

I.C. 31-33-22-1 et seq.

I.C. 31-34-1-1 et seq.

I.C. 35-42-2-1

TEACHER APPRECIATION GRANT (TAG)

It is to be the policy of Area 30 Career Center that a teacher receiving a Highly Effective evaluation rating shall receive a stipend at a rate of 25% higher than a teacher rated Effective. Grants may be given as cash stipends; and/or per Indiana Code, up to 50% of award amount may be given as an increase to base salary. Additions to base salary do not have to be bargained but must be discussed with the exclusive representative of the teachers.

Authority:

IC 20-28-11.5, IC 43-10-3.5 (c), 511 IAC 10-6

Revised 7/12/2023