

**LOST RIVER
CAREER
COOPERATIVE**

BOARD POLICY

ADOPTED 2004
REVISED 2022

PREFACE

Successful administration and operation demands the establishment of policies to chart the course of action for the school. The Governing Board must develop a framework of policy within which the Career and Technical Education Director and the staff is expected to function in providing the educational program for the citizens of the area.

The policies herein established are within the framework of the Agreement through which this school was established and the laws governing the schools of Indiana.

The policies herein established are not inflexible. Additions, deletions, or revisions to these policies may be made at any time as situation demand.

LOST RIVER CAREER COOPERATIVE

PHILOSOPHY

- We believe that the individual is the foundation of a democratic society and that the development of the individual to the fullest extent of his/her desire and capacity is the primary purpose of education.
- We believe that the growth and well-being of our community, state and nation depends upon the optimum utilization of its human as well as its other resources.
- We believe that it is the responsibility of the Lost River Career Cooperative to provide the necessary facilities, equipment, and instruction that will encourage the development of the high degree of career and technical skills and attitudes necessary for gainful employment.
- We believe that the Lost River Career Cooperative has the responsibility to provide career/technical training for all individuals who want, need, and can profit from such training regardless of their gender, limited English proficiency, national origin, race, color, or disabilities.
- We believe that the Lost River Career Cooperative must provide training in career and technical skills to meet immediate needs as they are identified and to provide flexibility of entering and exiting a program.
- We believe that the Lost River Career Cooperative must keep in contact with business and industry and post-secondary education providers so the educational programs of the school will remain relevant to the world of work and provide articulation/dual credit opportunities for students.
- We believe that the Lost River Career Cooperative must strive at all times to assist each individual to develop those personal qualities, such as self-reliance, responsibility, leadership, moral and ethical character, and respect for ones' fellowman, which have been and will continue to be the cornerstones of our democracy.

MISSION STATEMENT

The mission of Lost River Career Cooperative is to provide residents from participating schools with career/technical education opportunities that will enable them to enter the world of work or to pursue post-secondary education upon program completion.

I. Policies relating to the Governing Board

A. Participating School Corporations

The following named school corporations have agreed to the establishment and maintenance of an area career cooperative:

Paoli Community School Corporation
Springs Valley Community School Corporation
West Washington School Corporation

B. Meeting

The Governing Board is the governing body of the Lost River Career Cooperative. Each “Participating School Corporation” shall appoint one representative to the Governing Board. This representative will serve at the pleasure of the appointing school board without a definite term of office. An alternate representative, who will have voting rights at Governing Board meetings in the absence of the regular appointed representative, will be appointed by each participating school board.

Regular meetings shall be held at the time and place set by the Governing Board. A majority of the members of the Governing Board shall constitute a quorum for the transaction of business. A majority vote of those present shall be necessary to adopt a motion or resolution. Special meetings may be called by the President, Vice-President, or any two members of the Career Cooperative Board by prior written two day notice, specifying the time, date, place, and purpose of such meeting.

Executive Sessions may be called for the purpose of discussion but no final action may be taken except in open meetings.

The Secretary of the Governing Board shall keep the minutes of the Governing Board. All business transacted shall be recorded. At each meeting, minutes of the previous meeting shall be approved by the Governing Board. The minutes will be signed by the presiding officer and the Secretary after approval by the Governing Board. Copies of the minutes will be provided each Governing Board member and Superintendent of Participating School Corporations.

- C. Organization - The Governing Board shall meet and organize at the January board meeting. The officers of the Governing Board shall be President, Vice President, and Secretary. Individuals may succeed themselves in the office. The Governing Board shall appoint a treasurer who is not a member of the Governing Board. The treasurer will be the official custodian of all funds and shall issue receipts, make deposits, and issue warrants as instructed by the Governing Board. The treasurer shall give a bond for the faithful performance of his/her duties in an amount prescribed by the State Board of Accounts. The treasurer may be appointed for an indefinite number of terms subject to annual appointment. The President shall preside at all meetings of the Governing Board and sign, with the Secretary, all contracts and other documents approved by the Governing Board. In the absence of the President, the Vice-President shall preside.
- D. Powers of the Governing Board – The Governing Board will prescribe and enforce whatever rules it deems necessary for the government of the Career Cooperative provided such rules are not inconsistent with State or Federal Law, with the rules and regulations prescribed by the State Superintendent of Public Instruction, or the State Board of Education; or with the Organizational Agreement creating this cooperative.
- E. Duties - The Governing Board shall assume but not be limited to the following responsibilities:
1. To interpret the career and technical education needs of the area.
 2. To develop policies, in accordance with the law and in accordance with the career and technical education needs of the people of the area.
 3. To adopt an annual budget to defray all necessary expenses and liabilities of the school.
 4. To receive bids and determine the lowest and best bid in making purchases or letting contracts.
 5. To authorize the expenditures of funds by the approval of claims.
 6. To select the career/technical education director and support them in the performance of their duties.
 7. To appoint an Advisory Committee for each instructional program upon recommendation of Administrative Personnel and to evaluate and act upon the recommendations of the advisory committee in matters requiring Governing Board approval.
 8. To evaluate and act upon the nominations of professional personnel as presented by the Career Cooperative Director.
 9. To adopt salary schedule for all employees upon a recommendation of the Career Cooperative Director.
 10. To adopt regulations concerning the use of school property.
 11. To evaluate the efficiency of the school in terms of value in meeting the needs of the area.

12. To keep the school boards of the “Participating School Corporations” informed of the purpose, value, conditions, and needs of vocational education in the area.
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- F. School Attorney - The Governing Board for the Lost River Career Cooperative will appoint an Attorney on a fiscal year basis. Career Cooperative Attorney will be one who is approved to practice in the courts of Indiana. The Career Cooperative Attorney will represent the Career Cooperative, its officers, and members of individual schools within the district as the Governing Board shall direct in all legal proceedings relating to the above named school, in which they, as a group or individually, shall be a party.
 - G. Policy Revision - Policy changes may be presented at any regular meeting and will be acted upon at the following regular meeting. Policy change requires a majority vote of all members.

H. Conflict of Interest - Board members shall utilize the authority of their position solely for the benefit of the school community. To this end

I. Conflict of Interest Disclosure

If a Board member or a spouse or dependent has a pecuniary interest in a contract or purchase to be approved by the Board, or a Board member or a spouse or dependent will profit from a contract or purchase to be approved by the Board, the Board member shall submit a written Conflicts of Interest disclosure on State Board of Accounts Form 236.

When a Board member makes a Conflicts of Interest disclosure as provided above, the disclosure shall be submitted for approval by the Board before the Board considers approval of the contract or purchase addressed in the disclosure, provided the contract or purchase will be funded entirely by funds other than those received from a Federal grant or award.

The Board member shall not participate in the discussion or vote on the acceptance of her/his disclosure or approval of the contract or purchase, and the role played by this Board member shall be described in the minutes of this meeting.

A written conflict of interest disclosure on State Board of Accounts Form 236 that is approved by the Board shall be filed by the Director with the State Board of Accounts and the Clerk of the Circuit Court within fifteen (15) calendar days after approval by the Board. I.C. 35-44.1-1-4.

II. Profiteering From Public Service

For one (1) year after leaving the Board, a member of the Board shall not obtain a pecuniary interest in any contract or purchase which was approved by the Board during his/her Board service unless the former member:

- a. was screened from any participation in the contract or purchase
- b. has not and will not receive a part of any profit from the contract or purchase by the Board; and
- c. promptly gives notice to the Board of his/her interest in the contract or purchase.

This limitation does not apply if the Board member receives less than \$250.00 of the profits from the contract or purchases.

I. Required Reports and Protection of Whistleblowers –

The Governing Board recognizes that its employees teach its students by example and serve as a role model for students. It therefore requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law and Board policies and administrative guidelines in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the Career/Technical Education Director. If the words or acts that violate this policy are the Career/Technical Education Director's words or acts, the report shall be made to the Board President. An employee also may report suspected malfeasance, misfeasance or nonfeasance by a public officer to the State Board of Accounts.

Employees are subject to disciplinary action, up to and including termination, for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor will direct the reporting employee to put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

J. Leaves of Absence

All administrative staff members not otherwise covered by the terms of a currently-valid negotiated agreement of this Career Cooperative shall be entitled to the same leave benefits provided in the benefit agreement with teachers.

All requests for unpaid leaves of absence by administrative staff shall be presented to the Governing Board for approval

II. Policies Related to Career Cooperative – Participating School Corporation Relations.

- A. Financial - The Governing Board shall deliver to the Superintendent of each participating school corporation a budget for the school year on or before July 1st of each year. Such budget shall include an estimate of the proportionate amounts of such budgets, which shall be charged to each participating school corporation. The Governing Board will apportion the costs for capital outlay and for the administrative budget in accordance with the Organizational Agreement. The Governing Board will diligently seek funds from other sources to reduce costs to the Participating School Corporations.
- B. School Calendar - A school calendar for the Career Cooperative will be devised in cooperation with the Participating School Corporations so that the Career Cooperative class sessions will coincide as much as possible with the local high schools during the regular school term. The summer session of the Career Cooperative will be independent of local high school summer schedules.
- C. Student Records - The Administrative staff of the cooperative will cooperate with the Administrative and Guidance staff of each local high school to devise a system of reporting career/technical education student information, such as attendance and grades, to the student's local school.
- D. Student Discipline - High School students from Participating School Corporation schools will be considered as enrolled in the local high school while attending career/technical education classes. Students suspended or expelled from the local high school will not be permitted to attend the career cooperative classes during such periods of suspension or expulsion. Rules of good conduct will be developed and enforced by the cooperative staff. In extreme cases, it may become necessary to suspend a student for improper behavior. Whenever such situations arise, the Career/Technical Education Director will cooperate with local school officials to conform with local school policy.
- E. Special Events - It is to be anticipated that during the school term local schools will schedule special activities and programs that are essential to a broad educational experience for all those participating in these events. This participation will be provided by cooperative planning by the local school principal and the Career/Technical Education Director

III. Policies Relating to Administration

- A. Line of Authority - The Governing Board shall be the final authority on all matters within their responsibility. The Career/Technical Education Director is the chief executive officer of the Governing Board, the chief educational administrator, and the chief curriculum planner. They, in turn, may delegate certain duties and responsibilities to other personnel. The line of responsibility shall be from the Governing Board to Career/Technical Education Director to other employees. The Career/Technical Education Director shall have the authority to be flexible in interpreting and enforcing these policies in emergency or unusual circumstances when the Director determines the flexibility is in the best interest of the students.

B. Career/Technical Education Director

1. Qualifications

- a. Must meet state certification requirements.
- b. A minimum of five years teaching experience in Career/Technical Education Programs.

2. Duties

- a. To assume general responsibility for the total operation of the school.
- b. To attend all meetings of and act as the Professional Advisor to the Governing Board.
- c. To assume responsibility for budget preparation and expenditure of funds.
- d. To see that the educational policies of the State of Indiana and those of the Governing Board are administered correctly and effectively and to recommend new policy or revision of present policy to the Governing Board.
- e. To represent the Governing Board in filing applications and receiving funds from State and Federal programs authorized by the Governing Board.
- f. To define the duties of all personnel and recommend personnel to the Governing Board to fill vacancies in professional and non-instructional staff.
- g. To assume the responsibility for the educational program of the school including selection, evaluation, and revision of instructional programs; evaluation and selection of personnel; selection, purchase, and inventory of textbooks and classroom materials, supplies and equipment; and provide opportunities for professional development.
- h. To assume responsibility for preparation of an annual calendar and schedule of classes for consideration by the Governing Board and to act as the agent of the Governing Board to close the school and dismiss students in emergency conditions.
- i. To prepare all reports in connection with activities of the school.
- j. To assure that there exists a continuous program to inform students and parents concerning the school.
- k. To assure the development of Advisory Committees for each program, and to evaluate and act upon recommendations of Advisory Committees.
- l. To assure careful review of all properly channeled complaints, requests, and questions prior to consideration by the Governing Board.
- m. To assume responsibility for all financial records, bookkeeping procedures, and payroll preparation for all employees.
- n. To secure proper publication of all legal advertising authorized by the Governing Board.
- o. To assume general responsibility for student youth clubs.
- p. To assist students and teachers in resolving disciplinary problems.

- q. To prepare, review, and distribute a staff handbook.
- r. To assume responsibility for student enrollment in cooperation with participating schools.
- s. To assist instructors in job placement of students completing programs.
- t. To develop plans for the future of career/technical education.
- u. To notify local law enforcement officers of any property damage.
- v. To notify proper authorities of suspected student abuse or neglect.
- w. To serve as the Coordinator for Title IX, Section 504, and the ADA.
- x. To assume other duties assigned by the Governing Board.

H. Other policies for Administrative Personnel - The policies adopted in Section IV relating to Instructional Personnel in regard to Absences, In-Service Conferences, Travel Expenses, Payroll Information, and Fringe Benefits shall also apply to Administrative Personnel.

I. Advisory Council of Superintendents

- 1. The Advisory Council of Superintendents shall consist of Superintendents of the participating school corporations.
- 2. The “Council” shall elect a chairman and other officers as it may seem desirable.
- 3. The “Council” shall determine the frequency of meetings.
- 4. The “Council” shall be advisory in nature to the Director and the Governing Board. The chairman of the “Council” shall be the communicating link with the Career and Technical Education Director.
- 5. A simple majority of the “Council” members shall be considered adequate for the “Council” to meet and make decisions.
- 6. Specific duties of the “Council” shall entail
 - a. Meeting regularly with the Director.
 - b. Making specific recommendations to assist the Director of the school with the Governing Board.
 - c. Representatives attending Governing Board meetings.
 - d. Developing various alternatives for presentation to the Governing Board through the Director.
 - e. Assuring administrative feasibility of program, budget and policy plans.
 - f. Assisting in feasibility studies.
 - g. Acting as a sounding board for all types of education and administrative decisions prior to their being introduced to the Governing Board.

IV. Policies Relating to Instructional Personnel:

A. Qualifications:

- 1. All instructional personnel will be properly certified or licensed in the career/technical education subject assigned.

2. Teachers will have on file in the Career Cooperative office transcripts of all college credit and a record of degrees granted. All teachers with conditional certificates will have on file in the career cooperative office a certified work experience record. All licenses must be recorded.
3. Teacher License- Other Information: The individual teacher is responsible for seeing that licenses are current and renewed when due and for seeing that outside teaching, military service and cumulative sick leave are properly certified and submitted to the AVS Director's Office.

B. Duties and Responsibilities for the Teacher:

1. Be the responsible agent for the direct teaching of the students assigned.
2. Make daily preparation for teaching assignments.
3. Make and maintain accurate student records and reports as outlined by the Director and their staff.
4. Keep abreast of new trends and research in their area of specialty.
5. Provide classroom guidance to the student to promote their educational development.
6. Carry out the policies of the school as directed by the Director.
7. Maintain community contacts to aid in a closer relationship between school and community.
8. Participate in planning and evaluating the program area in which they teaches and the total school program.
9. Participate in the professional activities of the faculty.
10. Attend meetings of the Advisory Committee for the teaching area and keep the Director informed of activities and recommendations of the Committee.
11. Report any damage to the premises or equipment to the Director.
12. Report any suspected abuse or neglect of a student to the Director.

C. Employment Procedures:

1. Nominations for all instructional personnel will be made by the Career/Technical Education Director for employment, re-employment, promotion, suspension, or dismissals.
2. Regular contracts will be prepared, signed, and given to the teacher. The contract will specify the length of the contract, data, salary, and schedule of payments.
3. Persons interested in employment for the first time will complete an application, be screened for various open positions and granted an interview by the AVS Director should their qualifications be judged acceptable for an open position regardless of their gender, limited English proficiency, national origin, race, color, or disability.

D. Dismissals and Resignations - In matters of teacher dismissal or resignation, the procedures required by Indiana Statutes are to be followed.

E. In-Service Training Conferences:

1. Professional staff members will be allowed reimbursement of expenses for attendance at educational conferences provided prior approval is granted. Reimbursement will include:
 - a. Actual expenses for meals, housing, and registration fees.
 - b. Automobile expense. Mileage will be set at the federal rate.
 - c. Actual expense for transportation costs other than automobile.
2. Permission may be granted by the Director for attendance at conferences within Indiana lasting not more than three days. Permission should be requested at least two weeks in advance of the conference. Requests will be limited by the amount of funds included in the budget for this purpose.
3. Permission for attendance at such conferences requiring travel outside Indiana or lasting more than three days may be granted by the Governing Board. The request for attendance must be received at least two weeks prior to the date of the regular Governing Board meeting preceding the conference.

F. Salary

1. The Governing Board will annually adopt a starting salary schedule for instructional personnel based upon training and experience. An effort will be made to adopt this salary schedule prior to May 1, for the following school year.
2. Military Service Credit- Full credit for the number of years in full time military service up to 4 years will be granted as teaching experience on the salary schedule for all teachers.
3. Business or Industrial Experience Credit - Teachers with professional teaching certificates may be granted credit on the salary schedule at the rate of one year of teaching experience for each three years of full-time Business or Industrial Experience directly related to the program being taught and approved by the Director. The maximum credit allowed for all non-teaching, non-military experience will be five years of teaching experience on the salary schedule. This credit will not necessarily be awarded with the initial contract.

- G. Continuing and Indefinite Contracts - Any teacher employed by the Lost River Career Cooperative who does not have existing years of service in a participating corporation shall be entitled to the same rights and privileges with regard to continuing and indefinite contract rights as any other teacher under contract in any school corporation in Indiana pursuant to IC 20-6.1-4, but shall not hold any rights of continuing or indefinite contract with any participating school corporation. Any teacher who has existing years of service in one participating school corporation shall be entitled to the same rights and privileges with regard to continuing and indefinite contract rights as other teacher first employed by the Lost River Career Cooperative, except that the years of service in the participating school corporation shall be counted by the Lost River Career Cooperative in determining these rights and privileges. Should all teaching stations for which the teacher is qualified be discontinued at the Lost River Career Cooperative, and the teacher return to the participating school corporation, then they shall retain the same rights, and credit with regard to continuing and indefinite contract rights as such teacher held at the time they left the employment of the participating school corporation and began service With the Lost River Career Cooperative.

V. Policies Relating to Non-Instructional Personnel

A. Employment Procedures

1. Application for all non-instructional positions shall be made through the Director. No person will be excluded from consideration for employment due to their gender, limited English proficiency, national origin, race, color, or disability.
2. Applicants will be interviewed, and recommendations for employment will be made to the Governing Board for final approval. The Director may employ non-instructional personnel on a temporary basis subject to final approval of the Governing Board.

B. Duties - Duties of each non-instructional employee will be assigned by the Director.

C. Qualifications - Applicants shall possess the necessary knowledge and skills for their assigned duties.

D. Absences

- 1 Sick Days – Leave for sickness will be allowed up to ten days annually, accumulative to fifteen days.
- 2 Bereavement Leave- Non-instructional personnel shall be granted five calendar days of absence without loss of compensation for death in the immediate family. The immediate family is interpreted to mean: Father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, and any other relative who at the time of death was living as a member of the household of the employee.

- 3 Jury-Duty- Employees may be granted leave for jury duty with
· compensation for the difference between payment for jury duty and the regular salary, provided they endorse the jury duty paycheck to the school.
- 4 Election Board- Employees may serve on election boards with compensation
· for the difference between payment for election board duty and the regular salary, provided the school salary is greater and provided they endorse the election board duty pay check to the school.
- 5 Reporting Absences- Employees unable to report to work on their regular
· schedule shall notify the office of Lost River Career Cooperative at least one hour before they are scheduled if possible. Failure to do so shall be grounds for dismissal.

E Vacations

1. Non-instructional personnel employed on a twelve-month basis shall be entitled to one-week annual vacation after the first year and two weeks after the 2nd and succeeding years up to fifteen years. After fifteen years, three weeks of vacation.
2. Non-instructional personnel employed on a less than twelve months basis shall not receive a paid vacation.
3. Non-instructional personnel employed on a twelve-month basis are entitled to seven paid holidays per year.

F Dismissal and Resignation

1. One week's notice will be given in case of dismissal. This may be waived by the Director, if circumstances warrant.
2. One week's notice is required in case of resignation. This may be waived by the Director if circumstances warrant.
3. Non-instructional personnel who do not prove to be trustworthy and of good moral character shall be dismissed.
4. Non-instructional personnel who do not exhibit the necessary knowledge and skill for their assigned duties shall be dismissed.

- G Salary – Pay for service by non-instructional personnel is to be in accordance
· with a salary set by the Governing Board.

VI. Policies Relating to Instructional Program

- A Program Approval - The Instructional Program shall be approved by the Governing Board, the State Department of Education, and other agencies when required.
- B Extent of Program - The Instructional Program shall consist of those career/technical courses and related academic classes necessary to provide proper training for the world of work for the secondary students and adults of the participating school corporations. The instructional program shall include certain special services as are necessary to enrich and supplement the regular classroom and laboratory experiences of the student.
- C Evaluation- The Director shall periodically submit reports to the Governing Board indicating strength and weaknesses of the instructional program. These reports will be submitted at least annually and more often as is deemed necessary to keep the Governing Board informed.
- D Textbook Adoption- The Director, with the cooperation of the staff, shall select all textbooks and supplementary instructional materials in accordance with the laws of the State and rules of the State Board of Education.
- E Teaching Methods
1. Each teacher is expected to prepare and use adequate lesson plans to insure good classroom and laboratory instruction. Lesson plans must be available to substitutes in case of teacher absence.
 2. Teachers and administrators should keep abreast of new methods of instruction. However, great care should be taken to insure these methods are educationally sound prior to use. When in doubt, the teacher should first discuss proposed methods with the Director.
 3. Field Trips- Teachers are encouraged to use field trips as a teaching tool. The field trip shall have sound educational value and conducted in accordance with the following:
 - a. All trips must be approved by the Director.
 - b. Each student participating in the field trip must have written permission on file in the office, signed by the parent or guardian.
 - c. Arrangements will be made for school bus transportation for class size groups.
 - d. Field trips shall be arranged so that students will not be required to miss classes at the home school without prior approval.

G Grades and Credits

1. The Director shall provide for a uniform grading system to be followed by all teachers. Adequate reports of pupil progress, shall be made to the parents and participating schools on a regular basis at least four times a year through the participating home schools student management system.
2. Credits toward graduation shall be recommended to the participating high schools.

H Certificate of Program Completion — An appropriate certificate will be awarded to the student indicating level of competence developed while participating in a program at Lost River Career Cooperative.

VII. Policies Relating to students

A Secondary students

1. Enrollment from Participating Schools - Enrollment of secondary students from participating high schools shall be accomplished through the regular enrollment procedures of the participating schools. All students shall be eligible for any career/technical education program regardless of their gender, limited English proficiency, national origin, race, color, or disabilities. The staff of Lost River Career Cooperative shall cooperate with the participating schools in the enrollment process.
2. Transportation – Transportation of secondary students is the responsibility of the participating school. Students may drive their own cars if permitted by the home high school.
3. Supervision of Students
 - a. Pupils will be under the supervision of a teacher at all times during the school day and at other school activities.
 - b. Pupils will be released from school during the school day only by the Director and only upon authorization of the parent or legal guardian.
4. Attendance – Attendance at Lost River Career Cooperative will be recorded and reported to the home school.
5. Activities
 - a. The school program shall include provision for Career and Technical Student organizations such as VICA, DECA, FFA, HOSA, BPA, FCCLA, etc. Such activities are recognized as a part of a well-rounded program of Career and Technical education.
 - b. All student activities must be sanctioned by the administration of the school and be under the direct supervision of the administration and faculty.

6. Discipline of Students

- a. It is expected that pupils shall at all times observe the rules of good citizenship. The school staff is expected to maintain order and discipline within the school.
- b. Corporal Punishment - Corporal punishment is a last resort for use only when other methods of discipline have failed. Such punishment shall be administered only under the direction of the Director.
- c. Suspension from Lost River Career Cooperative - The Director may suspend a pupil from Lost River Career Cooperative for not more than ten days for improper behavior in or on school property. A telephone report of such action shall be immediately filed with the principal of the home school. A longer suspension or expulsion will be the prerogative of the participating home school.
- d. Suspension or expulsion from the home school - A pupil suspended or expelled from the home school shall not be eligible to attend Lost River Career Cooperative during the period of suspension or expulsion.
- e. Detaining pupils after school hours will not be used as a disciplinary action.

7. Safety

- a. The health and safety of the student will be of prime concern in planning and conducting vocational programs for the student.
- b. All cases of injury to anyone on Lost River Career Cooperative School property should be reported to the Director's Office. A signed report must be filed by the teacher or staff member most closely associated with the accident.
- c. Lost River Career Cooperative is not responsible for any first aid claim. If time permits, parents will be notified and permission obtained prior to seeking medical attention for a student.

B. Adult Students

1. Enrollment – When available, adult classes are open to any person 16 years of age or older who are not enrolled in a secondary school and who can profit from the class regardless of their gender, limited English proficiency, national origin, race, color, or disability. Enrollment in adult classes will be accomplished by personnel of Lost River Career Cooperative.
2. Types of Programs - Classes offered to adult students may include basic adult education classes, high school credit classes, and general internet classes in addition to those of classes of a career or technical nature.
3. Limits on Enrollment - Preference will be given to those students from participating school corporations. Should there be a need to limit enrollment in any class, the formula specified in the Organizational Agreement will be applied.

- 4 Tuition - Tuition for adult programs will be determined prior to program enrollment based on the following formula:
$$\frac{\text{Total Program Costs} - \text{Anticipated reimbursement}}{\text{Enrollment}} = \text{Tuition Charge Minimum}$$
5. Cancellation of Classes

When enrollment for a class does not reach the minimum enrollment necessary to financially support the program costs, the class may be cancelled or the tuition charge recalculated. Generally, there must be a minimum enrollment of ten students.

VIII. Policies Relating to Building and Grounds

- A. Supervision - The Director shall direct the care and maintenance of the physical plant and grounds. The Director shall directly supervise the maintenance and custodial staff.
- B. Inventory of Property - The Director shall direct the making of an annual inventory of all non-expendable property of the school. The inventory shall include description of item, quantity, serial number (if any), date of acquisition, and general condition. Copies will be filed with the Director and the program supervisor.
- C. Fire Drills - The Director shall conduct a fire drill each month the school is in session. The Director will prescribe rules and regulations for fire drills.
- D. Gifts - Donors of property to the school may make an offer to the Governing Board to give real or personal property to the school. The Governing Board will take such action as it deems advisable in each case.

IX. Policies Relating to Community Relations

- A. Public relations - The Director, with the aid of the staff, shall be responsible for planning a continuous program of providing information to the public. Publicity regarding the school or its activities should be cleared with the Director. All staff members should seek opportunities for good public relations.
- B. Visitors - Parents and other should be encouraged to visit the school during the school day. However, all visitors should clear their visit through the office.
- C. Solicitations in the school.
 1. Community fund drives involving solicitation of funds from students will not be permitted.
 2. Solicitors, salesmen, or business representatives may interview teachers concerning business only at times when classes are not interrupted and with permission from the Director.

X. Policies Relating to Business Management

- A. Appropriations and Accounting - Appropriations and Allotments for the operation of Lost River Career Cooperative shall be made on a school year basis. All funds will be accounted for as specified in “Accounting Manual for Indiana Public Schools Corporations” issued by the State Board of Accounts.
- B. Purchasing of School Equipment and Supplies – It is the policy of the School Board that the Director seeks at least two (2) price quotations on purchases of more than \$5,000 for a single item except in cases of an emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the school. Contracts can be awarded by the Director for any single item or group of identical or related items or services costing less than \$10,000. The Board may acquire by lease, by installment payments, and by lease-purchase agreements, provided the contract setting forth the terms of such do not exceed a period of more than five (5) years. When the purchase of, and contract for single items of supplies, materials, or equipment is equal to or exceeds the amount stipulated by statute, the Director will obtain competitive bids.
1. All purchases by and for the school shall be approved by the Director. The Director will sign all requisitions.
 2. Requisitions for instructional supplies and equipment by the teacher shall be approved by the Director..
 3. Requisitions for maintenance and custodial supplies shall be submitted to the Director for approval.
 4. Bids- The Governing Board shall determine the best bid in making purchases of letting contracts in accordance with state law. The Governing Board may appoint a committee to open and tabulate bids. The Board reserves the right to reject any and all bids.
- C. Claims - All claims for payment with Lost River Career Cooperative Funds shall be approved by Resolution of the Governing Board and by the signing of the claim list by the Governing Board members present.
- D. Contracts - All employee contracts shall be approved by the Governing Board and signed in person by the board members. All other contracts approved by the Governing Board shall be signed by the Governing Board President and Secretary.
- E. Insurance Coverage
1. The school will carry liability insurance on the school, the Governing Board and employees while working for the school.
 2. The school will carry workmen’s compensation insurance on all teaching and non-teaching employees
 3. The school will carry property insurance on the buildings and equipment to insure against the perils of Fire, Extended coverage, Vandalism, and Malicious Mischief.

F. Extra-Curricular Activity Funds - The Lost River Career Cooperative School Extra-Curricular Fund Shall include only students' activity funds. The funds of each group shall be kept in their respective accounts. All extra-curricular funds shall be managed as specified in the bulletins of the State Board of Accounts, "Extra-Curricular Accounting in Indiana Public School Corporations."

XI. Acceptable Use Policy for the Internet and Our Computer Technology

- A. At the core of Lost River Career Cooperative's mission is the desire to provide an educational atmosphere, which provides users; including employees, students, and the community at large, a place to teach, acquire basic vocational and avocational skills, share knowledge, encourage the pursuit of life-long learning, and promote productive endeavors in a dynamic, democratic society. In order to accomplish these goals, we view acceptable, responsible use of computer technology and the Internet as a necessary building block to everyone's educational foundation. Current computer technology offers a wide, diverse, and unique set of resources to all those who may be given access to it through the school corporation. The Internet has thousands of computers in locations all over the world linked together electronically by telephone lines and satellites. Such access is rich with content and communication strategies, including, but not limited to:
1. Research potential
 2. Special projects that require E-mail and/or discussion group access
 3. Public domain and shareware
 4. Many university library catalogs as well as the United States Library of Congress
 5. Electronic newspapers, books, and publications
 6. Foreign country and/or language encounters
 7. Artistic and cultural awareness
 8. College, military, and career exploration
 9. An expanded audience for student achievement
- B. Therefore, Lost River Career Cooperative intends to provide access to computer technology and the Internet for the limited purpose of fulfilling its educational goals. To assist users in fulfilling their responsibility for proper use of the school's computer technology and the Internet, each user will be provided with a copy of this policy and will be instructed on how to use the network properly by the administrator or designee in charge. Minors will acknowledge reading this policy by jointly signing the permission form along with their parent/guardian.
- C. A teacher that plans to assign to students any project requiring the resources of the Internet must submit an Internet Lesson Plan to the administrator or designee for prior approval. Students may access the Internet only with the permission of a faculty member or administrator. An Internet privilege granted to the user to whom it has been assigned is not to be used by another individual.

- D. Moreover, the use of the school's computer technology and the Internet is regarded as a privilege rather than a right. Attempts to abuse this privilege, such as, bypassing security, ignoring guidelines set forth by school policies, disregarding instructional directives, or breach of safeguard features, may result in the loss of all privileges. This includes the right to our Internet connection and any of the school corporation's computer technology. Some violations, by law, require us to report them to civil authorities. In addition, we reserve the right to take precautions necessary to restrict, inhibit, or deny access to the user and/or resources through software or hardware conventions. This may include such features as a firewall, filters, special monitoring software, or other security measures.
- E. The School Board, administrator (or designee) in charge, technology coordinator, and the appropriate classroom teacher will deem, within the constraints of this policy, what is inappropriate use for students. Employee and community usage of the computers and the Internet will be governed by the constraints of this policy. The administrator or designee in charge and/or the technology coordinator may close an account at anytime as required, pending further investigation. Other administrators and faculty members may request the administrator in charge or designee and/or the technology coordinator to deny, revoke, or suspend specific user accounts.
- F. All computer and Internet users shall be assigned an account and a password by the administrator (or designee) in charge of the location where the individual user's work station is assigned. The user of our system is responsible for their account. Under no circumstances should the user give their account name, or password to another person, nor is a user to login under another user's name and password. Once a user has been granted permission to use the Internet, the responsibility of correct and appropriate usage falls on the student, parent/guardian, and school corporation. Users may also grant Lost River Career Cooperative the right to archive and publish their work and picture(s) on the school corporation's computer network and the Internet. The term "user" is meant to include any person using the school's computer technology.
- G. Users are not to reveal their home address or phone number, nor are they to reveal the home address or phone number of anyone else. An erroneous login or the impersonation of another individual, organization, company, institution, anonymous name, or factious name is unacceptable usage. Users are required to use their real name and User ID. Users should not respond to unsolicited contacts and immediately close or delete unwanted web-sites and pop-up advertisements. Should a student encounter a problem or a potential violation of any of these acceptable usage policies that they cannot satisfy or are unsure of how satisfy, they are to immediately report the situation to the classroom teacher, administrator (or designee) or the student's immediate supervisor in charge.

- H. All communication and information received or initiated via the corporation's computer technology is assumed to be private property. However, all user communications, data storage, and inquiries via the school's computer technology are subject to monitor, review, capture, and/or inspection and are not protected by right-to-privacy.
- I. Before reusing any material received via the corporation's technology, the user must ensure that copyright laws are not violated. Proper approval must be obtained before publishing, distributing copy-protected data, or software and proper citation or credit given.
- J. Use of the school's computer technology for personal purposes or to access resources that fall outside the focus of education directives is considered inappropriate use of this school corporation's equipment. We specifically prohibit the use of a school corporation's computer technology to access the Internet for:
 - 1. Accessing, uploading, downloading, or distributing computer viruses and pornographic, obscene, hate, violent, or sexually explicit materials.
 - 2. Communicating obscene, harassing, hate, violent or abusive language.
 - 3. Violating any school board policy and local, state, or federal statute.
 - 4. Vandalizing, damaging, altering, or disabling the property of another person or organization.
 - 5. Accessing another person's materials, information, or files without the implied or direct permission of the person.
 - 6. Violating copyrights, or using another person's intellectual property without his or her prior approval or proper citation.
- K. In addition to state guidelines, Lost River Career Cooperative prohibits the use of the school's computer technology for profit making activities, to make personal purchases, advertisement, political lobbying, misrepresentation, or other activities which are a waste of school resources. In short, all non-educational activity is not to be done with the school's technology.
- L. Vandalism is defined as any malicious attempt to harm equipment or destroy data of another user, the Internet, or any other network, which might be connected to the school's technology system. Any vandalism will result in loss of computer privileges, disciplinary action, and/or referral to civil authorities.

- M. Some systems available on the Internet may contain defamatory, inaccurate, abusive, racially offensive, illegal, or adult-oriented material. Yet, Lost River Career Cooperative strongly believes the valuable educational information and interaction available on the network outweighs the possibility that users may procure inappropriate material that is not consistent with the school's mission. Because there is really no foolproof way to totally eliminate all objectionable Information the Internet might yield, user access is a matter of personal responsibility and respect of the school's view of appropriate use. To remain an eligible user, the user must be in consistent support of the educational objectives of Lost River Career Cooperative. Inquiries of a personal nature are inappropriate use of the school's computer technology.
- N. The alteration of any computer's registry, setup, desktop, or properties is strictly prohibited, as is the tampering with any of the cabling, hardware, or software. The student may not run or install any software without the express written consent of the school's administrator, technology coordinator, or their designee.
- O. This policy also applies to off-site locations where Lost River Career Cooperative students may be using another school corporation's facility, employer's computer system, or remote classroom site.
- P. The Corporation makes no warranties of any kind, whether expressed or implied, for the computer technology services it is providing. The Corporation will not be responsible for any damages suffered by the user. Use of any information obtained via the Internet is at the user's own risk. The Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services. This includes lost or corrupted data, incorrect or offensive content delivery, software or hardware malfunctions, or computer viruses.
- Q. All users must sign the school corporation's Acceptable Use Policy for the Computer Technology and Internet User Agreement policies. The parents of all minors using the school's computer technology and/or the Internet, must also sign these policies. Both policies must be on file at Lost River Career Cooperative before the user can access the school's technology.
- R. Parents are to be notified in writing of all fees, if any, which may be charged for the use of the Lost River Career Cooperative's computer technology. If Internet assignments are required, students whose parents fail to grant or refuse to grant permission to use the Internet shall be given alternative assignments. The adult-aged student or the parent/guardian of a minor may also grant permission to archive and display student's picture and work on the school corporation's computer network and the Internet.

- S. This policy informs the parent in writing that while security measures are taken by Lost River Career Cooperative to preclude negative experiences and objectionable content, the system is not foolproof. Poor software design and inherent "holes" in the technology are often out of our control. Additionally, it may be possible for students to purchase goods and services via the Internet, and that these purchases could result in unwanted financial obligations which would be the responsibility of the user or the parent. This policy is also subordinate to local, state, and federal statute.
- T. All terms and conditions of this policy are applicable to students, employees, and other users of Lost River Career Cooperative's computer technology and the Internet. The terms and conditions reflect the entire understanding of the users and the school district. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Indiana and the United States of America.

XII. Lost River Career Cooperative Substance Abuse Policy

Lost River Career Cooperative recognizes that the use of alcohol and other drugs can be a significant hazard to physical health and emotional development for students and adults. Drug use results in significant adverse effects on behavior and decreased learning ability. It is the policy of Lost River Career Cooperative that drug use and experimentation is to be discouraged at all times in students' lives. This responsibility belongs to all teachers, administrators and other staff members.

By definition, a drug is any narcotic, hallucinogen, amphetamine, barbiturates, or mood altering drug taken without a prescription, or any intoxicant of any kind including alcoholic beverages. Such term further includes marijuana and any other substance that is presented as being a controlled substance (i.e. "lookalike" or counterfeit drugs).

By definition, a violation of the student conduct policy regarding drug use is an act of possessing, using, being under the influence, handling, buying or dealing in an illegal drug, or abusing prescription or over-the-counter drugs while on school premises, within 1000 feet of school premises, at school sponsored activities, functions, events or while being transported under school jurisdiction. Possession of drug paraphernalia is also considered a violation. School officials may discover a violation through a) voluntary admission; or b) findings by school officials based upon observation and/or first hand information.

With any drug related violation school authorities will inform a law enforcement officer. The Student's parents will be notified immediately or as soon as practically possible. With any penalty, Indiana Student Due Process Code 20-8.1-5-4 shall be followed.

XIII. Lost River Career Cooperative Tobacco Use Policy

No student shall smoke, be in possession of, or use tobacco products, including without limitation, smokeless tobacco, on school grounds, buildings, or riding on school provided transportation. The penalty for students caught using tobacco shall follow the penalties established by each participating school.

XIV. Lost River Career Cooperative Sexual Harassment Policy

It is the policy of Lost River Career Cooperative to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a teacher to harass a student through conduct or communications of a sexual nature as defined through Section A. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section A.

A. Definition

1. Unwelcome Conduct of a Sexual Nature

- a. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed individual has indicated, by his/her conduct, that it is unwelcome.
- c. An individual who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment – For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with an individual's performance or creates an intimidating, hostile, or offensive learning environment.

B. Reporting, Investigations, and Sanctions

1. It is the express policy of the Lost River Career Cooperative to encourage individuals who believe they are victims of a sexual harassment to come forward with such claims. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. The totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated and considered in determining whether alleged conduct constitutes sexual harassment.
3. All reports should be filed with the teacher or the building administrator. The Career and Technical Education Director has the responsibility of investigating and resolving complaints of sexual harassment.
4. Any individual found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or a due process hearing.

XV. Lost River Career Cooperative Policy Statement Concerning:

Non-Discrimination and Equal Employment Opportunity

The Governing Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Cooperative grounds or outside the Cooperative's employment opportunities, programs and activities, affecting the Cooperative environment.

The Career/Technical Education Director shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Cooperative's efforts to comply with applicable Federal and State laws and regulations, including the Cooperative's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the Cooperative's collectively bargained contracts dealing with hiring, promotion, and tenure should 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.

Compliance Officer(s)

The following person(s) is/are designated as the Cooperative's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Cooperative and address any complaint of discrimination:

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation occurring in the Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Career Cooperative environment to an administrator, supervisor, or other Career Cooperative-level official so that the Board may address the conduct. Any administrator, supervisor, or other Career Cooperative-level official who receives such a complaint shall file it with a Compliance Officer within two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities,

programs and activities, affecting the Career Cooperative environment are entitled to utilize the complaint process set forth below.

Career Cooperative and/or a concurrent criminal complaint will not adversely affect the complaining individual's employment status or opportunity. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. The Compliance Officer(s) shall accept complaints of unlawful discrimination/retaliation directly from any member of the Career Cooperative community or a visitor to the Career Cooperative, and receive complaints that are initially filed with a school building administrator, supervisor or other Career Cooperative-level official. Upon receipt of a complaint, either directly or through a school building administrator, supervisor or other Career Cooperative-level official, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or designate a specific individual to conduct such a process.

The Compliance Officer will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Career/Technical Education Director or oversee the preparation of such recommendations by a designee. All members of the Career Cooperative community must report incidents of discrimination/retaliation that are reported to them to the Compliance Officer within two (2) business days of learning of the incident/conduct.

Any Career Cooperative employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Career Cooperative employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Career Cooperative employees and/or local law enforcement officials, as necessary, to stop the misconduct.

Thereafter, the Compliance Officer or designee must contact the employee within two (2) business days to advise him/her of the Cooperative's intent to investigate the wrongdoing.

Complaint Procedures

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to

file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Federal and/or State law pertaining to discrimination in employment.

In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Equal Employment Opportunity Commission, or the Indiana Civil Rights Commission, as well as a concurrent criminal complaint with the law enforcement agency having jurisdiction in the Career Cooperative.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop quickly inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee or unsuccessful applicant for employment who believes s/he has been unlawfully discriminated or retaliated against in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Career Cooperative environment. This informal procedure is not required as a precursor to the filing of a formal complaint or a concurrent criminal complaint.

The informal process is available only in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees, or unsuccessful applicants for employment, who believe that they have been unlawfully discriminated/retaliated against in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Career Cooperative environment may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Career Cooperative environment may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to the Compliance Officer(s); and/or (3) to the Director or other Career Cooperative-level employee.

All informal complaints must be reported to the Compliance Officer(s) who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Career Cooperative's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of the Career Cooperative's Nondiscrimination Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

The Compliance Officer will retain all materials that are generated as part of the informal complaint process in accordance with the Board's records retention policy.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, this formal complaint process shall be implemented.

An individual who believes that s/he has been subjected to unlawful discrimination/retaliation in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Cooperative environment (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with an administrator, the Compliance Officer(s), Career/Technical Education Director, or other Cooperative-level official, as well as file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs.

If a Complainant informs an administrator, supervisor, Director, or other Career Cooperative-level official, either orally or in writing, about any complaint of discrimination/retaliation, that employee or unsuccessful applicant for employment must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Director within two (2) business days of receiving the complaint, the Compliance Officer, or a designee, will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the Compliance Officer, or a designee, will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Nondiscrimination Policy. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer, or a designee, will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;

- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and,
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Career/Technical Education Director that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used (i.e., it is more likely than not that unlawful discrimination/retaliation occurred).

The Compliance Officer, or the designee, should consult with the Board's legal counsel before finalizing the report to the Director.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Director must either issue a decision regarding whether the charges have been substantiated or request further investigation. A copy of the Director's decision will be delivered to both the Complainant and the Respondent.

If the Career/Technical Education Director requests additional investigation, the Career/Technical Education Director must delineate the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Career/Technical Education Director must issue a written decision as described above.

If the Career/Technical Education Director determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the decision of the Career/Technical Education Director may appeal through a signed written request to the Board within five (5) business days of his/her receipt of the Career/Technical Education Director's decision.

If the Career/Technical Education Director is the Respondent, the appeal process will skip the review by the Career/Technical Education Director and move directly to the Governing Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Governing Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Governing Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation.

The Governing Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of a written request to appeal. At this meeting, the parties have the right to present evidence, including testimony and/or exhibits, to the Governing Board in support of their position. A copy of the Governing Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Governing Board will be final.

The Governing Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee or unsuccessful applicant for employment alleging the unlawful discrimination/retaliation pursues the complaint. The Governing Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Governing Board or its designee.

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, Equal Employment Opportunity Commission, Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

Privacy/Confidentiality

The Career Cooperative will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses to the extent possible, consistent with the Career Cooperative's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

Remedial Action, Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation occurring in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's

employment opportunities, programs and activities, affecting the Cooperative environment by taking appropriate action reasonably calculated to stop and prevent further misconduct.

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant. Such remedial action may include, but is not limited to, counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any.

When imposing discipline, the Career/Technical Education Director shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Governing Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Governing Board policies, consistent with the terms of the relevant collective bargaining agreement(s), if any.

All sanctions imposed by the Governing Board and/or Career/Technical Education Director shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

The Governing Board may appoint an individual, who may be an employee of the Cooperative, to monitor the Respondent to ensure no further discrimination or retaliation occurs. Likewise, the Board may appoint an individual, who may be an employee of the Career Cooperative other than the Respondent, to follow up with the Complainant to ensure that no further discrimination or retaliation has occurred and to take action to promptly address any reported occurrences.

Retaliation

Retaliation against a person who (1) makes a report or files a complaint alleging unlawful discrimination occurring in the Career Cooperative's employment opportunities, programs and/or activities, or, if initially occurring off Career Cooperative grounds or outside the Career Cooperative's employment opportunities, programs and activities, affecting the Career Cooperative environment, or (2) participates as a witness in an investigation, is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because s/he opposed any act or practice made unlawful by Federal or State nondiscrimination laws, made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Training

The Compliance Officers also will oversee the training of Career Cooperative employees so that all employees understand their rights and responsibilities under Federal and State law and are informed of the Governing Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Governing Board's policy on nondiscrimination in employment practices and the identity of the Compliance Officers will be posted throughout the Career Cooperative and published in any Cooperative statement regarding the availability of employment, in any staff handbooks, and in general information publications of the Cooperative as required by Federal and State law and this policy.

PERSONAL BACKGROUND CHECKS, REFERENCES AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the Board of Managers requires an inquiry into the personal background of each applicant the Director recommends for employment on the Cooperative's administrative staff.

The Director shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20- 26-2-1.3
- C. an Indiana expanded child protection index check in other states
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. verification of the applicant's eligibility to work using the E-Verify database maintained by the federal government as required by I.C. 12-32-1
- I. a detailed background history including all prior employment and volunteer positions
- J. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Cooperative.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Cooperative.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Cooperative may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5- 8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Director may provide for a substitute or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

The Board requires that an expanded criminal history check be conducted for each Cooperative employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

In implementing this requirement, the Cooperative shall conduct the updated expanded criminal history checks for Cooperative employees over a period not to exceed 5 years by annually conducting updated expanded criminal history checks for at least 1/5 of employees who are employed by the Cooperative on July 1, 2017.

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee.

The Board requires that an expanded child protection index check be obtained for each Cooperative employee every five (5) years. The Cooperative shall pay the costs associated with obtaining the expanded child protection index check for employees.

In implementing this requirement, the Cooperative shall obtain the updated expanded child protection index checks for Cooperative employees over a period not to exceed five (5) years by annually obtaining updated child protection index checks for at least 1/5 of employees who are employed by the Cooperative on July 1, 2017

The Cooperative may obtain an expanded criminal history check or an expanded child protection index check at any time if the Cooperative has reason to believe that the applicant or employee:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 7. Aggravated battery (I.C. 35-42-2-1.5).
 - 8. Kidnapping (I.C. 35-42-3-2).
 - 9. Criminal confinement (I.C. 35-42-3-3).
 - 10. A sex offense under I.C. 35-42-4.
 - 11. Carjacking (I.C. 35-42-5-2) (before its repeal).
 - 12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 13. Reckless homicide (I.C. 35-42-1-5).

14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Cooperative, each administrator shall be required to report the

- A. arrest or the filing of criminal charges against the employee;
- B. conviction of the employee for a crime; and
- C. substantiated report of child abuse or neglect of which the employee is the subject

to the Director within two (2) business days of the occurrence. The Director shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall

recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the administrator who was convicted or the subject of a substantiated report of child abuse or neglect.

VOLUNTEERS

The Governing Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Director shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Director shall not be obligated to make use of volunteers whose abilities are not compatible with Career Cooperative needs.

Before allowing an individual to serve as a volunteer:

- A. Each volunteer who is in indirect contact with students and directly supervised by a career cooperative employee will be required to submit a Limited Criminal History Record Check.
- B. Each volunteer who is in direct contact with students and not directly supervised by a career cooperative employee will be required to submit to an Expanded Criminal History Record Check which shall include:
 1. an expanded 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;
 2. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
 3. search of the national sex offender registry maintained by the United States Department of Justice;
 4. beginning July 1, 2017, a search of the State child abuse registry;
 5. a detailed background history including all prior employment;
 6. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Governing Board policies and Career Cooperative guidelines while on duty as a volunteer;

- B. will be covered under the Career Cooperative's liability policy but the Career Cooperative shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Career Cooperative of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any arrests, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer;
- E. will be required to report any substantiated report of child abuse or neglect of which s/he is the subject.

The Director also shall ensure that each volunteer is properly informed of the Career Cooperative's appreciation for his/her time and efforts in assisting the operation of the Career Cooperative.

XVI. Policy Regarding Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) *The right to inspect and review the student’s education records within 45 days of the day the School receives a request of access.* Parents or eligible students should submit to the Director a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.* Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) *The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School, as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task; or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Educational records will also be forwarded without consent to another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

XVII. Notification of Rights Under The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The Lost River Career Cooperative is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parents who believe their rights have been violated may file a complaint at the address listed below:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. SW
Washington, D. C. 20202-5901