



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC INFORMATION PROGRAM
Code	po9120
Status	Active
Adopted	April 12, 2005

#### **9120 - PUBLIC INFORMATION PROGRAM**

The School Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other Corporation residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

Legal	I.C. 20-26-5-4
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Book	Policy Manual
Section	9000 Relations
Title	PUBLIC COMPLAINTS
Code	po9130
Status	Active
Adopted	January 9, 2001
Last Revised	July 1, 2003

### 9130 - PUBLIC COMPLAINTS

Complaints or concerns regarding personnel, programs, or general operations of the Nineveh-Hensley-Jackson United School Corporation should be addressed in the following manner:

#### A. Level 1

The complainant should first discuss the nature of his/her complaint at the source in an attempt to resolve the issue in an informal manner.

#### B. Level 2

When Level 1 does not resolve the issue, the complainant should register his/her complaint with that person's immediate supervisor/building principal. The supervisor/building principal should ask for clarification of the complaint and ask the individual what their suggested resolution would be. The supervisor/building principal should then attempt to resolve the problem.

#### C. Level 3

When Level 2 does not resolve the issue, the complainant should register a formal complaint, in writing, to the Superintendent of schools. The Superintendent will attempt to resolve the issue based on School Board policies and Administrative Guidelines wherever possible. A public complaint form is included, but not required, for the formal submission of a written complaint.

#### D. Level 4

Should administrative procedure fail to resolve the problem, the complainant or the school employee who is the subject of the complaint may request a meeting with the School Board of Trustees. Such meeting shall be arranged by the Superintendent within a reasonable time mutually agreeable to all parties. To the extent allowed by law, this meeting shall be closed to the public and held in Executive Session.

Note: A complainant who attempts to initiate this process in an attempt to circumvent the outlined chain of command should be referred back to the appropriate level.

### Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

Legal

I.C. 20-5-2-2(16)

20 U.S.C. 1232h



Book	Policy Manual
Section	9000 Relations
Title	LIBRARY SELECTION/DESELECTION
Code	po9130.01
Status	Active
Adopted	January 9, 2001

#### 9130.01 - **LIBRARY SELECTION/DESELECTION**

The following objectives are considered in the selection of library materials. The library attempts to:

- A. Participate effectively in the school program as it strives to meet the needs of students and teachers.
- B. Provide students with the library materials and services most appropriate and meaningful for their growth and development as individuals.
- C. Stimulate and guide pupils in all phases of their reading so that they may find increasing enjoyment and satisfaction, and may grow in critical judgment and appreciation.
- D. Provide an opportunity through library experiences for students to develop useful interests, to make satisfactory personal adjustments, and to acquire desirable social attitudes.
- E. Help students become skillful and discriminating users of libraries and of printed and non-printed materials.
- F. Work with teachers in the selection and use of all types of library materials which contribute to the teaching program.
- G. Assist the administrative and teaching staff in planning and developing curriculum for the school.

The library should provide a wide variety of books, pamphlets, periodicals, discs, tapes, slides, pictures, filmstrips, and realia adapted to the interests and needs of pupils for reference use, for use in connection with classroom work and for personal enjoyment and recreational use. In selecting library materials, the certified library/media personnel will consult faculty members and professional selection aids. The criteria for selecting materials are enumerated below:

- A. Is the book, pamphlet, filmstrip, recording, etc., needed by the school?
- B. Is it the best of its kind available for its intended use?
- C. Does it meet the specific needs of our students and our curriculum?
- D. Are its format and contents suitable for the grade in which it will be used?
- E. Does it have literary merit and artistic integrity? In the case of non-fiction, is the information current and valid?
- F. Will it appeal to the youth for whom it is intended?
- G. Does it appear in one (1) or more selection tools or reviewing media?

Gifts of books or other materials must meet the selection criteria before they will be considered for the library collection.

Occasional objections to library materials will be made despite the quality of the selection process. When materials are questioned, the principles of intellectual freedom and the right of access to materials as expressed in the First Amendment to the United States Constitution, as well as the integrity of the certified library/media personnel, must be defended.

Subjects which come under frequent attack are sex, profanity, religion, ideology, and science. The policy regarding materials on these subjects is set out below:

- A. Sex and profanity: Books or materials of an obscene nature are not selected for inclusion in the library. Materials presenting accents on sex should be subjected to a stern test of literary merit. The sensational or over-dramatic should not be included, but the fact of sexual incidents or the appearance of profanity should not automatically disqualify the material. Factual material of an educational nature on the level of the reader should be available in the school media collection.
- B. Religion: Materials representative of the many religious groups, their beliefs, and their contributions to our American heritage should be provided.
- C. Ideologies: Teachers and school media personnel should select reading material which is carefully balanced to include various points of view on any controversial subject.
- D. Science: Medical and scientific knowledge should be made available without any biased selection of facts.

The following procedures will be implemented for handling library materials which are questioned by individuals or groups within the community.

- A. Complaints will be referred to the principal, who will inform him/her of the selection/deselection procedure.
- B. Request that the complainant complete one (1) copy of the "Request for Reconsideration of Library Materials" form.
- C. Forward photocopies to the Superintendent and to the appropriate building principal and librarian.
- D. Keep challenged materials on the shelf during the reconsideration process.
- E. Upon receipt of the completed form, the principal requests review of the challenged material by an ad hoc committee within fifteen (15) working days, and notifies the Superintendent that such a review is being done. The review committee is appointed by the principal and shall include a media professional, teachers, and at least one (1) student and one (1) parent.
- F. After receiving the challenged materials the review committee takes the following steps:
  - 1. reads, views, or listens to the material in its entirety;
  - 2. checks general acceptance of the material by reading reviews and consulting recommended lists;
  - 3. determines the extent to which the material supports the curriculum and/or supports the stated objectives of the library;
  - 4. completes the appropriate "Checklist for Ad Hoc Review Committee's Reconsideration of Material."
- G. Present written recommendation of the review committee to the Superintendent.
- H. Retain or withdraw the challenged materials as determined by the Committee in consultation with the Superintendent.
- I. Complainants who wish to appeal the Committee's ruling will direct a written request to the Superintendent for a hearing with the School Board. The Superintendent will notify the complainant of the time and place of the hearing.



Book	Policy Manual
Section	9000 Relations
Title	SCHOOL VISITORS
Code	po9150
Status	Active
Adopted	January 9, 2001
Last Revised	August 14, 2012

**9150 - SCHOOL VISITORS**

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

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Legal	I.C. 20-5-2-2(19)
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Book	Policy Manual
Section	9000 Relations
Title	PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	Active
Adopted	January 9, 2001
Last Revised	April 9, 2019

#### 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well being of participants and visitors.

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

Further, if a person is asked to leave or removed from a school event during the school year, or if the severity of the incident leading to removal warrants, the Superintendent and/or designee may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban him/her from attending school events for the remainder of the school year, or up to one (1) calendar year.

A person who is banned from attending school events for the remainder of a school year may appeal that decision to the Board, whose decision in the matter shall be final.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation or at any function occurring on Corporation premises.

Raffles and similar forms of fundraising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - Corporation Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the Corporation'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 Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Corporation 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.

Individuals with disabilities have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as

participants in services, programs or activities, or as invitees, are allowed to go (see also Policy 8390 and AG 8390).

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of the copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the Corporation. If the performance is of copyrighted material and the necessary license has not been secured in advance by the Corporation, the audience shall be advised before the performance begins that audio and/or video recordings that will be rebroadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of noncorporation audio/visual recording equipment at any Corporation-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully-accessible. Any person requiring further accommodation should contact the School Corporation's central office."

For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available at no charge.

Such tickets shall be distributed on a first-come, first-served basis.

Revised 8/14/12  
Revised 11/12/13  
Revised 4/12/16

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Legal                      I.C. 20-26-8-1  
                                  29 U.S.C. 794, Section 504 of the 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





Book	Policy Manual
Section	9000 Relations
Title	PARENT ORGANIZATIONS
Code	po9210
Status	Active
Adopted	January 9, 2001
Last Revised	December 9, 2014

#### **9210 - PARENT ORGANIZATIONS**

The Board supports all organizations of parents whose objectives are to promote the educational experiences of Corporation students. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the Corporation must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school related organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations that violate the bounds of community taste.

Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 - District Support Organizations.

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Book	Policy Manual
Section	9000 Relations
Title	CORPORATION-SUPPORT ORGANIZATIONS
Code	po9211
Status	Active
Adopted	April 12, 2015
Last Revised	April 14, 2015

#### **9211 - CORPORATION-SUPPORT ORGANIZATIONS**

The Board of School Trustees appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of Corporation students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. In using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

These needs may be educational to parents and/or children. In addition to parents, membership shall be available to the Corporation's professional staff.

Any new Corporation support organization desiring to use the name or good offices of the Corporation must obtain the approval of the Superintendent as a prerequisite to organizing.

Each approved Corporation support organization shall work within the appropriate school setting and in cooperation with the principals and other staff members. Each group will submit its bylaws to the Superintendent for approval and shall abide by the policies of the Board and the guidelines established by the Superintendent.

The Superintendent shall do the following:

- A. review the objectives of each Corporation support organization to determine that relevant educational needs are being addressed;
- B. provide assistance to a Corporation support organization in planning its activities;
- C. monitor the plans and activities of each Corporation support organization to ensure compliance with laws, Board policies, and the Superintendent's administrative guidelines;
- D. communicate school and/or Corporation needs and concerns to the Corporation support organizations and those of the Corporation support organizations to the Board;
- E. approve in-Corporation fund-raising activities of a Corporation support organization, as well as fund-raising activities held off-premises which involve students, and require that for any fund-raisers by Corporation support organizations which involve the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the USDA's Smart Snacks in Schools regulations, and be conducted from 12:01 a.m. until thirty (30) minutes after the end of the school day;
- F. recommend, for Board approval, out-of-Corporation fund-raising activities which involve students;
- G. establish and maintain procedures related to proposed monetary and other gifts to the Corporation from Corporation support organizations that will provide for proper screening, acceptance, acknowledgement, and use.

Representatives and members of approved Corporation support organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved Corporation support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations that violate the bounds of community taste.

By the end of June of each year, each Corporation support organization shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the Superintendent is to be advised before any final revisions are made.

The Superintendent shall require that each group's fund-raising activities are in compliance with Board policies, including Board Policy 5830, and that the funds are used for school-related projects that have the approval of the Superintendent and appropriate building administrators.

The Superintendent shall require that the Board receives an annual accounting of each Corporation support organization's receipts and expenditures no later than June 30th of each year.

Revised 12/9/14

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Book	Policy Manual
Section	9000 Relations
Title	RELATIONS WITH PARENTS
Code	po9250
Status	Active
Adopted	January 9, 2001

#### 9250 - **RELATIONS WITH PARENTS**

The School Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

- A. Parent-teacher conferences to permit two-way communication between home and school.
- B. Open houses in Corporation schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Each school in the Corporation shall hold an open house at least periodically.
- C. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
- D. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.
- E. Special events, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school administrative guidelines, and by accepting their own responsibility for children's willful in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Legal I.C. 20-8.1-3-33 et seq., 20-8.1-5-7 (b)





Book	Policy Manual
Section	9000 Relations
Title	EQUIVALENT INSTRUCTION FOR COMPULSORY ATTENDANCE COMPLIANCE PURPOSES (HOME SCHOOLING AND NON-ACCREDITED SCHOOLS),VIRTUAL EDUCATION SCHOOLS
Code	po9270
Status	Active
Adopted	January 9, 2001
Last Revised	January 14, 2020

**9270 - EQUIVALENT INSTRUCTION FOR COMPULSORY ATTENDANCE COMPLIANCE PURPOSES (HOME SCHOOLING AND NON-ACCREDITED SCHOOLS), VIRTUAL EDUCATION SCHOOLS**

The Board offers tuition-free enrollment to all school-age children with legal settlement within the Corporation's legal boundaries. In order to comply with the Indiana Compulsory Attendance law, the parent/guardian of a child between the age of 7 and 18 must be enrolled in an accredited school or be provided with instruction that is equivalent to the instruction made available by the Board.

If a parent/guardian does not enroll a child in an accredited school, the parent/guardian shall inform the Superintendent. The Superintendent shall inform the parents that later enrollment of the child in any of the Corporation's schools will be in accordance with Board Policy 5463 - Credits and Placement from Non-accredited Schools and the administrative guidelines associated with that policy.

A student who is being educated at a non-accredited or home school may enroll in one or more academic courses with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes. The Superintendent may allow a resident student who is being educated at a non-accredited or home school and taking three (3) or more courses at a Corporation school to participate in one or more of the Corporation's co-curricular or extra-curricular activities provided s/he meets the eligibility criteria established for the activity. A student who enrolls in a virtual education school, such as our Indian Creek Online Academy, are not eligible to participate in the co-curricular or extra-curricular activities provided at Indian Creek High School or Indian Creek Middle School.

Revised 8/14/12

Revised 12/9/14

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Legal I.C. 20-33-2-4 thru 9, 20-33-2-12, 20-33-2-27

Indiana State Board of Education v. Brownsburg Community School Corporation, 865 N.E. 2d 660 (Ind. App. 2007)



Book	Policy Manual
Section	9000 Relations
Title	RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
Code	po9500
Status	Active
Adopted	January 9, 2001

#### 9500 - **RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the School Board that strong lines of communication be maintained by the Corporation with other school corporations and with institutions and organizations which provide Corporation students with programs, training, or services not available in the Corporation.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the Corporation's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of Corporation resources or require any additional resources of the Corporation.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School Corporation in order to be aware of any program changes that may be planned that could affect this Corporation; and to cooperate fully in the implementation of all State and Federal programs administered by this Corporation that benefit, in whole or in part, eligible students attending private or parochial school.



Book	Policy Manual
Section	9000 Relations
Title	PARTNERSHIPS WITH BUSINESS
Code	po9555
Status	Active
Adopted	January 9, 2001

**9555 - PARTNERSHIPS WITH BUSINESS**

The School Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the Corporation need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the Corporation and individual companies but also, if possible, consortia involving several companies and/or school Corporations. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of Corporation personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.





Book	Policy Manual
Section	9000 Relations
Title	STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Code	po9600
Status	Active
Adopted	January 9, 2001

#### **9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The School Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of Corporation resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure:

- A. community activities and events which are related to Corporation Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.



Book	Policy Manual
Section	9000 Relations
Title	RELATIONS WITH SPECIAL INTEREST GROUPS
Code	po9700
Status	Active
Adopted	January 9, 2001
Last Revised	April 13, 2021

#### 9700 - RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fundraising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the School Board that students, staff members, and School Corporation facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

##### A. Political/Commercial Interests

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, good taste and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages provided the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the Corporation's administrative guidelines. Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

##### B. Patriotic Youth Membership Organizations

The Board may provide a representative of a Patriotic Youth Membership Organization, as defined and organizations listed in Title 36 of the United States Code (e.g., Boy Scouts of America, Girl Scouts of the United States, Big Brothers and Big Sisters of America, and Boys and Girls Club of America) that has an educational purpose and promotes patriotism and civic involvement to provide an oral, written, or oral and written information regarding the organization to students of the Corporation.

If the organization makes such a request to provide oral or written information to students, the Corporation is required to provide at least one (1) time each school year, with a specific day and time specified, for the organization to provide the information on Corporation property.

Prior to the representative from the Patriotic Youth Membership Organization being permitted on Corporation property, the Corporation shall conduct an expanded criminal history check on the representative seeking to present information to students on Corporation property. The Corporation may request written consent for the expanded criminal history check from

the representative of the organization. The representative is responsible for all costs associated with obtaining the expanded criminal history check.

A Corporation may, upon receipt of the expanded criminal history check, refuse to allow a representative to provide information if the representative that has been selected from the Patriotic Youth Membership Organization has been convicted of a felony listed in I.C. 20-28-5-8(c) or I.C. 20-28-5-8(d).

### **C. Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Corporation;
3. involve any direct cost to the Corporation;
4. interrupt the regular school program; unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the Corporation, unless:
  - a. Board Policy 2340 - Field and Other Corporation-Sponsored Trips has been complied with in all aspects;
  - b. the Board has granted special permission;
  - c. the parents of a minor student have granted their permission.

### **D. Distribution/Posting of Literature**

No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the principal.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 – School-Sponsored Publications and Productions are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated collective bargaining agreements;
3. the school mail system is not used by students or staff for distribution of nonschool-related materials;
4. no materials from any profit-making organization are distributed for students to take home to their parents; unless authorized by the Superintendent;
5. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated;

### **E. Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the Corporation's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no Corporation student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of or accounting for such funds.

Solicited funds are not to be deposited in any regular or special accounts of the Corporation.

A copy of this policy, as well as the relevant administrative guidelines, shall be given to any individual granted permission to

solicit funds on Corporation property.

This policy does not apply to the raising of funds for Corporation-sponsored or school-sponsored activities.

Use of the name, logo, or any assets of the Corporation, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent. All crowdfunding activities are subject to Policy 6605 and any administrative guidelines adopted by the Superintendent to implement Policy 6605.

Any booster club or school-support group that may use students in a fundraising activity must comply with I.C. 4-32.2-5-21 and Board Policy 5830 for any of the following types of fundraising events: bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Moreover, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

#### **F. Prizes/Scholarships**

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the principal.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

#### **G. Sale of School Supplies**

In determining the appropriateness of the sale of school supplies by organizations other than the Corporation, the Board requires that:

1. the organization have a purpose which will benefit the Corporation and its students;
2. the organization's planned activities are clearly in the best interest of the Corporation and its students;
3. the organization has submitted the following information and assurances on the form provided by the Corporation: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

#### **H. Surveys and Questionnaires**

Neither Corporation-related nor noncorporation-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved in accordance with the Superintendent's criteria, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent for review and approval before they are released.

Revised 4/11/17

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I.C. 4-32.2-4

I.C. 4-32.2-5

I.C. 4-32.2-5-21

I.C. 20-26-20

I.C. 20-28-5-8(c)

I.C. 20-28-5-8(d)

I.C. 20-30-5-5

I.C. 20-30-5-6



Book	Policy Manual
Section	9000 Relations
Title	ADVERTISING, COMMERCIAL ACTIVITIES, SPONSORSHIPS, AND NAMING RIGHTS
Code	po9700.01
Status	Active
Adopted	November 10, 2015

#### 9700.01 - **ADVERTISING, COMMERCIAL ACTIVITIES, SPONSORSHIPS, AND NAMING RIGHTS**

The purpose of this policy is to provide direction for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an verbal, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may permit advertising in Corporation facilities or on Corporation property in the following categories or forums in accordance with the guidelines set forth herein:

##### **A. Product Sales:**

1. product sales benefiting a Corporation, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the Corporation and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

##### **B. Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

##### **C. Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;

2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that the Corporation's name, students, staff members and Corporation facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

### **General Advertising Guidelines**

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the Corporation's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the Corporation if determined to be inconsistent with the educational objectives of the Corporation, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising may be permitted on the outside or the inside of school buses.
- N. The Superintendent or is responsible for screening all advertising.
- O. The Superintendent may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in Corporation publications, in Corporation facilities, or on Corporation property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

In addition to this policy, the Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG 9700B.)

### **Sponsorship/Naming Rights**

The Board may permit sponsorship/naming rights of specific Corporation facilities or property by an individual, company, or community-based organization.

Sponsorship is defined as an agreement between the Corporation and an individual, company, or organization in which the sponsoring entity provides financial or service-in-kind support to the Corporation in exchange for recognition within a Corporation facility.

Naming rights is defined as an agreement between the Corporation and an individual, company, or organization in which in exchange for financial contributions the Corporation allows the name of the donor or donor company/organization to be associated with a specific Corporation property or facility.

Sponsorships/naming rights shall not be inconsistent with the goals and purposes of the Corporation. An agreement shall be prepared which outlines the details of the sponsorship/naming rights including but not limited to the following: the term of the sponsorship/naming right, the signage to be used for the recognition or naming, financial contribution or service-in-kind being supplied to the Corporation. The agreement shall be presented to the Board for approval prior to any action being taken to implement the sponsorship/naming right.

All sponsorships/naming rights shall be in accordance with Policy 9700 and AG 9700B.

### **Accounting**

Advertising and sponsorship/naming rights revenues must be properly reported and accounted for in the Corporation accounts.

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Book	Policy Manual
Section	9000 Relations
Title	HIGH SCHOOL DIPLOMAS TO WORLD WAR I, WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS
Code	po9800
Status	Active
Adopted	June 10, 2008

**9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR I, WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS**

The School Board recognizes the service provided to the country and the individual sacrifices made by veterans of World War I, World War II, the Korean Conflict and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The individual served as a member of the armed forces of the United States at any time during World War I, World War II, the Korean Conflict, or the Vietnam Conflict.
- B. The veteran either left a public or nonpublic school located in Indiana prior to graduation in order to serve in the armed forces of the United States.
- C. The veteran was a student in good standing at the high school described above to the satisfaction of the Department of Veterans' Affairs.
- D. The veteran received an honorable discharge from the armed forces of the United States.
- E. The veteran has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

An eligible veteran who has received a general educational development (GED) diploma may also apply for the issuance of a diploma under this policy.

If the veteran is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Indiana Department of Veterans' Affairs. The application is available through and the eligibility verification is handled by the Indiana Department of Veterans' Affairs.

Legal I.C. 20-20-7