

**OPTIONS CHARTER SCHOOL
BOARD OF SCHOOL TRUSTEES**

**OPERATIONS
ID# 8000 Page 1 of 1**

- 8000 Operations

- 8210 School Calendar
- 8220 School Day

- 8310 Public Records
- 8320 Personnel Files
- 8330 Student Records
- 8350 Confidentiality

- 8420 Emergency Evacuation of School
- 8430 Bomb Threat
- 8431 Preparedness for Toxic Hazard
- 8432 Pesticides
- 8442 Reporting Accidents
- 8450 Control of Communicable Diseases and
Parasitic Infections
- 8453 Control of Diseases Communicated by Means of
Human Bloodborne Pathogens

- 8500 Food Services

- 8600 Transportation
- 8660 Transportation by Private Vehicle

- 8710 Insurance
- 8740 Bonding
- 8760 Student Accident Insurance

- 8800 Religious/Patriotic Ceremonies and
Observances

SCHOOL CALENDAR

The School Board of Trustees recognizes that the preparation of the calendar for the instructional program of the school is necessary for orderly educational planning and for the efficient operation of the school. Based upon the contract between the Options Charter School and the Carmel-Clay School District, the Options Charter School will automatically adopt the calendar of the Carmel-Clay School District.

All days lost due to snow, fire, epidemics, health conditions, etc. cannot be counted as a part of the minimum days of instruction for State aid and must be made up unless a waiver is obtained from the State Department of Education.

The Director shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

I.C. 20-10.1-2-1 et seq.
511 IAC 6-2-1.1(j)

Approved 5/20/03

SCHOOL DAY

The Board of School Trustees authorizes the school day for students to be arranged and scheduled by the administration. It is to offer the maximum education for the time span within the limitations of school facilities and the laws and regulations of the State.

The Director may close the school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. The Director shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the school.

The Director shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. The Director shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

511 IAC 6-2-1.1

Approved 5/20/03

PUBLIC RECORDS

The Board of School Trustees recognizes its responsibility to maintain the public records of this corporation and to make such records available to residents of Indiana for inspection and reproduction.

The public records of this school include any record that has been required by law to be made, maintained, or kept on file by this Board or its officials; it does not include certain records described under I.C. 5-14-3, including the disclosure or use of any list of school employees for commercial purposes.

Any resident of the State may inspect and copy by hand the public records of this school during the regular business hours of the office in which such records are maintained, provided that advance notice of such intended inspection has been given the custodian of the records not less than one working day before the inspection. The Director is authorized to grant or refuse access to the records of the school in accordance with the intent of this policy.

A resident may purchase copies of the school's public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a board member from inspecting in the performance of his or her official duties any record of this school except student records.

I.C. 5-14-3-4

Approved 5/20/03

PERSONNEL FILES

It is necessary for the orderly operations of the school to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities in the school and in the school's responsibilities to the employee.

The Board of School Trustees requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with school rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

The Board delegates the maintenance of any employee personal information system to the Director.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

The employee shall have access to his/her file upon request.

Personnel records shall be available to administrators in the performance of their responsibilities regarding an employee.

Only the public record portions of an employee's personnel file will be made available to Board members except as specified in Bylaw 0143-Board Member Authority.

It shall be the policy of the School to give credit information to bona fide requests. Such information must be factual in nature and limited strictly to length of employment and duties performed.

The personnel files shall be reviewed annually and material no longer required shall be destroyed and no record shall be maintained of said destruction.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or his/her designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator designated to maintain the records and specified therein:

- A. name and date
- B. material to be appealed
- C. reason for appeal

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Director shall prepare administrative guidelines defining which personnel records are to be maintained.

I.C. 5-14-3
Approved 5/20/03

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right to privacy mandates careful custodianship and limitations on access to student records.

The Board of School Trustees is responsible for maintaining records of all students attending the Options Charter School. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by School employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. Interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. academic honors earned
- G. psychological tests
- H. attendance records
- I. custodial arrangements
- J. health records

In all cases permitted, narrative information in student records shall be objectively based on the personal observations or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, and appropriate State education and health officials who have a legitimate educational or health interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and education records unless specifically stated otherwise by court order. In case of adult students (age 18 or older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the school.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals of the Options Charter School" including, but not limited to those officials with legitimate educational interests as defined in Options Charter School administrative guidelines.

The Board authorizes the administration to:

- A. forward educational records upon request to a school in which a student of this school seeks or intends to enroll;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Schools will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than 45 days after receiving the request. Upon the request of the viewer, a record shall be produced, unless said record is copyrighted, and viewer may be charged a fee equivalent to the cost of handling and reproduction.

The School shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person reviewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is 18 years of age or older, the written consent of the student, except those persons or parties stipulated by the School's policy and administrative guidelines and/or those in the law.

DIRECTORY INFORMATION

Each year of the School will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photographs; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the School to disclose any or all of such "directory information" upon written notification to the School within twenty business days after receipt of the School's public notice.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Director shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. file a complaint of School non-compliance with the Department of Education;
- E. obtain a copy of the School's policy and administrative guidelines on student records.

The Director shall also develop procedural guidelines for:

- A. the proper storage and retention of records;
- B. informing appropriate School employees of the Federal and State laws concerning student records.

No liability shall be attached to any member, officer, or employee of this School as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

I.C. 20-10.1-22.4

34 C.F.R. Part 99

20 U.S.C., Section 1232 g(b) (I) (H)

26 USC 152

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.

Approved 5/20/03

CONFIDENTIALITY

It is the policy of the Board of School Trustees that when the School receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the School will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

This policy applies only to identified confidential information received from a public agency.

Although the policy is based upon equal dignity and held-in-trust legal theories, the School may be required to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash, or protective orders to prohibit unauthorized disclosure.

20 U.S. C., Section 1232g, 34 C.F.R. 99

Approved 5/20/03

EMERGENCY EVACUATION OF SCHOOLS

The Board of School Trustees recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness, which shall ensure that:

- A. The health and safety of students and staff are safeguarded;
- B. minimum disruption to the educational program occurs;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to safety of School facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Director shall develop procedures for the handling of emergencies, which include a plan for the prompt and safe evacuation of the School.

I.C. 20-81-8-2
511 IAC 6-2-1(b) (7) (8), 2-4-3
Approved 5/20/03

BOMB THREAT

While the likelihood of a bomb actually being placed in the Options Charter School is very remote, the Board of School Trustees believes the following steps should be taken to ensure the safety of students and staff:

- A. Students and staff will be evacuated from the building upon the decision of the Director.
- B. The police will be contacted and requested to investigate and may enlist the assistance of outside help.

All personnel will assist and will cooperate with police authorities.

Police and school authorities will make every effort to determine who made the bomb threat call. If an individual is apprehended, he/she shall be prosecuted. If a student is involved, appropriate disciplinary procedures will be enforced and the matter referred to the appropriate authorities.

Approved 5/20/03

PREPAREDNESS FOR TOXIC HAZARDS

The Board of School Trustees is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

Toxic hazards exist in chemicals and other substances used in the class setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Director shall appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. Identify potential sources of toxic hazards in cooperation with material suppliers who shall supply the officer with material safety data sheets (MSDSs);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of MSDS's for every hazardous material present on school property;
- D. design and implement a written communication program which:
 - 1. Lists hazardous materials present on School property,
 - 2. details the methods used to inform staff and students of the hazards, and,
 - 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed.
- E. conduct a training program for all School employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the School's plan for communication, labeling, etc..

Approved 5/20/03

In fulfilling these responsibilities, the THP officers may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

Nothing in this policy shall be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

42 U.S.C. 7412 et seq.
29 C.F.R. 1919.1200; 40 C.F.R. Part 763

Approved 5/20/03

PESTICIDES

The Options Charter School is committed to providing students and staff a safe environment. It seeks to prevent students and staff from being exposed to pests and pesticides. While pesticides protect students and staff from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to students and staff. Therefore, pest control practice may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and staff.

The School will:

- A. inform annually parents and staff members of the school's pest control policy at the time of student registration (*beginning of the school year or semester*) by a separate memorandum or as a provision in the student handbook.
- B. Provide the name and phone number of the person to contact for information regarding pest control.
- C. Establish a registry of parents and staff members who want to receive advanced notice of pesticide use and provide such notice.
- D. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
- E. Provide notice of pesticide applications to the school nurse.
- F. Maintain written records for at least 90 days of any pesticide applications.

The School will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency, pesticides may be applied because of immediate threat to the public health; the School shall give written notice as soon as possible.

The Director shall prepare and disseminate regulations for the implementation of this policy.

Approved 5/20/03

REPORTING ACCIDENTS

The Board of School Trustees directs that all reasonable effort be made to ensure a safe learning and working environment for the students and employees of this School. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury requiring medical attention to a student, an employee of the Board, or a visitor to the school must be reported promptly and in writing to the School's business office. Injured persons should be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and circumstances to the Director as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

The Director shall prepare administrative guidelines that should include procedures for notification of the insurer.

Approved 5/20/03

CONTROL OF COMMUNICABLE DISEASES AND PARASITIC CONDITIONS

The Board of School Trustees recognizes that control of the spread of communicable diseases and parasitic conditions spread through normal school contact is essential to the well being of the school community and to the efficient School operations.

For purposes of this policy, "communicable diseases" shall include:

- A. diphtheria
- B. scarlet fever and other strep infections
- C. whooping cough
- D. mumps
- E. measles
- F. rubella
- G. tuberculosis
- H. viral or bacterial conjunctivitis ("pink eye")
- I. other communicable diseases designated by the Indiana State Department of Health.

"Parasitic conditions" include head lice, scabies, ringworm, and similar conditions.

In order to protect the health and safety of the students, School personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable diseases and parasitic infections spread through normal interaction in the school setting.

On the recommendation of the school nurse, if a student is ill, has a communicable disease, or is infested with parasites, the principal may send the child home, except that the Director may act independently if the school nurse is not present in the building when the decision needs to be made. The student's parent or guardian must be provided with a description of the nature of the illness or infestation and, if appropriate, advised that the family physician should be consulted.

The Director shall develop administrative guidelines for the control of communicable diseases that shall include:

- A. instruction of professional staff in the detection of these common diseases and infections and measures for their prevention and control;
- B. removal of students from School property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from a communicable disease or a parasitic infestation;
- D. filing of reports as required by statute and the State Department of Health.

I.C. 20-8.1-7-8

Approved 5/20/03

CONTROL OF DISEASES COMMUNICATED
BY MEANS OF HUMAN BLOODBORNE PATHOGENS

The Board of School Trustees 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 and voluntarily discloses information that he/she has contracted a communicable disease that is not transmitted through casual contact shall be dealt with in accordance with pertinent Occupational Safety and Health Administration (OSHA) regulations and the laws of the State of Indiana.

For the purposes of this policy, "blood-borne pathogens" shall include:

- A. Human Immunodeficiency Virus (HIV);
- B. Hepatitis B;
- C. other blood-borne pathogens that may be specified by the Indiana State Department of Health.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion.

It is the Board's policy that all students and staff members who have voluntarily disclosed their status as a carrier of a blood-borne pathogen shall be afforded normal contact in their continued presence in the school setting.

Further, the Board directs the Director to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which blood-borne pathogens are transmitted, as well as how they are not transmitted, and the more effective means for restricting and/or preventing resulting diseases.

20 U.S.C. 1232 (g)
I.C. 20-8.1-7-21, 16-1-9.5-6, 20-8.1-7-8

Approved 5/20/03

CHILD ABUSE AND NEGLECT

As an agency of the State, the Board of School Trustees is concerned with the physical and mental well being of the students of this School and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this School shall be responsible for reporting immediately any case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to the student by other than accidental means. The staff member or appropriate administrator in the presence of the staff member shall immediately call the Department of Welfare.

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

I.C. 31-6-11

Approved 5/20/03

FOOD SERVICES

It is the policy of the Board of School Trustees that cafeteria and serving facilities will not be provided at Options Charter School due to space and facilities constraints.

Approved 5/20/03

TRANSPORTATION

It is the policy of the Board of School Trustees not to provide transportation to and from Options Charter School due to budgetary constraints. In accordance with state and federal guidelines, however, transportation will be provided to those children with disabilities that have a current Individualized Educational Plan (IEP) in place that stipulates it is the responsibility of the school to transport them to and from school due to their handicapping condition.

The Board of School Trustees regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of the Options Charter School, provided that such students are licensed drivers and have been granted permission by the Principal to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles that are lost, stolen, or damaged.

The Director shall develop administrative guidelines for the operation and parking of motor vehicles and shall disseminate those guidelines to all students so affected.

The Director shall establish standards for the granting of permits that shall contain the warning that infraction of rules may result in the revocation of the permit.

Vehicles driven to school are subject to search by school authorities.

Approved 5/20/03

TRANSPORTATION BY PRIVATE VEHICLE

The Board of School Trustees authorizes the transportation by private vehicle of students of the School.

The Director must approve any such transportation in advance and in writing. The writing must set forth:

- A. the date, time, and reason for the transportation;
- B. the places from and to which students will be transported;
- C. the name and address of the driver;
- D. the number of the driver's license to operate a motor vehicle in the State of Indiana;
- E. the names of the students to be transported;
- F. a brief description of the transportation vehicle;
- G. the signature of the driver;
- H. the name of the insurance carrier for the vehicle.

The parent of the participating students will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall be an employee of this Board, a parent of the student enrolled in this School, or a volunteer of the School and the holder of a currently valid license to operate a motor vehicle in the State of Indiana.

No person shall be permitted to transport a student who is not the holder of an automobile liability and personal injury insurance in the amount required by law. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used in the transportation of students must be owned by the approved driver and or the spouse of the approved driver and must conform to the registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Director.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Approved 5/20/03

INSURANCE

The Board of School Trustees shall purchase with School funds the type and amount of insurance necessary to protect the School, its officers, or employees from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. fire and extended coverage on buildings and contents
- B. comprehensive bodily injury, property damage on automobiles, on buses and trucks
- C. boilers and machinery
- D. special coverage for equipment not ordinarily covered under a standard policy
- E. employee insurance coverage as specified in the Master agreements or by Board action
- F. worker's compensation coverage
- G. open stock burglary
- H. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming the service and company reliability is satisfactory. The Director shall administer the insurance program.

I.C. 20-5-2-2(14), 20-9.1-2-6, 21-2-5.6-1 et seq.

Approved 5/20/03

BONDING

The Board of School Trustees recognizes that prudent trusteeship of the resources of this School dictate that employees responsible for the safe keeping of all of School monies be bonded.

The School shall be indemnified against loss of money by bonding of employees holding the positions and in the amounts determined by the Board.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

Approved 5/20/03

STUDENT ACCIDENT INSURANCE

The Board of School Trustees recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in extracurricular programs of the School. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

The Director shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

I.C. 20-5-2-2 (14)

Approved 5/20/03

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.

School staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or active worship or celebration. The School shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, a book, or article. Distribution of such materials on School property by the party shall be in accordance with Policy and Procedures 7510-Use of Corporation Facilities and 9700 Relations with Special Interest Groups.

Observance of religious holidays through devotional exercise or acts of worship is prohibited. Acknowledgment of, explanation of, and teaching about religious holidays are 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 or advance a religious belief.

The flags of the United States and the State of Indiana shall be displayed at an appropriate place during all school sessions.

Professional staff members may lead students in the Pledge of Allegiance at an appropriate time each school day.

Approved 5/20/03