Bylaws & Policies



Fort Wayne Community Schools Corporation

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0100 DEFINITIONS

The bylaws of the School Board of this Corporation incorporate quotations from the statutes and administrative code of the State of Indiana as well as from the federal statutes and regulations. Such laws and regulations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and polices, they shall have the meaning set forth below:

Administrative Regulation or Guideline
A statement based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement
A collectively-negotiated contract with a recognized bargaining unit.

Board
The Board of School Trustees. (See Bylaw 0111)

Bylaw
Rule of the Board for its own governance.

Corporation
The School Corporation.

Due Process
Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board
Authorized number of voting members entitled to govern the Corporation.

May
This word is used when an action by the Board or its designee is permitted but not required.

Meeting
A gathering of the majority of the members of the Board for the purpose of taking official action upon the business of the School Corporation.
(I.C. 5-14-1.5-2(c))

Parent
The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy
A general, written statement formally adopted by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and /or maintain those expectations.

President
The presiding officer of the Board of School Trustees. (See Bylaw 0171.1)

Principal
The educational leader and head administrator of one or more Corporation schools. In policy and administrative guidelines, implies authority to delegate designated responsibilities to appropriate members of his/her staff.

Professional Staff Member
An employee who implements or supervises one (1) or more aspects of the Corporation's program and whose position requires a professional credential from the State.

Relative
The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary
The Secretary of the Board of School Trustees. (See Bylaw 0171.3)

Shall
This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student
A person who is officially enrolled in a school or program of the Corporation.

Superintendent
The chief executive officer of the School Corporation. Responsible for the overall planning, operations, and evaluation of the School District.

Support Employee
An employee who provides support to the Corporation's program and whose position does not require a professional certificate.

Vice-President
The Vice-President of the Board of School Trustees. (See Bylaw 0171.2)

Voting
A vote at an open meeting of the School Board. (See Bylaw 0167.1)

Citations to the Indiana Code are shown as I.C. followed by the Section Number (e.g., I.C. 20-10.1-1). Citations to the Indiana Administrative Code are prefaced 511 I.A.C. (e.g., 511 I.A.C. 6-5-1). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as CFR, and to the United States Coed as U.S.C.

0110 OFFICIAL DESCRIPTION

0111 Name

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the Fort Wayne Community Schools Corporation.

0112 Mission

Fort Wayne Community Schools educates all students to high standards enabling them to become productive, responsible citizens.

Vision

Fort Wayne Community Schools will be the school system of choice and a source of community pride.

Core Values

We value:

- student achievement as the heart of our work.
- equity in educational opportunities.
- the diversity and uniqueness of our district and community.
- the accountability of the School Board, the administration, employees and teaching professionals.
- open and honest communication with our community, parents, and students.
- partnerships with business, governmental, and community agencies.
- our community's support, sacrifice, and contributions.
- the ability to change and meet all challenges.
- facilities that are clean, safe, and well-maintained.

Goals

1. Achieve and Maintain Academic Excellence
   Eliminate the achievement gap among all groups of students by maximizing the achievement of all.

2. Engage Students, Families and the Community
   Involve all stakeholders to support students' readiness to learn.

3. Operate Effectively with Integrity and Fiscal Responsibility
   Demonstrate effective and efficient use of taxpayer dollars by using best management practices and systematic long-range planning.

4. Attract, Develop, Reward, and Retain High-performing Staff
   Employ staffing and career strategies ensuring a diverse and highly functional workforce.

0113 **Boundaries**

This School Corporation shall consist of and be bounded within the following geographic area: Wayne Township, Pleasant Township, St. Joseph Township, Washington Township, plus that portion of Adams Township as annexed to Fort Wayne Civil City prior to 1954.

0115 **Address**

The official address of the School Corporation shall be Fort Wayne Community Schools Corporation, 1200 South Clinton Street, Fort Wayne, Indiana 46802.

0120 POWERS AND PHILOSOPHY

0121 **Philosophy of the Board**

The School Board is accountable to the public for the performance of its schools. The Mission, Vision, Core Values and Goals adopted by the Board represent, in part, its discharge of that responsibility. The Board also has adopted the Balanced Scorecard as a systemic approach to monitor and communicate accountability to its citizenry and appraise the effectiveness of the educational program. The Board hereby commits itself and the Fort Wayne Community Schools to that process. The Board itself commits to assist in the achievement of its Goals by taking an active part in engaging the community and helping interpret the educational program. All members shall understand the roles and responsibilities of the Board with respect to the Superintendent and shall respect those differences and work together accordingly.

0122 Board Member Ethics

0122.1 School Board members should honor the high responsibility which their position demands by:

A. Placing the interests of students ahead of other interests;

B. Understanding that the basic function of the School Board member is "policy-making" and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions;

C. Accepting the responsibility of seeing that facilities and resources are sufficient to achieve the Goals established by the Board;

D. Representing at all times the entire school community;

E. Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of public schools;

F. Promoting to the legislature those programs and statutory or regulatory changes necessary or desirable to reach the Corporation's goals.

122.2 School Board members should respect their relationships with other members of the Board by:

A. Listening to and respecting the opinions of other Board members;

B. Making decisions only after all facts bearing on a question have been presented and discussed;

C. Graciously conforming to the principle of "majority rule," and acknowledging that once a majority has taken a position on an issue, the Board speaks with one voice;

D. Avoiding Board factions by refusing to participate in unauthorized private meetings in violation of the Open Door Law (I.C. 5-13-1.5). When the Superintendent meets with fewer members than is required for a quorum of the Board, the subject shall be shared with the other members as soon as is reasonably possible.

122.3 School Board members should maintain desirable relations with the Superintendent of Schools and his/her staff by:

A. Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;

B. Giving the Superintendent full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results;

C. Acting only after receiving the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

D. Having the Superintendent or his/her designee present at all meetings of the Board except when his/her contract and salary are under discussion;

E. Respecting the chain of command by referring all questions or concerns to the Superintendent's office and by discussing them only when appropriate at a regular meeting after failure of administrative solution;

School Board members should meet his/her responsibilities to his/her community by:

A. Attempting to appraise fairly both the present and future educational good of the community;

B. Regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools of the community;

C. Insisting that all school business transactions be conducted in an open, ethical, and above-board basis;

D. Refusing to use his/her position on the School Board in any way whatsoever for personal gain or personal prestige;

E. Maintaining the confidence of personnel matters or any other confidential business of the Board.

0123 **Board Powers**

The School Board shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board extends to those matters granted or implied by statute, except to the extent it is limited by the Board Bylaws and Policies as stated herein.

The Board shall retain the power to act, through written policies, in situations in which there is no action required by statute nor by statutory prohibition to act.

The School Board shall have the responsibility to oversee the Superintendent's management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises, consistent with the policies set forth herein.

Board members have authority only when acting as a Board legally in session or when expressly authorized by action of the Board; no action taken or agreement entered into by a member or members of the Board shall be binding unless duly authorized by the Board at a legally called and noticed meeting.

The primary duties of the Board of School Trustees of Fort Wayne Community Schools are as follows:

A. Formulate general policies for the operation of the schools as required by law or necessary to implement its goals;

B. Employ a Superintendent to act as the chief executive officer of the schools;

C. Adopt budgets and levies and make appropriations necessary to the educational mission;

D. Hold the Corporation accountable to its citizenry.

I.C. 20-26-3-1; 20-26-5-1; 20-26-5-4

0130 FUNCTIONS

0131 Legislative

0131.1 Bylaws and Policies

The Board of School Trustees may establish whatever policies it deems advisable for the Fort Wayne Community Schools, provided such policies are not inconsistent with the statutes of the Indiana General Assembly or with the lawful rules and regulations of the State Superintendent of Public Instruction and/or the State Board of Education or other legal requirements.

The Board, representing the citizens of the School Corporation, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools.

Proposals regarding School Corporation policies and operations shall come before the Board by motion, in accordance with the procedures contemplated by 0165.

Action on such proposals shall be taken finally by the Board in accord with its bylaws.

New policy and bylaw proposals and suggested amendments or modifications to existing policies or bylaws shall be in the hands of all Board members at least one (1) day prior to the Board meeting when adoption is to be considered. At least five (5) members of the Board must concur and vote for the adoption, amendment, or modification of any policy or bylaw. The President of the Board is entitled to vote if s/he so desires and must vote if his/her vote would affect the outcome.

I.C. 20-26-5-4(a)(18)

0132 **Executive**

0132.1 **Selection of Superintendent**

The School Board shall exercise its executive power in part by the employment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of this Board.

0132.2 **Administrative Guidelines**

The Board shall and hereby does delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the procedures governing the schools. They must be in every respect consistent with the policies adopted by the Board. In the absence of applicable policy, the Superintendent is authorized to establish needed procedures subject to later confirmation in policy, should the Board so wish.

The Board itself shall formulate and adopt procedures only when specific State laws require Board adoption.

Procedures that the Superintendent develops or causes to be developed shall be binding on the employees and the students of this Corporation when issued.

I.C. 20-26-5-4(a)(18)

0133 **Judicial**

The School Board may hold hearings and resolve any dispute or controversy properly before the Board for hearing by statute or policy of the Board.

0140 MEMBERSHIP

0141 Number

The School Board shall consist of seven (7) members.

0142 Election/Appointment

Members shall be qualified and elected in accordance with the Corporation's Reorganization Plan approved May 11, 1992. Candidates must be at least twenty-one (21) years of age, a registered voter and must meet both the one-year-residence requirement within the School Corporation as a whole, and a one-year-residence requirement within the residence district. No member of the Corporation's professional or support staff is eligible for election to this School Board.

0142.1 Term

The term of each Board member shall be four (4) years.

0142.2 Oath

Each newly-elected Board member shall take an oath of office as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation. (I.C. 20-26-4-2)

0142.3 Vacancies

Vacancies on the Board of School Trustees shall be filled temporarily by the Board as soon as practicable after the vacancy occurs, and within 30 days of the effective date of the vacancy, as mandated by State law. A member chosen by the Board to fill a vacancy shall hold office for the remainder of the unexpired term and shall be chosen from the same district as the vacating member if the vacating member held a district position. A member of the Board shall be a resident of the school district.

I.C. 20-26-4-4; I.C. 20-23-4-30

0142.4 Filling a Board Vacancy

The Board shall seek qualified and interested candidates from the community.

All applicants are to submit a notice of their interest, in writing, to the Board president.

Appointment by the Board to fill a vacancy shall be by majority vote of the Board.

0142.5 Orientation

The Superintendent and his/her administrative staff together with existing Board members shall encourage each newly-elected member to understand the Board's functions, policies, procedures, and the operations of the school system before s/he takes office. The following methods shall be employed:

A. A copy of the Board's policies and bylaws, procedures, and copies of pertinent materials developed by the Indiana School Boards Association and other appropriate organizations shall be furnished to each new member and reviewed with that member upon request.

B. The new member shall be given other selected material on the functions of the Board and the school system.

C. The incoming member, at a mutually agreeable time, will meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.

0143 Individual Board-Member Conduct

Members of the Board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the community. When matters are brought to the attention of individual Board Members, they shall promptly and confidentially inform the Superintendent for his/her study and recommendation and to give the Superintendent a fair opportunity to respond. These matters include but are not limited to any and all criticisms, complaints, suggestions, communications, comments regarding the Superintendent's performance, or any matter related to the operation of the District.

Requests for specific data/materials that require significant administrative time to research, compile, interpret, and/or analyze shall be discussed with the Board President and Superintendent before approval by a majority of Board members. When approved, the Superintendent shall assign an administrator to the project.

Members of the School Board may request special reports, data, or research related to District goals. In an effort to satisfy such requests, avoid duplication of effort, and allow administrators to maintain their focus on District priorities, all requests from Board members for specific data/material shall be handled through the Superintendent's Office, and, if data/materials are readily available, they shall be provided to all Board members on request.

Individual Board members who are interested in visiting schools or classrooms shall inform the Superintendent and make arrangements with the principal. The Board member shall visit for the purpose of becoming better informed as a Board member. These visits should not be considered to be inspections nor as supervisory in nature.

0144 **Operations**

0144.1 **Compensation**

Members of the Board shall be reimbursed for all approved expenses incurred in attending any meetings or in making any trips on official business for the School Corporation.

Members of the Board of School Trustees are eligible for compensation as provided for by statute. The base annual compensation is ten percent (10%) of the lowest starting salary of a teacher employed by FWCS, payable monthly services rendered. In addition, a per diem rate in the maximum amount provided by statute shall also be paid. The per diem is allowed for attendance at each regular or special Board meeting, executive session or committee meeting.

I.C. 20-26-4-7

0144.2

Conflict of Interest

Board members shall perform their official duties in a manner free from any conflict of interest or the appearance of a conflict. To this end:

A. Every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which s/he had either a direct or an indirect financial interest;

B. Each member of the Board shall resist any pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School Corporation;

C. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest in accordance with statute (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and vote thereon; I.C. 35-44.1-1-4

D. No member of the Board may obtain, for at least one (1) year after termination of service on the Board, a pecuniary interest in any Corporation contract or purchase which was approved during his/her tenure.

0144.3 **Indemnification**

Members of the Board of Trustees shall be indemnified for acts and omissions performed in the course of their official duties to the broadest extent allowed by law.

I.C. 20-26-5-4(a)(17)

0150 ORGANIZATION

0151 **Organizational Meeting**

An organizational meeting of the Board of School Trustees shall take place within fifteen (15) days after January 1st of each year for the purpose of electing officers. The officers shall be President, Vice-President, and Secretary.

I.C.-20-26-4-1(b)

0151.1 **Board of Finance for Fort Wayne Community School Corporation**

The School Board shall constitute a Board of Finance, with the same officers as the Board. The Board of Finance shall meet annually after the first Monday and on or before the last day of January. At the annual meeting the Board of Finance shall receive and review investment reports, and review the overall investment policy of the District.

I.C. 5-13-7-5 et seq.

0152 **Officers**

The Board shall elect from its members a President, Vice-President, and a Secretary all of whom are separate members.

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

I.C. 20-26-4-1(b)(c); Bylaws 0171 and 0173.

0155 **Committees**

The Board shall act as a committee of the whole. No individual Board member or combination of members less than the full membership of the Board shall be designated as a permanent or standing committee. The Board may meet as a committee of the whole for the purpose of informal discussion and to make recommendations. No action shall be taken at such a meeting.

The President may appoint special ad hoc committees as may be deemed necessary or advisable by the Board. These special committees shall consist of not more than three (3) members of the Board. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

0160 MEETINGS

0161 Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and procedural rules of this Board.

0162 Quorum

A majority of the members of the Board shall constitute a quorum. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these policies.

I.C. 20-26-4-3

0163 Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act in his/her stead; if neither person is available, the secretary shall preside. The act of any person so designated shall be legal and binding.

0164 Call of Meetings

0164.1 Regular Meetings

Regular meeting of the Board shall take place on a day and at a time and place determined annually by the Board. All regular meetings shall be open to the public including the press and other news media.

In the event the date, time, or place of a meeting needs to be changed, such change may be made by action of the Board, provided that forty-eight (48) hours notice, excluding weekends and holidays, be given.

The Board may at any time recess or adjourn to a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

I.C. 5-14-1.5-1 et seq.

0164.2 **Special Meetings**

Special meetings of the Board may be held on call by its President or by the Superintendent of Schools of the School Corporation. A notice of such meeting shall be posted at least forty-eight (48) hours, excluding weekend and/or legal holidays, before said special meeting. Such call shall be evidenced by a written notice specifying the time and place of the meeting, delivered to each member personally or sent by mail, email or facsimile so that each member has at least seventy-two (72) hours notice thereof.

I.C. 20-26-4-3(c)

0164.3 **Emergency Meetings**

In the event of a severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, any member of the Board or the Superintendent may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

I.C. 5-14-1.5-5(d)

0164.4 **Executive Sessions**

Executive sessions of the Board may be held as needed where authorized by federal and state statute. No action shall take place in executive sessions. Notice will be given at least forty-eight (48) hours prior to the executive session as required by law.

0164.5 **Statutory Meetings**

Statutory meetings are held pursuant to procedure set by law, and publication of notice of such meeting is required. These meetings shall be held at the time and place specified in the published notice, and no further notification to individual Board members is required.

0165 **Agenda**

0165.1 **Determination of Agenda**

The Superintendent, or his/her designee, in consultation with the Board President, shall determine the items for inclusion in the agenda for each Board meeting, including all items necessary or appropriate for formal consideration and/or action by the Board; and reports, information, and statements.

Routine items of business may be placed on a consent agenda. Consent items shall include routine items of business for disposition as a single matter. At a Board member's request, any item may be pulled from the consent agenda and considered separately immediately following disposition of the consent agenda items.

Once a meeting is called to order, no changes in the agenda shall be made without the consent of at least five (5) Board members.

0165.2 **Delivery of Meeting Materials**

For each regular Board meeting, the Superintendent shall prepare or cause to be prepared and submit to each Board member at least one (1) working day prior to the Board meeting an agenda, identifying those matters, within the scope of 0165 as s/he shall deem appropriate. An agenda will be released to the public not less than one (1) day prior to the Board meeting.

0165.3 **Order of Business – Regular Meetings**

The Board will transact business in the following order, unless a situation arises requiring a deviation from this order at the discretion of the Presiding Officer:

A. Public Comment Regarding Agenda Topics

B. Call to Order and Pledge of Allegiance

C. Roll Call

D. Awards and Recognition

E. Consent Agenda

    a. Approval of Minutes

    b. Vouchers and Payroll Approval

    c. Personnel Report

F. Old Business

G. New Business

H. Reports, Information, Statements on FWCS District Goals (No action will be taken on these items)

I. Comments, Discussion, and Announcements

J. Next Meeting

K. Adjournment

L. General Public Comment

0166 **Public Participation at Board Meetings and Work Sessions**

The Board encourages citizens to express interests and concerns related to the School District, but Board meetings and work sessions are conducted for the purpose of carrying on the official business of the School District. Meetings and work sessions are not public forums or community meetings.

Individuals desiring to speak to the Board must sign in at least ten minutes prior to the start of each meeting and state the topic or agenda item about which they intend to speak. If the matter concerns an agenda item for the meeting or work session, the Board will hear comments immediately prior to the start of the meeting or work session. All other comments will be heard after the adjournment of the meeting or work session. The Board will not permit disruptive or obscene speech, or personal attacks against any person by a speaker.

In accordance with State law, official action by the Board on a topic that is not on the published agenda is not permitted. No response of any kind will be required by or from any member of the Board or administration either during or at the conclusion of the speaker's remarks. Comments are limited to three (3) minutes per speaker, for a maximum comment period of thirty (30) minutes. The School Board president may grant additional time in exceptional circumstances. The President of the Board, or in the absence of the President the presiding officer, is authorized to enforce these rules, and may stop any speaker that violates these public participation procedures.

0167 **Conduct of Business**

0167.1 **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No action shall be valid unless approved at a meeting of the Board by a majority vote of those present provided that a quorum exists and a proper record is made of the vote.

All Board members must be physically present in order to have their vote officially recorded.

Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote. In the case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

I.C. 5-14-1.5-3

0167.2 **Electronic Participation in Board Meetings by Members**

This policy applies to the Board and any committee or advisory board appointed by the Board. This policy does not apply when the school corporation is subject to a declared local or state public emergency.

Subject to the provisions of this policy, a board member may participate in a school board meeting by any electronic means of communication that:

1. allows all participating members of the School Board to simultaneously communicate with each other; and
2. other than an executive session, allows the public to simultaneously attend and observe the meeting.

At least a majority of the entire school board must be physically present at a school board meeting in which board members participate by means of electronic communication.

A board member who wishes to participate in a school board meeting by electronic means of communications must notify the Board President and the Clerk of the Board in writing at least two days before the date of the school board meeting. The written notice must contain the reason(s) for participation by electronic means.

A board member may not participate in more than fifty percent (50%) of the school board meetings in a calendar year by an electronic means of communication, unless the board member's participation is due to:
1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

A board member may attend two (2) consecutive school board meetings by electronic communication and must attend at least one (1) school board meeting in person between two sets of consecutive meetings the board

member attends by electronic communication, unless the board member's absence is due to:

1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

No board member may participate by means of electronic communication in a school board meeting at which the Board will take final action to:

1. adopt a budget,
2. make a reduction in personnel,
3. initiate a referendum,
4. establish or increase a fee or penalty,
5. exercise the School Board's power of eminent domain, or
6. establish, raise, or renew a tax.

Voting

A board member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and participating in the school board meeting; and may vote on a matter before the Board only if the board member can be seen and heard. All votes taken during a school board meeting at which at least one board member participates by an electronic means of communication must be taken by roll call vote.

Minutes

The minutes of a school board meeting at which any board member participates by electronic means of communication must:

1. Identify each board member who:
    a. was physically present at the meeting,
    b. participated in the meeting by electronic means of communication, and
    c. was absent.
2. Identify the electronic means of communication by which:
    a. board members participated in the meeting, and
    b. members of the public attended and observed the meeting.

IC 5-14-1.5-3.5

167.3 **Use of Electronic Mail**

Since email is a form of communication that could conflict with the Open Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

A. Messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;

B. Possible agenda items between the Superintendent and the Board President;

C. Times, dates, and places of regular or special Board meetings;

D. A Board meeting agenda or public record information concerning items on the agenda;

E. Requests for public record information from a member of the administration, school staff, or community pertaining to Corporation operations;

F. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by email. Messages that have been deleted may still be accessible. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption applies.

0168 Minutes

0168.1 Open Meeting

A copy of the minutes of the last Board meeting shall be provided to all Board members with other Board materials prior to the Board meeting when they are to be approved. Minutes of regular and special meetings shall be on file in the office of the Superintendent and shall be available upon request for review.

The minutes shall state the name of each member who was physically present at the meeting, or was absent.

The minutes shall show the general substance of all matters on the agenda, proposed or decided, and a record of all votes taken, by individual, if there is a roll call.

I.C. 5-14-1.5-4

0168.2 Executive Session

The minutes of an executive session shall show the date, time and place of the session; the members either present or absent, and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that

it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

0170 DUTIES

0171 Officers

0171.1 President

The president shall preside at all meetings of the Board. S/He may appoint all committees, call special meetings, and perform all other duties as prescribed by law.

0171.2 Vice-President

The Vice-President of the School Board shall:

A. Preside at meetings of the Board when the President is not able to attend;

B. Perform other duties appropriate to the office of Vice-President in the management of the Corporation as the Board determines.

0171.3 Secretary

The Secretary of the Board shall be the official custodians of the records of the Board of School Trustees, but the records shall be maintained by the Clerk of the Board.

0172 Clerk of the Board

The Board shall appoint upon the recommendation of the Superintendent an employee of the School Corporation as Clerk of the Board to keep accurate minutes and record all business that transpires during regular or special Board meetings.

0173 Treasurer

The Board shall appoint a person who is an employee of the School Corporation, other than the Superintendent or a member of the Board as Treasurer of the Board and School Corporation. This Treasurer may in turn, with the approval of the Board, appoint Deputy Treasurer(s) who shall be employee(s) of the School Corporation other than the Superintendent or a member of the Board. The Treasurer shall be the official custodian of all funds of the School Corporation and shall be responsible for the proper safeguarding and accounting of such funds. The Treasurer and Deputy Treasurer(s) shall be bonded in such amounts as may be determined annually by the Board.

0174 **Legal Counsel**

The School Board may appoint legal counsel as recommended by the Superintendent whose duty shall be to generally advise the Board and the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The Board may retain special counsel when the counsel generally appointed may not advise the Board in specific cases.

0175 **Reports**

The School Board shall publish reports as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the Corporation.

0176 **Association Memberships**

The School Board may maintain membership in the National and State School Boards Associations and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0176.1 **School Board Conferences, Conventions, and Workshops**

The School Board acknowledges the benefits of attending conferences designed to improve and enhance the effectiveness of the Board and the professional growth of its members. Each Board member is encouraged to take advantage of such opportunities, which may involve travel to locations both within and outside the State of Indiana. In particular, the Board recognizes the value of sharing and learning from other districts across the country by attending national conferences that require air travel and/or overnight accommodations. The Board encourages its members to exercise integrity and frugality in using District funds for such travel, including:

1. Selecting conferences carefully and coordinating conference selection so that Board members attend different conferences or sessions when possible;

2. Utilizing advance purchase air fares and room reservations to reduce costs;

3. Sharing ground transportation whenever possible;

4. Reimbursing the District for any cancellation fees caused by a Board member without good cause;

5. Attending all sessions of the conference;

6. Limiting out-of-state travel to one District-paid conference per year per member unless special circumstances warrant additional out-of-state travel; and

7. Reporting in detail on the content of the conference to the entire Board in a manner acceptable to the Board.

The Board respects the right of each member to select the conference or conferences best suited to his or her needs. However, to maintain the integrity of the Board and to honor its goal of maintaining fiscal responsibility, a member shall provide notice to the remaining members of the Board whenever he or she wishes to use the Board travel budget for more than one out-of-state or overnight conference in a calendar year. The notice shall explain why the member wants to attend the additional conference, the number of members who have yet to use travel funds in that year, and the balance left in the travel budget for members who have not yet used travel funds for the year. If there are insufficient funds left in the budget for the proposed conference that the member wants to attend, the member planning the additional travel shall do one of the following:

1. Obtain the consent of another member to use that member's allocation for the year; or

2. Request additional funds for the travel budget from the Board President; if the Board President does not consent, the member may substitute the consent of the majority of the other Board members.

SERIES 0000 BYLAWS - BOARD OF SCHOOL TRUSTEES APPROVAL DATES

0000-0170	Approved April 27, 2009; June 26, 2017
0112 (Goals)	Approved March 28, 2022
0144.1	Approved Nov 10, 2025
0165.3	Approved June 27, 2022
0166	Approved June 27, 2022
0167.2	Approved March 28, 2022

1100 CORPORATION ORGANIZATION

The Superintendent shall continually monitor the effectiveness of the Corporation organizational plan and modify it in the best interests of students, Corporation resources, and District goals.

1113 SCHOOL DIRECTORY

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, addresses, and telephone numbers of all professional and support staff as well as the Board and Superintendent, and shall include e-mail addresses of the Board.

Directories shall be available to all Corporation personnel, but shall not be available to individuals and/or firms for commercial or private gain unless, in the judgment of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

1130 EMPLOYEE CODE OF ETHICS

The maintenance of high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School Corporation.

To accomplish this, the School Board has accepted and adopted the following Employee Code of Ethics:

> We, the employees of Fort Wayne Community Schools, believe in the worth and dignity of each human being, recognize the importance of excellence, and accept our role as educational leaders in the community. We acknowledge that, as employees in the field of public education, we shall hold to the highest of ethical and professional standards. Respect and confidence among students, parents, members of the community, and colleagues provide incentive to maintain the highest degree of ethical conduct. As valued employees, we understand the magnitude and importance of always conducting ourselves in an ethical and professional manner with a commitment to continual self-improvement for the purpose of increasing student achievement.
>
> To that end, we will:
> - Make the well-being of students the fundamental value in all decision making and actions;
> - Make reasonable efforts to protect students from conditions harmful to learning or to health and safety;
> - Fulfill all responsibilities with honesty, truthfulness and integrity;
> - Conduct ourselves in ways that foster and encourage openness, accountability and personal responsibility;

- Recognize and respect diversity of our students, staff and community.
- Safeguard the rights of all others from abuse, violence and discrimination, regardless of personal characteristics;
- Follow the policies and rules of the school corporation and obey local, state and national laws;
- Demonstrate commitment to our role as educational leaders and role models through our language, dress and behavior;
- Protect each person's right to a quality public education;
- Cultivate and support an environment that fosters teamwork, communication and collaboration among students, staff, parents and the community;
- Refrain from using position for personal economic advantage that would create, or appear to create, a conflict of interest; and
- Create an atmosphere that encourages communication without fear of retaliation.

1210 BOARD – SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without first receiving and considering the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities.

To guide the Superintendent in determining the pattern of his/her administrative operations, the Board offers the following statement of intent:

A. The Board will clarify and establish goals for the District, weigh and adopt policies to guide the professional staff, appraise results achieved in relation to the goals, and perform only such administrative functions as required by law and State regulations.

B. The Board wishes to work collaboratively with the professional staff, residents of the District and students and their parents.

However, the Board encourages and expects all individuals and groups to respect and follow the administrative organization of the District on all policy and operational matters.

C. The Board encourages the Superintendent to keep abreast of and to apply the best-known administrative concepts and procedures designed to harness the talents of the District's personnel in enthusiastic pursuit of the schools' goals

1220 EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools shall be vacant, the Board shall appoint a Superintendent as Chief Executive Officer and fix his/her salary and term of office which is mutually agreeable but shall be no less than three (3) years.

No person may be employed as Superintendent of this Corporation unless s/he holds all qualifications as required by Indiana law and has signed an employment contract with the Board.

I.C. 20-28-8-6; 20-26-5-4(b); 511 IAC 15-6-29

1230 RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation.

Duties and Responsibilities

The Superintendent:

A. serves the Board of School Trustees as the Chief Executive Officer administering the District in accordance with State laws and Board policies; develops and administers procedures for school operations within the scope of Board policies;

B. provides the intellectual and academic leadership for the District on all matters in order to provide the best possible educational opportunities for all students;

C. recommends or causes to be recommended to the Board for its action all items concerned with the current and future operations of the District including but not limited to the employment, assignment, and retention of all certified and classified personnel, building and finance programs, annual budget, and curriculum including instructional materials; and

D. continuously appraises and improves all facets of the District consistent with the goals and objectives established by the Board.

1230.1 **Development of Procedures**

The School Board delegates to the Superintendent the function of designing and implementing procedures under which the Corporation will operate. These procedures shall be consistent with the policies adopted by the Board.

The Board itself will formulate and adopt procedures only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these procedures and handbooks are not inconsistent with Board policies, or with federal/state law, they will be considered an extension of policy and binding upon all employees and students.

1230.2 **Lines of Responsibility**

The Superintendent shall keep the Board apprised of the organizational structure of the Corporation.

Each employee in the Corporation is responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board, and the Superintendent shall establish a grievance process for resolving employee issues.

The Central Office administrative staff is responsible for overall, Corporation-wide educational leadership for coordinating the educational program within policy established by the Board. All Corporation-wide services emanate from the Central Office. The line of authority from the Central Office to the schools is through the principals.

The principal of each school is the responsible administrator in the building. All personnel, both professional and classified, who work in the school either on a full-time or part-time basis are responsible administratively to

the principal. All contacts with building personnel, professional or classified, are made through the principal's office.

The Board encourages the Superintendent and administrative staff to create and maintain appropriate mechanisms such as councils, cabinets, and committees to:

A. foster good communications within the staff;

B. allow each member of the staff to have a voice in the development of procedures and in the making of decisions affecting them; and

C. foster a feeling of responsibility in staff members.

1230.3 **Emergency Action**

In cases where emergency action must be taken within the School System and where the Board has provided no policy, the Superintendent shall have power to act, but his/her decision may be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board prior to taking such action to the extent practicable under the circumstances.

1240 EVALUATION AND RETENTION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership. The evaluation of the Superintendent shall be in accordance with his/her contract, and the specific terms of the evaluation shall be confidential to the extent allowed by law to encourage open communication between the Board and the Superintendent.

The School Board has an obligation to employ professional leadership that is best trained and equipped to meet the goals of the District and the educational needs of the students. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President according to procedures outlined by law and included in his/her contract.

1260 INTERIM OR ACTING SUPERINTENDENT

1260.1 **Incapacity**

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination by the Board that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract, whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the Board.

1260.2 **Resignation or Death**

In the event of sudden resignation or death of the Superintendent, the Board must similarly appoint a temporary or acting Superintendent by majority vote. Until the Board can make that appointment, the executive power of the Corporation may be exercised by the Superintendent's deputy, if one exists, or by the highest officer or officers of the Corporation in the position having responsibility for the decision, and in consultation with the President of the Board**.**

1260.3 **Suspension**

The Board may suspend the Superintendent with pay pending a decision on the Superintendent's employment, and if it does so must similarly appoint a temporary or acting Superintendent.

1400 JOB DESCRIPTIONS

The School Board authorizes the Superintendent to maintain job descriptions that shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined by the Superintendent.

1500 NONDISCRIMINATION POLICY

FWCS does not tolerate the unjust or prejudicial treatment of any individual or group's actual or perceived race, color, ethnic group, national origin or language differences; religion or religious practice; sex, gender identity or expression, or sexual orientation; political affiliation; age; marital status; military or veteran status; disability or neurodivergence; socioeconomic

status; any basis prohibited by state or federal law; or characteristics that make members of the school community unique.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equitably, and, as much as practically possible, to eradicate any effects of discrimination.

Discipline should be imposed where appropriate.

The Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act and ADA Amendments Act of 2008 (42 USCS § 12101, et seq.)

SERIES 1000 ADMINISTRATION – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

1000-1400 Approved June 26, 2017
1500 Approved February 26, 2018; Approved October 14, 2024

2115 INSTRUCTIONAL GOALS

Fort Wayne Community Schools will provide learning experiences that afford opportunities for students to develop character, citizenship, critical thinking, creativity, communication and collaboration, and to demonstrate an understanding of emotional needs and develop a continual quest for good mental and physical health.

These goals shall be considered as guides rather than limits, subject to broad interpretation, flexible enough to meet the changing needs of both individuals and society, and pervasive through the entire school system for all grade levels and subject areas.

Realizing that education, as here defined, is a life-long process, the Fort Wayne Community Schools shall endeavor to orient its students toward many career pathways. The school system also recognizes the importance of providing educational opportunities created to meet the needs of adults, both as individuals and as citizens of a democracy.

2210 CURRICULUM DEVELOPMENT

The School Board recognizes its responsibility for the quality of the educational program of the schools. To this end, curriculum that is aligned with state and federal standards shall be developed, evaluated, and adopted on a continuing basis.

The Superintendent shall be responsible to the Board for the development and evaluation of curriculum and preparation of courses of study. S/He shall establish curriculum that ensures proper development, implementation, and evaluation.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program.

2220 ADOPTION OF COURSES OF STUDY

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this Corporation. In furtherance of this goal and pursuant to law, the Board requires that all courses of study be consistent with Corporation mission and goals.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved by the Superintendent.

2221 MANDATORY CURRICULUM

The School Board directs the Superintendent to prepare, implement, and supervise courses of instruction in the areas as required by state and federal law. The Superintendent shall ensure compliance with these mandates through appropriate instruction.

2240 CONTROVERSIAL ISSUES

The School Board believes that consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which there are responsible opposing points of view, and which is likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view;

C. Encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by students themselves provided they are presented in the ordinary course of classroom instruction and are not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the unit head and support the District's goals.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content of activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class.

It is expected that such requests will be granted for a limited time period and not a substantial portion of any course of instruction. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

2260 EQUITY POLICY

This Board seeks to stop discrimination, treat individuals equitably and eradicate the effects of discrimination in the entire FWCS educational program. FWCS defines equity as the quality of being fair and impartial, such that all people have the resources, opportunities, and access they need to reach their academic and social potential.
FWCS acknowledges that there are historically underserved and underrepresented populations and strives to identify and eliminate barriers that prevent the full participation of some groups. Educational equity means raising the achievement of all students while 1) narrowing the gaps between the lowest and highest performing students, and 2) eliminating the predictability and disproportionality of outcomes in achievement and discipline associated with identity characteristics or socioeconomic status. FWCS will offer equitable opportunities with the goal of leveling the educational playing field to enable all students to realize their full potential.

0260.1 Staff

Develop ongoing professional learning opportunities for school personnel designed to identify and solve problems of discrimination in all aspects of the program

Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., the Americans with Disabilities Act of 1990
42 U.S.C. 6101 et seq.
34 CFR Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979
FWCS Board Policy 1500

2261 TITLE I SERVICES

The School Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the State Department of Education a plan for the delivery of services which meets the requirements of the law.

20 U.S.C. 6301 et seq., Elementary and Secondary Education Act of 1965

2262 EXTENDED DAY CHILD CARE

The School Board is concerned about the number of children who are not provided sufficient care, nurture, or supervision before or after school. This has serious implications for their general well-being as well as for their ability to benefit from the school program to the extent they need or want.

The Fort Wayne Community Schools Corporation will partner with community organizations to provide a before school/after school child care program that is available in pre-kindergarten through fifth grade (K-5) as resources allow. The program(s) may be conducted in school corporation buildings or community agencies.

Implementation of this policy is delegated to the Superintendent and appropriate administrative staff.

2270 RELIGION IN THE CURRICULUM

The School Board believes that an understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages, instruction about the religions of the world.

The Board acknowledges the degree to which religious influence has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the Corporation schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the Corporation. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the Corporation's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

U.S. Constitution, Amendment, 1

2270.1 Religious/Patriotic Ceremonies and Observances

This Board believes that it is not the province of a public school to advance or inhibit religious beliefs or practices. Corporation staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in act of worship or celebration in the classroom with students. The Corporation shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Corporation property by any party shall be in accordance with Board Policy. Acknowledgement of, explanation of, and teaching about religious holidays of various religions are encouraged~~,~~ but it is the responsibility of all faculty members to ensure that religious activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on any groups or individuals, and do not interfere with the regular school program.

Some religious or patriotic ceremonies or observances may be observed if they further enhance the District curriculum or community pride.

2271 COLLEGE AND UNIVERSITY PROGRAMS

The School Board recognizes the value to students and to the Corporation for students to participate in programs offered by accredited colleges and universities.

Students who have not completed high school may be enrolled in recognized college, dual credit and advanced placement programs and receive high school credit. The credit for such work if applied to a high school diploma or certificate shall be in accordance with the policies of the District.

No student may participate, however, without the written consent of the high school principal.

The Superintendent shall establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students their parents/guardians, and the institutions offering such programs to students of this Corporation. The Superintendent shall also establish procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

2281 FAMILY INVOLVEMENT

The School Board recognizes that each student's education is a responsibility shared by the school and the family. Meaningful family support is critical if a student is to achieve his/her potential.

In order to foster meaningful family involvement, the Board directs the Superintendent to establish a program that both encourages and facilitates parent involvement in their child's educational program. In developing the program, the Superintendent should ensure that the following factors are addressed:

A. Through appropriate school-level decision making, opportunities are available for the parents to participate in determining their child's educational program and procedural matters that affect the way the child functions in school.

B. Curriculum objectives are shared with parents and, if curriculum committees are formed, the parents are invited to be members of the committee, when feasible.

C. When family issues arise that affect the child's effective participation at school, assistance is provided to help the family establish a relationship with special service agencies and support groups in the community.

2312 CLASS SIZE

Recognizing that class size is an important factor in the instructional program with grade-level uniformity and smaller class size as a goal, the Board subscribes to a policy of establishing class size consistent with the instructional pedagogies and needs of students.

The availability of physical facilities, budget considerations, and the characteristics of the student body of specific schools may cause some variations in class sizes.

2330 HOMEWORK

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.

2335 GRADE POINT AVERAGE AND CLASS RANK

Grade point average and class rank should reflect the achievement of students in middle and high school. They should support and recognize scholarship as well as encourage students to take a variety of courses to meet diverse interests. Grades in Advanced Placement (AP) courses, International Baccalaureate terminal courses for which the Higher Level exam (or equivalent) is given, or college level courses will receive additional quality points to be included in the student's cumulative grade point average.

2340 CORPORATION-SPONSORED STUDENT TRIPS

This Board defines Corporation-sponsored student trips as any planned journey away from Corporation premises under the supervision of a staff member to further a course of study. The Board recognizes that such trips, when used for instruction and learning, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed trips should supplement and enrich classroom learning experiences by introducing students to new activities, cultures or experiences, and help students relate school experiences to real world problems and situations. Board approval is required for Corporation-sponsored trips that take students out of the Country. The Superintendent or his/her designee shall develop procedures for approval of all trips within the United States.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent or his/her designee. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip.

2400 HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSES

High school credit may be awarded to middle school students for courses that are equivalent to courses usually completed in grades 9 – 12. Credit will be awarded only when requested by the student and parent/guardian and only for middle school courses designated by the Corporation as equivalent to high school courses. When credit is awarded, the grade received will be figured into the high school grade point average and class rank.

2411 GUIDANCE AND COUNSELING

All students need guidance and direction in their college, career, social and emotional activities to develop competence in a global society. The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the Corporation. Such a program should:

A. enable students to draw benefit from the offerings of the academic program of the schools;

B. assist students in post-secondary education and in career awareness and planning;

C. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;

D. help students learn to make their own decisions and solve problems independently;

E. provide individual consultation with students and/or parents or guardians.

The Superintendent is directed to implement a counseling and guidance program which:

A. involves certified and/or licensed staff members;

B. honors the individuality and diversity of each student;

C. integrates with the total educational program;

D. coordinates with available resources of the community;

E. cooperates with parents/guardians and recognizes their concerns and ideas for the development of their children.

2413 HEALTH AND WELLNESS SERVICES

The Board shall maintain close working relationships with State and local health departments in all matters of health programs in the school. The school staff shall safeguard the health of the child in school by supplementing and reinforcing the efforts of the home and by providing

conditions and educational opportunities conducive to good health. Health and Wellness Services offers medical and nursing services and is responsible for medical decisions.

To protect the health and safety of students, Corporation personnel and the community at large, the Board shall follow all state and federal law pertaining to immunization and other appropriate means for controlling communicable disease. A student who appears to be ill may be removed from school or isolated in their building. Parents who cannot afford medical or dental care should be referred to the school nurse for guidance in obtaining care through community agencies. Such referral is especially important in the case of needed vaccinations and immunizations.

The officers and employees of the School Corporation are responsible for maintaining the health program in accordance with state and federal law and initiating improvements. Provision shall be made for the necessary direction, facilities, materials, and qualified personnel to maintain a comprehensive health program.

Additionally, the Board recognizes the important relationship between nutritional integrity, physical activity, good health and student academic performance. The Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The Board supports and encourages efforts locally and nationally to reduce childhood obesity and the related health concerns of diabetes, elevated cholesterol levels, high blood pressure, asthma, joint problems and others, and believes that products sold in its schools should reflect this policy. It therefore delegates to the Superintendent the development of wellness programs and nutrition programs for students and staff consistent with this policy, best practices and legal requirements. Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical impairment or disability.

2414 HEALTH AND SEX EDUCATION

The School Corporation believes that, in accordance with State law, provision should be made for the teaching of reproductive health, human growth and development, child sexual abuse and dating violence, and the recognition, prevention, and treatment of sexually-transmitted diseases including AIDS Education, as essential ingredients in a comprehensive school health education curriculum.

I.C. 20-30-5-5.7
I.C. 20-19-3-10
I.C. 20-30-5-12

2416 STUDENT SURVEYS

Fort Wayne Community Schools shall make available for inspection by the parents or guardians of a student any materials which will be used in connection with a personal analysis, evaluation, or survey not directly related to academic instruction and which reveal, or attempt

to affect, the student's attitudes, habits, traits, opinions, beliefs, or feelings in the areas outlined below.

FWCS follows state and federal law with respect to student participation in surveys.

20 USC 1232(h)

2421 COLLEGE AND CAREER READINESS

The School Board recognizes the need to prepare students to enter careers of their choice and for postsecondary education. The Board authorizes the Superintendent to design and implement programming to meet those needs, including career awareness and exploration, the integration of academic and vocational or work-based learning, and academic preparedness to pursue higher education.

511 IAC 8
511 IAC 6-10

2430 CORPORATION-SPONSORED CO-CURRICULAR ACTIVITIES, ORGANIZATIONS AND ATHLETICS

The School Board believes that the goals and objectives of this Corporation are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom. Such learning experiences may be conducted on or off school premises by organizations of students sponsored by the Board, and directed by staff advisors. Each school shall maintain a balanced program of co-curricular student organizations and activities consistent with age level and student needs. The oversight of all such organizations and activities shall be the responsibility of building administrators and designated staff advisors.

All students elected to student offices or who represent their schools in co-curricular organizations or activities shall maintain good citizenship records, both in and out of school. Any student who does not maintain a good citizenship record may not be allowed to represent his/her fellow students or the school for a period of time recommended by the principal. Periodic evaluations shall be made by the school principal and the staff so that the best interests of the student and school may be served.

Whenever or wherever an FWCS-sponsored student organization meets or a student activity occurs, all FWCS policy and procedure shall be observed.

FWCS athletic programs should contribute to the physical, social, emotional, and moral wellbeing of youth. Since the primary purpose of the athletic program is to enhance the education of participating students, the Board places top priority on the values of good sportsmanship, team play, and fair competition, in student participation.

Activities affiliated with the school will be open to all students of that school, provided stated qualifications are met.

2440 SUMMER PROGRAMS

The Board of School Trustees authorizes the Superintendent to develop summer programs that provide opportunities for students who are interested in furthering their education beyond the regular school year and to remain on track. Summer school programs may include development, enrichment, and general educational opportunities.

2450 CONTINUING EDUCATION

The objective of the Continuing Education Department is to provide educational and vocational training to adults and students sixteen years of age or older in Allen County who want, need, and can profit from the offered instruction. Enrollment in Continuing Education programs and sources of funding will be in accordance with State guidelines.

Curriculum will be designed to meet the needs of the adult citizens of the community. These needs are many and varied, such as high school completion, high school equivalency (HSE), English language acquisition skills, vocational training~~,~~ or retraining, adult basic education, and recreation activities.

Advisory committees comprised of lay persons who are working in the particular areas help in determining specific programs and course content. All programs and courses will be adequately outlined and maintained on file in the Continuing Education office. The School Board shall maintain low student-enrollment fees in the FWCS Continuing Education Program through the use of all available state and federal grant dollars.

2451 ALTERNATIVE SCHOOL PROGRAM

The School Board recognizes that the regular school program may not be appropriate for all students. The Board will provide, within the resources available, alternative school education programs for students who, in the opinion of the Superintendent, will benefit from additional support. The Superintendent is authorized to seek grants and contract with providers for alternative education programs as necessary.

2460 SPECIAL EDUCATION

FWCS shall provide a free and appropriate public education (FAPE) in the least restrictive environment (LRE) to all eligible special education students. Every attempt will be made to serve disabled students in the context of a regular education classroom and more restrictive environments will be considered only when placement in the regular classroom has been determined by a case conference committee to be inappropriate.

Special Education services will be provided in accordance with state and federal law~~s~~.

20 U.S.C. 1400
511 IAC 7

2464 PROGRAMS FOR HIGH-ABILITY STUDENTS

In accordance with the District mission to educate all students to high standards, FWCS shall maintain an appropriate curriculum to meet the needs of high-ability students.

All functions of a high-ability program shall be in accordance with State definitions and guidelines.

511 IAC 6-9.1

2510 ADOPTION OF TEXTBOOKS

The School Board shall approve all textbooks used as part of the educational program of this Corporation. "Textbook," for purposes of this policy, shall mean the principal instructional materials for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The Superintendent shall be responsible for the establishment of procedures for textbook adoption. The procedures shall include, but not be limited to, the involvement of teachers and parents on an advisory committee for the preparation of recommendations for textbook adoptions. Each textbook selection shall be for an initial period of six (6) years or for as long as the selected textbook's–adoption is effective, whichever is less. Any selection may be extended beyond that period for as long as the Superintendent deems the textbook satisfactory and as long as it remains on the appropriate state-adopted list.

2520 SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The School Board shall provide instructional materials and equipment, within budgetary constraints, to implement the Corporation's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The amount of funds budgeted, the accounts under which funds will be budgeted, the allocations of all monies to individual schools, and the procedures to be followed in budgeting and allocating of funds will be the responsibility of the Superintendent of Schools or personnel designated by the Superintendent.

A student or his/her parents/guardians shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

Costs for replacing lost instructional materials will be charged to the student to whom the materials are assigned.

The instructional materials fee or book rental fee to cover the rental cost of nonconsumable textbooks and related materials and the total cost of consumable materials such as workbooks shall be paid for by each student's parent/guardian or in accordance with State textbook

reimbursement rules. Expenditures for both consumable and nonconsumable materials will be made from the textbook rental fund only for materials approved by the governing body. All monies collected by the sale or rental of adopted materials will be receipted in the Textbook Rental Fund.

The cost of materials used for student projects that become the property of students will be paid by the individual students.

2531 COPYING COPYRIGHTED MATERIALS

It is the intent of the Board to adhere to the provisions of federal copyright law and to deter Corporation employees from violating the law. In this respect, the Board prohibits Corporation employees from infringing on the rights of copyright owners. All duplication, retention, and use of copyrighted materials by Corporation employees shall be in conformance with federal copyright law. Employees violating federal copyright law do so at their own risk and assume all liability for their actions.

By its adoption of this policy, the Board does not intend to discourage Corporation employees from lawfully duplicating and using copyrighted materials. Federal copyright law contains several important exceptions to the rules prohibiting the duplication or use of copyrighted materials. The most significant of these exceptions for the majority of employees is the "fair use" provision of the law. Under this exception educators are permitted to reproduce and/or use certain copyrighted materials for purposes of teaching, scholarship, or research. Furthermore, Corporation employees are also entitled to reproduce or use copyrighted works if the owner of the copyright grants them permission to do so in a license, agreement, or letter.

17 U.S.C. 101 et seq.

2610 CONTINUOUS EVALUATION OF DISTRICT CURRICULUM

The Board has the responsibility for assessing the accomplishment of District goals. The Board considers curriculum evaluation to be a matter of great importance and recognizes the need for continuous evaluation by the Curriculum Department with teacher input. Such evaluation shall be expected to result in recommendations for changes in content, methods, and instructional materials.

The Board reserves the right to employ experts from outside the School Corporation to serve in the evaluation process and to recommend changes.

The Board will annually make available to the public the progress of the student body toward the goals of the Corporation.

511 IAC 5

2623 STUDENT ASSESSMENT

The District shall follow all state and federal law with respect to mandatory student assessment. State and local test results shall be available and meaningfully communicated to parents and guardians. The results of all test data concerning an individual are of a confidential nature. All personnel with access to this information will regard it as such. It is the responsibility of the school to ensure that the results of the group tests and individual evaluations are entered into the official records.

SERIES 2000 PROGRAM – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

2000-2623 Approved March 22, 2021
2260 Approved October 14, 2024

3111 APPROVAL OF POSITIONS

The School Board recognizes the need to establish positions that, when filled by competent, qualified staff, will assist the Corporation in achieving the goals set by the Board. The Superintendent shall have the authority to create new positions, job descriptions and titles. The Board expects the Superintendent to recommend the best available personnel for employment to meet existing staffing needs through a planned and effective recruitment program.

It is the responsibility of the Superintendent to determine the personnel needs of the Corporation and to locate suitable candidates to recommend for employment. The Corporation employs only people who are lawfully authorized to work in the United States. The Superintendent shall verify all new employees' right to work in the United States according to state and federal law.

3112 BOARD-STAFF COMMUNICATIONS

The Board of School Trustees desires to maintain open channels of communication between itself and the staff. The basic line of communication shall be through the Superintendent.

3121 BACKGROUND CHECKS

Indiana law requires FWCS to conduct expanded criminal history and child protection index checks for all applicants for employment and current employees, including contracted staff, who are likely to have direct, ongoing contact with children within the scope of their employment. All FWCS employees must obtain expanded criminal history background checks every five years. FWCS also requires volunteers to receive criminal background checks.

3122 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Board that no staff member or candidate for such a position in this Corporation shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education, on any basis stated in this Board's Nondiscrimination Policy 1500.

The School Corporation continues its efforts to promote equal employment opportunities throughout the organization in the following ways:

> Recruit, hire, provide professional learning opportunities, promote staff consistent with the principles of equal employment opportunities and administer personnel policies and procedures consistent with the principles of equal employment opportunity.

The Superintendent shall appoint compliance officers, whose responsibility it will be to promptly address any discrimination complaints and to ensure that the District complies with all state and federal law. The compliance officers shall provide notice of applicable nondiscrimination laws to staff members and the general public.

The achievement of equal employment opportunity requires cooperation from all school system employees. To this end, the Superintendent charges the entire staff with this responsibility.

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972
29 U.S.C. 701 et seq., Section 501, 504 and 505 of the Rehabilitation Act of 1973
42 U.S.C. 12112 et seq., Title I of the Americans with Disabilities Act of 1990 (ADA)
42 U.S.C. 2000e et seq., Title II, VI, and VII of the Civil Rights Act of 1964
Pub. L. 90-202, The Age Discrimination in Employment Act of 1967 (ADEA)
Sections 102 and 103 of the Civil Rights Act of 1991
Pub. L. 88-38, The Equal Pay Act of 1963 (EPA)

3122.1 **Drug-Free Workplace**

> The Board prohibits the manufacture, possession, use, distribution, or dispensing of any illegal controlled substance by any member of the Corporation's staff at any time while employed by the District. Any staff member who violates this policy shall be subject to disciplinary action.
>
> The Human Resources Department shall provide an Employees Assistance Program to assist employees who struggle with substance abuse.
>
> 41 USC 701 et seq., Drug-Free Workplace Act of 1988, as amended

3131 REDUCTION IN STAFF

The Board delegates to the Superintendent the responsibility to provide the necessary staff for the implementation of the educational program of the Corporation and the operation of the

schools and to do so efficiently and economically including the right to abolish positions in the Corporation and to reduce the staff whenever warranted.

3132 VACANCIES

It shall be the policy of the School Board to employ the most qualified individual for any Corporation vacancy at any level. Vacancies shall be posted and all members of the staff shall be eligible to apply provided they are properly qualified. The Superintendent shall establish procedures to facilitate identification and screening of all candidates.

3140 TERMINATION AND RESIGNATION

The Board delegates to the Superintendent the authority to develop procedures to ensure that employees are provided due process and that all alleged employee misconduct is thoroughly investigated.

The Human Resources Department shall have the authority to recommend employees for termination for just cause. All proposed terminations and resignations shall be brought before the Board in a personnel report.

I.C. 20-28-7.5 et seq., 5-8-4-1

3150 DISCIPLINARY ACTIONS

Fort Wayne Community Schools is committed to excellence in all areas of the organization. To fulfill its mission of providing a safe environment and an educational program in which every child achieves, it must rely on all employees to set exemplary standards of professionalism.

In the event that an employee violates FWCS policy, procedure or a work rule, FWCS shall apply the District's procedure for progressive discipline. District personnel shall abide by current contracts and state and federal law to impose penalties for disciplinary reasons.

3170 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The School Board shall establish an Employee Assistance Program (EAP) to provide early confidential assistance to employees and their families in order to resolve personal problems, including but not limited to addiction, alcohol and substance abuse.

The Employee Assistance Program shall provide the following services:

A. consultation;

B. intervention;

C. assessment of personal problems;

D. referral to appropriate prescreened public or private agencies or practitioners for further evaluation and/or ongoing assistance; and

E. coordination of referral services with Fort Wayne Community Schools network plan providers carried under employer benefit plan(s).

The Employee Assistance Program is intended to:

A. retain valued employees and restore productivity;

B. minimize the impact of personal problems in the workplace;

C. encourage all employees with behavioral, personal or emotional problems to seek professional assistance with assurance of confidentiality; and

D. provide professional, confidential assessment and referral service to assist employees in overcoming persistent or serious problems which may tend to jeopardize their health and continued employment.

Assistance through this program is available to all School Corporation employees, their spouses and legal dependents living in their homes.

The EAP will not replace existing procedures.

Employees are encouraged to utilize the Employee Assistance Program.

3213 RESPONSIBILITY FOR STUDENT SUPERVISION AND WELFARE

Staff members are responsible for the supervision and well-being of all students. It is the responsibility of the staff to ensure the maintenance of the following standards:

A. Students shall be under adult staff supervision at all times while on school premises during school hours.

B. Administrators or their designees shall not release students to individuals other than legal parents or guardians without the permission of a legal parent/guardian. When students are taken into custody by law enforcement officers or the Department of Child Services, building administrators shall complete the appropriate paperwork per District procedure.

C. Each staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

D. A staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

E. Staff shall provide proper instruction in all safety matters.

F. Each staff member shall immediately report to the principal any accident or safety hazard s/he detects.

G. The Board discourages the practice of children leaving school premises for any reason during the school day. If there is a need for the student to be away from the school premises, prior principal and parental approval must be obtained.

H. Each staff member shall have the approval of both the principal and parent for viewing of any media outside of the approved District curriculum.

I. A staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity which could be considered abusive, illegal, or sexually suggestive or could involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a staff member from associating with students in private for legitimate or proper reasons.

If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, the staff member may help the student make contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's problem. When a staff member determines that a student is in need of these services, he or she shall report the matter to the principal and appropriate authorities if required. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

Parents are to be notified, unless the student requests otherwise. Staff should refrain from promising confidentiality, as reporting to others may be required by state and federal law.

J. A staff member shall not transport students in a private vehicle without parent permission and the approval of the principal. Staff shall only transport students in their personal vehicles without a second adult in the vehicle in emergency situations.

K. A student shall not be required to perform work or services that may be detrimental to his/her health.

L. Each staff member shall immediately report to the principal and the proper legal authorities any sign of suspected child abuse or neglect. Staff shall follow state and federal privacy law with respect to the release of education records.

I.C. 31-33-5 Duty to Report Child Abuse or Neglect

3216 STAFF DRESS AND GROOMING

The School Board believes that staff members set an example in dress and grooming for their students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

All staff members shall, when assigned to Corporation duty:

A. dress in a manner consistent with their professional responsibilities;

B. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

3217 DANGEROUS WEAPONS

The School Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member pursuant to state law while on Corporation property, at a school-sponsored event, or in a school vehicle.

I.C. 35-47-9-2

3220 STAFF EVALUATION

The Board delegates to the Superintendent the responsibility of developing, organizing, and implementing a system-wide program for evaluation of all staff as one means to ensure quality instruction.

If a staff member after being offered a reasonable degree of assistance fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal procedures may be invoked where appropriate.

511 IAC 10-6

3231 RESEARCH AND PUBLISHING

A. Staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

B. Materials which might be considered for publication and/or production, which identify the Corporation in any manner, shall be cleared with the Superintendent prior to publication and/or production.

C. Publications and productions shall be subject to the following copyright provisions:

1. Rights to copyrights or patents or books, materials, devices, etc. developed by staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

   a. the books, materials, devices, etc. were prepared without the use of Corporation data, facilities, and/or equipment;

   b. the Corporation is granted the privilege of purchasing the materials or products free of any copyright or royalty charges,

   c. the staff member does not become involved in any way in the selling of the product to the Corporation.

   The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent who shall submit such decisions to the Board.

   Staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the staff member are protected.

2. Unless specifically authorized otherwise by the Superintendent, all books, materials, devices, or products which result from the paid work time and/or prescribed duties of staff members shall remain the property of the Corporation. Corporation shall retain all rights and privileges pertaining to the ownership thereof.

   In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the Corporation.

   The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

3241 PROFESSIONAL ASSOCIATIONS

The School Board encourages staff members to maintain active memberships in local, state, and national organizations that have as their purpose the improvement and expansion of the professional role of teachers and welfare of students.

The Superintendent is authorized to purchase institutional memberships in those professional organizations that provide employee in-service opportunities, literature, legislative input or technical information that support and benefit the Fort Wayne Community Schools.

3242 PROFESSIONAL GROWTH

The School Board recognizes the importance of the professional growth of staff and, therefore, encourages the participation of staff members in professional learning and training programs. The Superintendent shall plan and implement a professional learning program of staff development for all staff members.

The Board may reimburse in accordance to the negotiated contract or policy agreements staff members for the costs incurred in participation of such programs.

3320 PERSONNEL FILES

It is necessary for the orderly operation of the Corporation to maintain personnel files for the retention of appropriate documentation bearing upon an employee's duties, qualifications and responsibilities to the Corporation and the Corporation's responsibilities to the employee.

The School Board requires that sufficient records exist to document an employee's qualifications for the job held, eligibility for benefit programs, and evidence of completed evaluations and formal Board discipline. Such records will be kept in compliance with state and federal law.

The Board delegates to the Superintendent the authority to develop procedures for the maintenance of personnel records.

Health or medical records must be maintained separately and confidentially, and may not be made available to other school employees except as necessary for them to discharge the responsibilities of their position.

3362 HARASSMENT

It is the policy of the Fort Wayne Community Schools to maintain a learning and working environment that is free from harassment.

It shall be a violation of this policy for any employee of the School Corporation to harass another employee, student, or his or her family through unwelcome conduct or communication.

The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

3362.1 **Sanctions for Misconduct**

The Superintendent shall ensure that the policy and administrative guidelines are available to all staff members and are posted in appropriate places throughout the Corporation.

The Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act and ADA Amendments Act of 2008 (42 USCS § 12101, et seq.)

3440 JOB-RELATED EXPENSES

The School Board authorizes the payment of actual and necessary expenses, including traveling expenses, of any staff member of the Corporation incurred in the course of performing services for the Corporation, whether within or outside the Corporation. The Board authorizes the Superintendent to develop procedures to determine the validity of job-related expenses.

SERIES 3000 STAFF – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

3000-3440 Approved August 26, 2019

5112 ENROLLMENT

The School Board shall establish student enrollment criteria consistent with Indiana law and sound educational practice that ensure equitable treatment and proper placement.

5112.1 **Preschool**

The Superintendent shall determine the schools that will offer preschool for the District and all students who lives in the attendance areas for those schools shall be eligible for preschool, provided that they have attained the age of four (4) on or before August 1st of the school year or the age of three (3) for the programs at designated schools.

5112.2 **Kindergarten**

Each child of legal settlement shall be eligible for kindergarten providing that s/he has attained the age of five (5) on or before August 1st of the school year.

The enrollment requirements for kindergarten may be waived if an appeal by the parents is approved as per procedures established by the Superintendent.

If a student enrolls in school and has not attended kindergarten, the Superintendent shall determine the appropriate entry grade for the student.

5112.3 **First Grade**

A child should have attained the age of six (6) years on or before June 1st to be eligible to enter first grade.

5112.4 **All Other Grades**

The procedure for enrollment at all grade levels beyond first shall be determined by the Superintendent.

Enrollment procedures shall comply with State law. To enroll a child in school, a parent or guardian must provide a birth certificate and the name and address of the last school the child attended, if any, a certified copy of any custody order or decree, placement, written certification that proper immunization is completed or will be no later than the first day of school, unless an exemption has been granted pursuant to Board Policy, and proof of residence.

I.C. 20-33-2-7

5114 FOREIGN AND FOREIGN-EXCHANGE STUDENTS

The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this Corporation.

The Board will permit the admission of foreign students and foreign-exchange students (from student exchange programs approved by the State Board of Education) whose host family resides in this Corporation provided that satisfactory application is made prior to August 1st of the school year in which the student desires to enroll. There are no exceptions unless specifically authorized by the Superintendent.

The number of foreign-exchange students shall be determined in the Superintendent's procedures.

I.C. 20-26-11-10(b)

5115 ACCEPTANCE OF TRANSFER STUDENTS

It is the policy of Fort Wayne Community Schools to accept the transfer of students with legal settlement outside the boundaries of the Corporation, subject to the limitations described herein. The Corporation will not discriminate in accepting transfer students on the

basis of their academic records, scores on state accountability tests, disciplinary records except as permitted by law or disability.

The Board delegates to the Superintendent or designee the task of determining the number of transfer students the Corporation has the capacity to accept by grade level, and submitting that information to the Board for inclusion in its minutes. The Superintendent or designee shall also submit that information to the State as required.

The Board delegates to the Superintendent or designee the authority to deny a request for transfer if the applicant has been suspended or expelled during the twelve month period preceding the transfer application:

1. For ten or more school days;
2. For a violation under I.C. 20-33-8-16 (firearms, deadly weapons or destructive devices);
3. For causing physical injury to a student, school employee or school visitor;
4. For a violation of a school's drug or alcohol rules; or
5. When the applicant is ineligible to enroll during a period of expulsion or proposed expulsion under I.C. 20-33-8-30.

The parent or guardian of an applicant is responsible for providing the Corporation all records or information necessary to determine whether the transfer application may be denied on these grounds.

Cutoff dates for consideration of transfer applications, other than for members of households in which another household member is a student in the Corporation or who is the child of a Corporation employee, shall be as follows:

1. If the transfer application includes all records or information necessary to make the determination under the preceding paragraph in the opinion of the Superintendent or designee, the application must be received by:
    a. August 1 for fall semester enrollment;
    b. December1 for spring semester enrollment.
2. If the transfer application does not include the specified records in the opinion of the Superintendent or designee, the application must include an authorization for the release of the specified records from the predecessor school and must be received by:
    a. June 1 for fall semester enrollment;
    b. November 1 for spring semester enrollment.

If the number of transfer requests received by the cutoff date exceeds the capacity of the Corporation in the appropriate grade level, the determination of which students will be accepted will be determined by random drawing in a public meeting, except for members of households having another household member who is a Corporation student or whose parent is a Corporation employee who have priority by law.

Assignment to a Corporation school of an accepted transfer student shall be made at the discretion of the Superintendent or designee consistent with the best interests of the student and the best use of the resources of the Corporation. The Corporation may require additional information, education records or assessment to determine appropriate assignment. Transportation may be provided within Corporation boundaries for transfer students where applicable.

The Superintendent or designee shall develop procedures to implement this Policy.

I.C. 20-26-11-32; I.C. 20-33-8

5120 INTERDISTRICT TRANSFER AND LOTTERY

The School Board directs that the assignment of students to schools within this Corporation be consistent with the best interests of students and the best use of the resources of this Corporation.

5130 WITHDRAWAL FROM SCHOOL

The School Board affirms that it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. School staff are expected to encourage students to complete school and not drop out prematurely.

The Board directs that whenever a student~~,~~ who is at least sixteen (16) years of age but less than ~~to~~ eighteen (18) years of age wishes to withdraw from school, the Superintendent shall ensure that an exit interview will be conducted with the student, his/her parents, and the student's principal.

The student may not withdraw from school unless the student, the student's parent or guardian and the principal agree to the withdrawal and each provides a written consent for the student to withdraw from school that includes the requirements of I.C. 20-33-2-9(c).

I.C. 20-33-2-9

5163 INTERNET ACCESS

Access to information is critical for learning and an important component of a free society. At the same time, Internet access involves issues of security, user privileges, and questions concerning the appropriateness of certain kinds of information. Fort Wayne Community Schools is committed to providing Internet access to students and staff in an equitable, meaningful, and safe manner.

The Board delegates to the Superintendent the creation of internet-use procedures for staff, students, and parents, and will make these procedures available to all staff, parents, guardians, and other members of the community. The District and will provide parents and guardians the option of requesting for their children alternative activities not requiring Internet use.

The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Students should use Internet resources in accordance with the guidance and direction of the staff. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Any violation of District policy and rules may result in loss of District-provided access to the Internet or additional disciplinary action.

5200 ATTENDANCE

The Board emphasizes the value of regular attendance in enabling students to profit from the school program.

The Board delegates to the Superintendent the authority to develop a comprehensive policy for attendance to be distributed to all parents and students that complies with all applicable state and federal law, and that is consistent with this Policy. District procedures are communicated to students and parents in the FWCS Code of Conduct.

I.C. 20-33-2 et seq.

5201 RELIGIOUS HOLIDAYS

Students absent from school for religious observation or instruction will be counted as present, however parents will be asked to provide for the school a written request prior to the absence so that teachers may, whenever necessary, make advance assignments. Students are always expected to make-up school work for any absence.

5215 HABITUAL ABSENCE

It is the interest of this School Board to cooperate with local, State, and National efforts to decrease the number of missing children.

The Superintendent shall report a child who is habitually absent from school to the Department of Child Services.

I.C. 20-33-2-25

5320 IMMUNIZATION

In accordance with state law, the School Board requires that all students be properly immunized against

(1) diphtheria;
(2) pertussis (whooping cough);
(3) tetanus;

(4) measles;
(5) rubella (German Measles);
(6) poliomyelitis; (polio)
(7) mumps;
(8) varicella; (Chicken Pox)
(9) hepatitis A;
(10) hepatitis B;
(11) meningitis; and
(12) any other communicable diseases designated by the State Board of Health as medical information becomes available that would warrant the expansion or modification in the interest of public health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with school guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence the exclusion process, unless the parents have filed an appropriate religious objection or submitted an appropriate physician's statement that the needed immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

A school that enrolls grade 6 students shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health under subsection (c) concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

I.C. 20-34-4 et seq., 20-34-4-3(b)

5330 USE OF MEDICATIONS

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with authorization for any self-medication by his/her child. All forms of medication shall be administered in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of medication to another student.

5340 ACCIDENTS

School personnel have certain responsibilities when accidents occur in school, on school property, or at school-sponsored events. Those responsibilities extend to the administration of first aid, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Accidents include any events that happen by chance or that are without apparent or deliberate cause relating to the physical injury of a student.

Employees should administer first aid within the limits of their knowledge of recommended practices.

The Board delegates to the Superintendent the authority to develop procedures for the reporting of accidents.

5341 EMERGENCY MEDICAL AUTHORIZATION

The Corporation will maintain an authorization for emergency medical treatment for every student and will adhere to the instructions on the authorization form.

5345 CHILD ABUSE AND NEGLECT

The safety and well-being of students is of paramount concern to the School Board.

Each staff member employed by this Corporation that has reason to believe that a child is the victim of abuse or neglect shall immediately report the information to local law enforcement or the Department of Child Services.

The Board delegates to the Superintendent the authority to develop procedures for reporting child abuse and neglect and to cooperate with local law enforcement and the Department of Child Services to the fullest extent possible, within the parameters of state and federal law.

Information concerning alleged child abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

I.C. 31-33 et seq.

5350 STUDENT SUICIDE

The School Board recognizes that physical, behavioral, and social/emotional health is an integral component of a student's educational outcome. The Board further recognizes that suicide is a leading cause of death among youth, and that youth are more likely than adults to think about and attempt suicide.

The Superintendent shall provide suicide awareness and prevention training to students and staff, as required by Indiana Law.

I.C. 20-28-3-6, 20-26-5-34.4

5410 STUDENT PLACEMENT AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting and level most appropriate to their needs and abilities.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved and if approved by the Superintendent. Exceptions will always be made after prior notification and explanation to each student's parents, but the final decision will rest with the Superintendent or his/her designee.

No student who completes a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

The School Board believes that the cooperation of school and home is a vital ingredient to the growth and education of each child. Recognizing its responsibility to keep parents informed of student welfare and progress in school, the school will make periodic reports to each student's parents or guardians.

I.C. 20-2 et seq.

5421 GRADING

The School Board recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents determine properly how well the student is achieving the goals of the Corporation's program.

The Corporation's grading system should be a reliable system that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes.

A student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

5451 STUDENT RECOGNITION

The School Board values excellence and wishes to instill in students the desire to do their best in all things. It shall be the policy of this Board, to recognize outstanding accomplishment in both curricular and extracurricular areas.

The Board authorizes the Superintendent to develop a plan for recognition of outstanding student achievement based on well-defined, consistent criteria and standards.

5460 GRADUATION

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by the State.

The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.

The Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. These students may participate in the graduation ceremonies with their designated class.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

I.C. 20-32-4 et seq.; 511 IAC 6-7.1 et seq. -1 to 15; 511 IAC 5-1 et seq. -1 to 6

5463 TRANSFER CREDITS

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the Board establishes the following policy and criteria regarding the acceptance of credits from educational institutions and home schools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work that align with Indiana-approved course titles and descriptions shall be granted as appropriate after the student's transcript or evidence of course work has been received and approved. The Corporation reserves the right to assess such transfer students in order to determine proper placement and to assure the student can demonstrate the educational prerequisites to a placement.

The Board delegates to the Superintendent the authority to develop procedures for awarding grades to transfer credits.

I.C. 20-19-2-10

5470 HOME SCHOOLING

The Board encourages the community of Fort Wayne to all school-age children resident in this Corporation so that they may enjoy the benefits of well-planned educational programs and socialization in a diverse environment.

Any student who is educated outside the Corporation may not enroll in school-year academic courses or participate in any of the Corporation's co-curricular or extracurricular activities.

I.C. 20-33-2-12

5530 DRUG ABUSE PREVENTION

The Board recognizes that drug abuse is a serious problem with legal, physical and social implications for the entire school community.

The Superintendent or his/her designee shall develop and provide drug prevention education and intervention programs for the schools. Acknowledging that the responsibility for seizure of illegal drugs and drug paraphernalia belongs to law enforcement, District personnel shall report all illegal drug activity to School Resource Officers or FWCS security personnel and administer appropriate disciplinary consequences.

The Superintendent shall establish procedures necessary to implement this policy.

I.C. 20-30-5-11

5530.1 **Search and Seizure**

The Board recognizes its obligation to balance the privacy rights of students with its responsibility to provide a safe and alcohol/drug-free learning environment.

A school official may search a desk, locker, student or a student's personal belongings including purses, book bags, motor vehicles or containers if they have reasonable suspicion that a student has violated or is violating either the law or the rules of the school.

The specific procedures to implement this policy will be reviewed annually by legal counsel and published each year in the Code of Conduct.

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as firearms and bombs on school property under the conditions established by the Superintendent.

U.S. Constitution, 4th Amendment
I.C. 20-33-8-32

5540 GOVERNMENTAL AND PRIVATE SERVICE AGENCIES

The Board is committed to protecting and supporting students and recognizes its responsibility to cooperate with state and federal governmental agencies as well as private service or welfare agencies.

5600 STUDENT DISCIPLINE

To function properly, public education must provide equitable learning opportunities for all students. Positive Behavior must be taught and demonstrated, including an appreciation for the rights of others. No school or school system can discharge these responsibilities if it permits students to disregard disciplinary rules adopted for the benefit of all. The School Board acknowledges that positive behavior is closely related to learning and that an effective instructional program requires an orderly school environment.

The Superintendent shall provide all students and their parents with a copy of the FWCS Code of Conduct that contains the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the procedures that will be followed in administering discipline. Students shall adhere to the Code and all staff shall follow it when managing student discipline. The Superintendent shall ensure that all members of the staff follow the Code when supporting and interacting with students. No student is to be removed, suspended, and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Code.

The Superintendent shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

I.C. 20-8.1-5-1 et seq., 20-8.1-5-3(c)(2)
20-33-8 et. seq.

5600.1 **Discipline of Special Education Students**

Disciplinary procedures affecting special education students will be administered in compliance with federal and state law. A manifestation determination will be scheduled if disciplinary charges recommending expulsion are filed.

IC 20-19-2-8; IC 20-19-2-16
511 IAC 7-44-5

5601 BULLYING

This Board prohibits acts of harassment, intimidation and bullying of or by students. Students require a safe and civil school environment to learn and bullying disrupts the District's ability to educate all students to high standards. Students and staff shall treat others with civility and respect.

The Board delegates to the Superintendent the authority to develop procedures for reporting and investigating incidents of bullying in the District. The procedures shall define bullying, with recognition that bullying can be verbal or physical, and can occur in social/relational or electronic/written forms. The District shall train staff and volunteers who have direct, on-going contact with students about the procedures and will provide age-appropriate, research-based instruction to students on bullying prevention.

Further, the Superintendent shall adopt disciplinary rules in the FWCS Code of Conduct to assure appropriate consequences and remedial responses for incidents of bullying. Reprisal or retaliation against individuals who report bullying activity or who are victims, witnesses, bystanders, or others with reliable information about an act or instances of bullying is prohibited.

I.C. 20-33-8-13.5

5602 EXTRA-CURRICULAR CODE OF CONDUCT

Participation in school extra-curricular activities is a privilege which carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is healthy and positive for themselves, their family, their, school, and their community.

Participants in the school's extra-curricular activities shall be governed by local and state law, related State-association regulation, the FWCS Code of Conduct and the Extra-Curricular Code of Conduct.

5603 CRIMINAL ORGANIZATIONS

Fort Wayne Community Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, school buses, or at school sponsored functions. The District encourages students and requires staff to report conduct that threatens the safety of our schools and will not allow any form of reprisal against an individual who brings forward reliable information of destructive or illegal activity, whether from one person or a group of people.

The Superintendent shall develop a procedure for reporting and investigating suspected criminal organization activity. The procedure shall include information about student and family support services that are available for students suspected of participating in criminal organization activity.

I.C. 20-26-18 et seq., I.C. 20-19-3-12, I.C. 35-45-9-1

5611 STUDENT DISCIPLINE APPEALS

The Board of School Trustees will hear appeals in student discipline cases only in certain circumstances. In order for the Board to consider an appeal, the student's case must first be reviewed in an intermediate appeal conducted by the Superintendent's designee after a request is made by the student or the student's parent within ten (10) days of receipt of a notice of action taken in the expulsion meeting. Anyone who requests an appeal to the School Board in a timely manner will be informed of the provisions of this policy.

The Superintendent's designee may consider in an intermediate appeal the record of the expulsion meeting, any evidence discovered since the expulsion meeting, and the positions of the parent and the school as presented to the designee, either orally or in writing, at the designee's option.

Following the intermediate appeal, the student or the student's parent may request review by the Board, but that review will be granted only if one of the following criteria is met:

A. New evidence is discovered that would have a significant probability of affecting the outcome of the proceedings. The student or his/her parent or legal guardian may submit a summary of that evidence to must agree that it is 1) newly discovered evidence and 2) has a significant probability of affecting the outcome. The review committee shall consist of the Superintendent, the General Counsel, and the President of the Board or his/her designee.

B. The issue or issues involved in the appeal raise significant questions of School Board policy not previously resolved by the Board in its existing policies including its

student discipline policies, and a review committee consisting of the Superintendent, the General Counsel, and the Board President or his/her designee agree that a significant question exists, which has not been previously resolved by the Board.

If an appeal to the Board is inappropriate as determined by this policy, the Superintendent shall submit a recommendation to the Board to refuse to consider an appeal stating whether the appeal is inappropriate due to failure to pursue an intermediate appeal, that there is no newly discovered evidence in compliance with this policy, or that there is no significant unresolved issue of Board policy. The Board shall then vote upon that recommendation in a public session.

If an appeal to the Board is appropriate as determined by this policy, the Board shall meet in executive session to consider a written summary of the evidence heard at the expulsion meeting, any newly discovered evidence, and the arguments of the principal or principal's designee and the student or the student's parent or legal guardian. The Board's final decision shall be made in a public session.

5630 CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the School Board does not condone the use of unreasonable force or fear as an appropriate procedure in student discipline.

The physical striking or touching of a student with the intent to induce bodily pain by a school employee or other adult representing the school shall not be permitted as an option in disciplining students. Alternative practices shall be utilized.

It is recognized that reasonable use of physical force and restraint may be necessary to quell a disturbance threatening physical injury to others or self, to obtain possession of weapons or other dangerous objects from students, or for the purpose of self-defense.

I.C. 20-33-8; 35-41-3-1

5722 STUDENT SPEECH

While this Board acknowledges that children do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate, it will not tolerate speech that creates a material and substantial threat of interference with the school's operational integrity or educational mandate, or that infringes on the rights of another student. This Policy applies to school-sponsored student speech as well as the independent speech rights of students.

The Board acknowledges that students learn the parameters of their First Amendment rights and responsibilities through student publications and productions. Student publications should provide a full opportunity for students to inquire, question, and exchange ideas, and content should reflect all areas of student interest, including topics about which there may be dissent or controversy. However, this Board recognizes that educators have the authority to exercise

editorial control over the style and content of student speech in school-sponsored expressive activities.

The independent speech of students must comport with state and federal law, as well as District policy and procedures. The Board does not allow speech that may reasonably be viewed as promoting illegal behavior or that is offensively lewd, indecent or discriminatory. The time, place and manner of student speech shall be determined by building administration.

5730 STUDENT GROUPS

Student groups have an important place in our schools because, when properly organized and operated, they:

A. extend and reinforce the curriculum;

B. give student practice in leadership and self-government;

C. build student morale and spirit of positive support for schools;

D. honor outstanding student achievement; and

E. provide wholesome social and recreational activities.

Participation in a student-initiated meetings must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color or ethnic group, religion or religious practice, national origin, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability or any other basis prohibited by state or federal law.

The School Board acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and consult with the administration.

A. Authorized School Organizations.

The Board will authorize school groups once sponsored by school personnel and approved by the school principal. Authorized school groups shall be entitled to meet during non-instructional time if approved by the principal.

The Board delegates to the Superintendent the authority to enact procedures related to the use of facilities by student groups.

The School Corporation or school may deny access to or suspend the meeting privileges of any group which fails to comply with the foregoing rules.

5751 PARENTAL-MARRIED STATUS OF STUDENTS

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the schools of this Corporation.

The School Board's responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuine regular school classes shall be based upon the assessed needs of such students and the resources of the Corporation.

The school may request medical verification of a student's ability to continue in all classes in his/her program.

5780 STUDENT RIGHTS

The School Board recognizes that students possess the right to an education.

In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to educational programs, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the right of others, obedience to properly constituted school authority, and compliance with the policies and procedures of this Corporation.

5830 STUDENT FUNDRAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited.

Fund-raising activities must comply with State law.

The Board delegates to the Superintendent the authority to establish procedures for fundraisers.

I.C. 4-32-9-1 et. seq.

5850 SOCIAL EVENTS

The School Board recognizes the value of student social events in enhancing and enriching the educational experience for the children of this community.

Parties, dances, and comparable social events have an important place in a well-rounded school program. The staff is encouraged to organize and sponsor appropriate social activities.

All social events shall be supervised by an adult.

Permission to have a social event shall be cleared with the building principal and placed on the calendar.

As voluntary participants in school social events, students shall be subject to the procedures and rules established in the FWCS Code of Conduct.

5880 PUBLIC PERFORMANCES BY SCHOOL GROUPS

The Board recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. Teachers shall encourage students to participate in public performances when such performances:

A. advance both the aims of the schools and the needs of the students;

B. are sponsored by organizations which promote equal opportunity;

C. are appropriate to the age group; and

D. are approved by the principal.

SERIES 5000 STUDENTS – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

5000-5880 Approved November 26, 2018

6110 FUNDING FROM GRANTS

In order to offer the best educational opportunities for all students, the Board or Superintendent will consider proposals for grant applications that meet the strategic plans and goals of the District. A grant is defined as non-repayable funds or products disbursed or given by one party (grant makers/grantors) to a recipient (grantee), which carry an obligation or obligations required of the grantee. Schools and departments are encouraged to apply and/or implement grants individually or with educational partners that align with the District, school, and department goals.

The acceptance of any grant exceeding $25,000 and/or requiring the commitment of additional District funds shall require approval of the Board of Trustees. The Superintendent shall have the authority to accept grants totaling $25,000 or less and if they do not requiring the commitment of additional District funds. All grant applications must be approved by the applicant's department head and on file with the Business Department, which will monitor awarded grants to track the budgeting and spending to meet the conditions and intent of the grant.

6144 INVESTMENT INCOME

The School Board authorizes the Treasurer or a Deputy Treasurer to make investments from Corporation funds as allowed by law.

The purpose of the investments is to maximize the returns on the Corporation's fund balances consistent with the safety of those monies and the desired liquidity of the investments.

The Corporation may contract with a depository for the operation of a cash management system pursuant to Indiana law.

Money in the Corporation funds may be commingled for the purpose of making an investment. Investment income will be deposited in the General Fund, unless the law or a separate Board arrangement dictates otherwise.

This Policy will expire four years after approval at which time it must be reapproved by the Board.

I.C. 5-13-9 et seq., 5-13-11 et seq.

6145 DEBT POLICY

The Superintendent may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax-anticipation warrants. Funds are to be borrowed from the institutions or organizations offering terms favorable to the School Corporation following approval by the Board. The Superintendent is authorized to obtain emergency loans without prior Board approval when needed to keep the School Corporation in operation. Such loans must subsequently be brought to the Board for ratification.

The Board recognizes that annual funding is insufficient for certain capital expenditures. When it is necessary to borrow funds for capital expenditures, the Board agrees that the repayment term should not exceed the life of the capital expenditure. All borrowing must be preapproved by the Board and follow all statutory requirements. The Superintendent shall annually develop plans for anticipated future borrowing including the impact on future annual debt repayment.

6152 STUDENT FEES, FINES, AND CHARGES

6152.1 **Special Materials Fee**

A "special materials fee" may be assessed to all students in accordance with the grade level or classification of the student. Students eligible for state textbook assistance will not be assessed. This fee will be used for certain expendable instructional materials utilized by the student as a part of a basic curriculum. An additional minimum fee may be charged for those activities beyond the basic curriculum in which the student may elect to participate, the projects of which

become the property of the student. All special materials fees shall be approved by the Board.

6152.2 **Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

Borrowed books or materials from school libraries not returned will be subject to appropriate fines.

All fines collected will be deposited in the appropriate fund.

6152.3 **Unpaid Fees/Fines**

In the event the above course of action does not result in the fee being collected, the Board authorizes the Corporation to use appropriate collection processes.

6153 COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owned to it by patrons, employees, parents and students, including money owed through student lunch accounts, educational material fee accounts (excluding textbooks), and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the Corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the Corporation accounts and considered an uncollectable account.

The Corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;

2. The payment of the debt could impact the health or safety of the student;

3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or

4. There are mitigating circumstances as determined by the Superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The Superintendent may develop procedures addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the Corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the Corporation General Fund.

6160 INTERNAL CONTROLS

It is the Policy of the Board of School Trustees that all employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.

Per state law, the Board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to provide reasonable assurance regarding the achievement of objectives in the following categories:

1. Effectiveness and efficiency of operations.
2. Reliability of financial reporting.
3. Compliance with applicable laws and regulations.

The Superintendent or designee shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.

Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.

6161 MATERIALITY POLICY REGARDING LOSSES, SHORTAGES, OR THEFT OF SCHOOL FUNDS OR PROPERTY

The Board recognizes that even with strong internal controls, losses, shortages, and theft of school corporation funds and other assets may occur. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property according to the school corporation’s materiality policy. The Indiana State Board of Accounts requires school corporations to determine their own material threshold.

The threshold for material losses, shortages, or theft for Fort Wayne Community Schools which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:

6161.1 **Cash Losses, Shortage, or Theft**
Any single occurrence of a loss, shortage, or theft of cash from any school corporation fund is an amount over $5,000.

6161.2 **Other Assets Loss, Shortage or Theft**
Any single occurrence of a loss, shortage, or theft of a school corporation asset other than cash exceeding a value of $25,000.

In addition, State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report any such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney. Misappropriation occurs when an employee or in-house contractor of Fort Wayne Community Schools wrongly takes or embezzles public funds.

Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate. The administration must document the investigation and resolution of all cash related incidents and incidents involving assets that are tagged for property control purposes.

I.C. 5-11-1-27(j) and (l)

6210 FISCAL PLANNING AND BUDGETING

The Board is committed to its third goal, to "operate effectively with integrity and fiscal responsibility," and to demonstrate that commitment by effectively using taxpayer dollars and using best management practices and systematic long-range planning. The Board delegates to the Superintendent long-range fiscal planning and budget preparation consistent with that goal and with the budgeting requirements of state and federal law.

The Corporation's long-range planning and budget preparation priorities shall be consistent with the goals of the Board to achieve and maintain academic excellence and to engage parents and the community. The Board directs the Superintendent to present the budget to the Board in sufficient time for proper review and discussion and in compliance with Indiana Code.

The budget presented to the Board for approval shall plan for sufficient cash balances to protect the Corporation. The Board desires to maintain an unrestricted-fund balance as of December 31 in the Education Fund and Operations Fund. The desired balance is between eight (8) to fifteen (15) percent of the annual budget for the same year in each of those funds. As part of the annual budget process, the Chief Financial Officer will prepare a projection of the year-end unrestricted-fund balance. Such projection will include an analysis of historical data and future projections. If the unrestricted-fund balance declines below the established minimum level, the

Superintendent and Chief Financial Officer will develop a budget to replenish the unrestricted-fund balance.

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent.

I.C.20-26-5-4(a)(14)

6320 PURCHASING

The FWCS Business Services Department shall conduct all purchases in conformity with the highest level of fiscal responsibility and applicable legal requirements, pursuant to the following policies:

6320.1 Purchases of Materials, Equipment, Goods, or Supplies.

1. Purchases expected to cost $150,000.00 or more will be developed and bid as required by law. These purchases must be approved by the Board at a public meeting. All bids shall be awarded to the lowest responsible and responsive bidder as defined by the Indiana Code, and the Board reserves the right to make that determination.

2. Purchases that are $50,000.00 or greater but less than $150,000.00 may be made by Business Services without Board approval, but must adhere to the competitive quote process mandated by the Indiana Code. Contracts shall be awarded to the lowest responsible and responsive quote.

3. Purchases that are $1000.00 or greater but less than $50,000 may be made by Business Services without Board approval and do not require a competitive quoting process.

4. Purchases under $1000.00, and purchases related to student awards, field trips, subscriptions, seminar registrations, and time-sensitive assembly/graduation materials may be made by any employee authorized by the Superintendent, following procedures developed by Business Services.

6320.2 Purchases of Services

1. All service contracts shall be approved by Business Services.

2. All contracts for services that are $150,000.00 or more shall be approved by the Board.

6320.3 Contract Amendments

Any contract amendment, modification, addendum, or change order of a purchase 1) that required approval by the Board at a public meeting, and 2) that

increases the cost of the contract by $50,000.00 will also require approval by the Board at a public meeting.

The Board authorizes purchasing by the Superintendent without soliciting bids or proposals in emergencies and where otherwise authorized by law. Any emergency purchase above the usual bid limits shall be reported to the Board at its next regular meeting and special purchases must be documented and kept on file.

Employees shall be held personally responsible for anything purchased without proper authorization.

The Board authorizes the Superintendent to cancel any non-construction contract due to poor performance or inadequate performance of the contracted party.

The Board encourages purchasing from local vendors and the purchasing of U.S. made products when all other factors are equal and the purchase is permitted by law.

The School Board shall not enter into a contract knowingly with any supplier of goods or services to this Corporation in which any Board member, officer, employee, or agent of this School Corporation has any pecuniary or beneficial interest, direct or indirect, unless interest is disclosed and the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this Corporation.

I.C. 20-26-5-4, 20-26-4-6 and 8, 5-22-8, and 5-22 et seq.

6470 PAYMENTS FOR GOODS AND SERVICES

All payments for goods and services will be made from properly prepared voucher forms submitted to the Accounting Department for processing and presentation to the Board for approval.

Each bill or obligation of this Board must be itemized fully and verified before a check can be drawn for its payment.
When an invoice is received, the Accounting Department shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget, that funds are available for its payment, and that the amount of the invoice is correct.

All payments shall be submitted for Board approval in the form of a list that includes the vendor's name, the type of purchase, and the amount of payment. When the absence of a Board meeting would preclude regular payment of vouchers, the Superintendent is authorized to make payments to vendors, provided that the voucher listing for these payments will be subsequently submitted to the Board for ratification.

The Board authorizes the use of procurement credit cards for payments and purchasing, pursuant to I.C. 36-1-8-11.5, and the use of an online payment system for the payment of athletic officials from extracurricular funds.

6510 PAYROLL AUTHORIZATION

Employment of all Corporation personnel must be approved by the Board.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual; the position title; and the compensation as prescribed in a contract, in a negotiated, collectively-bargained agreement, or by a wage guideline or salary schedule.

I.C. 20-26-5-4(a)(8)

6520 TAX-SHELTERED ANNUITIES

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee from an approved vendor. Such transactions shall be authorized in accordance with Section 403(b) of the Internal Revenue Code, Corporation procedure, and may be terminated upon written notice by either party.

6610 EXTRACURRICULAR FUNDS

The School Board recognizes the financial controls of the State Board of Accounts for the administration of extracurricular activities of the Corporation.

The Superintendent shall establish procedures for management of extracurricular funds consistent with Indiana law.

6620 PETTY CASH FUNDS

The Board authorizes petty cash funds in amounts not to exceed $500 to be established at the discretion of the Superintendent provided controls are imposed to prevent abuse of such funds.

I.C. 36-1-8-3

6621 CASH CHANGE FUNDS

The Board authorizes the establishment of cash change funds at the discretion of the Superintendent by means of a check drawn on the Corporation's or individual school's funds. The purpose of the cash change fund is to make change for programs and events in the schools. The amount to be utilized is to be no greater than the amount necessary to conduct the activity.

6740 BONDING

The School Board recognizes that prudent trusteeship of the resources of this Corporation dictate that employees responsible for the safekeeping of Corporation monies be bonded.

The Corporation shall be indemnified against loss of money by bonding of the Treasurer and Deputy Treasurers in the amounts determined by the Board. All employees are covered by a crime insurance policy for the faithful performance of their duties. The Corporation shall bear this cost.

6750 INDEMNIFICATION

It is the policy of the School Board to carry liability insurance protection.

If a present or former employee of the Corporation, as defined by the Indiana Code, is or could be subject to personal liability for a loss occurring because of a noncriminal act or omission within the scope of his/her employment or duties, the Board may, subject to the provisions of statute, pay any judgment or settlement of the claim or suit when the Board determines that paying the judgment or settlement is in the best interest of the Corporation. The Corporation may also pay all costs and fees incurred by or on behalf of any such employee in defense of any such claim or suit.

I.C. 34-13-3 et seq.

6760 RECEIPT OF ELECTRONIC PAYMENTS

State law requires the Board to authorize the use of financial instruments to receive funds, including electronic funds. As these are increasingly common modes of payment, the Board so authorizes electronic methods of payment, pursuant to I.C. 36-1-8-11.

SERIES 6000 FINANCES – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

6000-6750	Approved February 26, 2018
6610	Approved August 26, 2019
6144	Approved October 22, 2018
6153	Approved March 22, 2021
6160	Approved February 13, 2017
6161	Approved February 13, 2017
6210	Approved November 26, 2018
6320.1	Approved October 14, 2024
6320.2	Approved October 14, 2024
6110	Approved October 14, 2024
6470	Approved October 14, 2024
6760	Approved October 14, 2024
6320.3	Approved July 28, 2025

7100 FACILITIES PLANNING

The School Board recognizes that careful, prudent planning is essential to the efficient operation of schools and that planning must be grounded on accurate data. In order to assure that future Corporation construction supports the educational program and responds to community needs, the Board will annually adopt a Capital Projects Fund Plan and will revise that Plan periodically.

In planning for the enlargement**,** modification or consolidation of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs**,** the Mission, Vision and Goals of the Corporation, and the possible flexible use of space to accommodate future needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

The Board delegates approval of contracts to use a construction manager as contractor (CMc) to the Superintendent or designee that are under the $150,000.00 threshold established in Board Policy 6320.2 related to all contracts for services.

7101 PROCUREMENT OF PROFESSIONAL SERVICES

The Board delegates to the Superintendent the responsibility for the engagement of professional services for construction projects according to the procedures provided in I.C. 5-16-11.1-4.

Professional services for all construction projects requiring services by State statute shall be approved by the Board.

7217 DANGEROUS WEAPONS

The School Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any individual while on Corporation property, at a school-sponsored event, or in a school vehicle, with the exception of a firearm that is stored in a trunk, a glove compartment, or out of plain sight in a locked vehicle.

Any individual found possessing a weapon or other device designed to inflict serious bodily harm on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be subject to arrest and prosecution. This restriction applies to individuals licensed to possess firearms unless serving as a law enforcement officer or a security officer as defined by law.

Violations of this policy shall immediately be reported to the appropriate law enforcement agency.

A weapon may be brought onto Corporation property for educational purposes under controlled circumstances when authorized by the Superintendent.

IC 34-28-7-2

7230 GIFTS, GRANTS, AND DONATIONS

The Board delegates to the Superintendent the decision to accept any gift or donation. The Superintendent may also accept any grant totaling $25,000.00 or less if it does not require the commitment of additional District funds. All accepted gifts, grants, or donations shall be presented to the Board in a public meeting at least once per year.

Gifts, grants, and donations shall become the property of the School Corporation.

7250 COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or Corporation facility (gymnasium, swimming pool, athletic field, etc.), naming the facility or part of a facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the Corporation in particular or to the well-being of the Corporation, community, State or nation.

Any employee of the Corporation thus honored must no longer be employed by the Corporation prior to the Board's selection of his/her name for commemoration honor.

7300 DISPOSITION OF PROPERTY

The School Board believes that the efficient administration of the Corporation requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School Corporation.

The Superintendent is authorized to direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes.

The conditions and method of sale or disposal of such property and the appraising and/or bidding procedures will be governed by applicable law.

The proceeds of any sale of such property will accrue to the appropriate fund**.**

I.C. 20-26-5-4(a)(6), 36-1-11

7410 MAINTENANCE

The School Board recognizes that the fixed assets of this Corporation represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Facilities Department shall be responsible for the administration, maintenance, and operation of the entire school plant including all land and buildings used for school purposes, administration buildings, new school sites, buildings under construction, playgrounds, athletic fields, warehouses, maintenance shops, storage areas and fixtures, facilities, furniture, equipment, and appurtenances thereto.

The Maintenance and Operations Department shall conduct an inspection of all physical facilities annually. Such inspection will be coordinated by the Manager of Maintenance and Operations**,** will follow a prescribed format as developed by the department and will include cleanliness and sanitation. The purpose of this inspection is to identify needs and assist in establishing priorities.

7430 SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials or toxic hazards. The Superintendent is responsible for an environment free of known hazards, proper employee training, availability of required protective devices and meeting all legal requirements.

In accordance with State law, the Corporation shall comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

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

7434 USE OF TOBACCO ON SCHOOL PREMISES

The School Board recognizes that the use of tobacco represents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, snuff, e-cigarettes, vapor devices, chewable smokeless tobacco or any other matter or substance that contains tobacco.

In order to protect students**,** staff and visitors, use of tobacco is prohibited in school buildings and on school property, including busses and other vehicles, at all times. FWCS is legally obligated to ensure that tobacco smoke does not enter through building entrances, open windows, or ventilation systems. To insure a smoke-free access and exit to Corporation buildings, smokers must stand not less than twenty (20) feet from the doorway or other opening leading into any enclosed area.

7440 PLANT SECURITY

Buildings constitute the greatest financial investment of the Corporation. It is in the best interest of the School Board to protect the Corporation's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program includes authorization to install video surveillance equipment in appropriate areas in and around the schools and other Corporation facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to Corporation property and to require such persons to rectify the damage or pay a fee to cover repairs.

7450 CAPITAL ASSET ACCOUNTING SYSTEM

As stewards of this Corporation's capital assets, the School Board recognizes that an efficient and effective accounting system must be maintained to safeguard and manage District resources.

The Corporation shall maintain a continuous inventory of all Corporation-owned capital assets according to policies established by the Superintendent, and state and federal law.

For purposes of this policy, "capital assets" shall mean land, buildings, machinery and equipment, and improvements that are tangible in nature and have a useful life in excess of one (1) year.

7510 USE OF SCHOOL FACILITIES

The School Board believes that the facilities of this Corporation should be made available for community purposes, and authorizes the Superintendent to develop procedures for use provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing by an organization or a group of citizens and has been approved by the Superintendent or his/her designee. Fees may be charged as authorized in the procedures.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

7530 LENDING OF CORPORATION-OWNED EQUIPMENT

The Fort Wayne Community Schools is a large and complex organization that owns and uses many different items of instructional and operational equipment in carrying out its public mission. From time to time other public or private schools, institutions of higher learning or private entrepreneurs inquire about the loan or lease of School Corporation equipment.

The Corporation administration does not believe loaning or leasing equipment is in the best interest of the School Corporation. Nonetheless, the administration may make exceptions to this policy and lend certain equipment. It is believed Fort Wayne Community Schools students and staff will fully depreciate all instructional equipment over an established period of time (as a general rule) without outside use.

The user of Corporation-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Corporation-owned equipment may be removed from Corporation property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the unit head is required for such removal. Removal of Corporation-owned equipment by staff or students from school property strictly for personal use is prohibited.

Staff members or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.

7540 REAL ESTATE TRANSACTIONS

The Director of Facilities shall be authorized to sign all documents necessary to complete certain real estate transactions on behalf of the corporation, subject to the prior approval of the transaction by the Board, and under the following circumstances:

- Purchases if the amount involved is less than $150,000 per transaction;
- Sales or transfers of corporation property with an assessed value of less than $15,000 pursuant to IC 36-1-11-5, as may be amended;

- Sales or transfers under IC 36-1-11-4.2, 5.5, or 5.7, as may be amended if the assessed value is less than $150,000;
- Exchanges of real property under IC 36-1-11-7, as may be amended, if the property being exchanged by the Corporation has an assessed value of less than $150,000;
- Transfers or exchanges with another governmental entity under IC 36-1-11-8, as may be amended, if the property being transferred or exchanged by the Corporation has an assessed value of less than $150,000;
- Transfers involving the execution of a deed or other instrument under IC 36-1-11-11, as may be amended, to settle a title dispute or to facilitate the establishment of title to any property;
- Reconveyances under IC 36-1-11-14 as may be amended, if the property being reconveyed by the corporation has an assessed value of less than $150,000; or
- Grants of public right-of-way to another governmental entity, grants of easements to a governmental entity or public utility, or the grant or acceptance of an easement to or from a private person or entity provided the value of the easement is less than $150,000.

In all other transactions approved by the Board not described above, the Chief Financial Officer is authorized to sign all such documents necessary to complete those transactions

SERIES 7000 PROPERTY – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

7000-7540	Approved February 26, 2018
7230	Approved August 26, 2019, Approved October 14, 2024
7100	Approved October 14, 2024

8310 PUBLIC AND NON-PUBLIC RECORDS

The School Board believes in the public's right to access its records and in the transparency of the business of the District where such access and transparency is required by law. The Board also respects the confidentiality and privacy of employee and student records. The Board also recognizes the requirements of federal law respecting the privacy of personally identifiable student information contained in or derived from student records, and delegates to the Superintendent compliance with those requirements. The Superintendent shall implement procedures to make public records of the Corporation accessible, while adhering to the requirements of state and federal law to protect the confidentiality and privacy of non-public records.

8420 SECURITY

The Board endorses the importance of a safe and secure environment in all FWCS facilities as a necessary part of reaching District goals. To that end, it delegates to the Superintendent the development of procedures for emergencies, and charges the Superintendent with the monitoring of those procedures and of national best practices to ensure the safety of students, staff and the public and the security of all properties.

8442 REPORTING ACCIDENTS

All reasonable efforts shall be made to ensure a safe learning and working environment for students, staff and the public. To that end, and so that legitimate claims can be expedited, the Board requires that accidents be reported promptly to the appropriate office. The Board delegates to the Superintendent the authority to develop procedures to implement this policy, including staff training as required by law.

Any employee of the District who suffers a job-related injury must report the injury and its circumstances to their principal or supervisor, as appropriate, as soon as possible following the occurrence of the injury.

8500 NUTRITION SERVICES

The School Board recognizes the importance of good nutrition to each student's educational performance.

The Nutrition Services Program shall provide nutritional meals at a moderate cost to all students. Meals shall be priced uniformly throughout the District. Meals are also available for purchase by staff members and community residents in accordance with established procedures.

The Nutrition Program operates as a non-profit program, maintaining a proper operating balance for fiscal stability. Receipts from food sales and expenditures incurred from items purchased will be credited and debited to the Food Service Office with one (1) employee of this Department designated as the Director of Nutrition Services.

The Board delegates to the Superintendent the authority to carry out the Nutrition Program, including compliance with all applicable state and federal law.

8540 HEALTH AND WELLNESS SERVICES

The Board recognizes the important relationship between nutritional integrity, physical activity, good health and student academic performance. The Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The Board supports and encourages efforts locally and nationally to reduce childhood obesity and the related health concerns of diabetes, elevated cholesterol levels, high blood pressure, asthma, joint problems and others, and believes that products sold in its schools should reflect this policy. It therefore delegates to the Superintendent the development of wellness programs and nutrition programs for students and staff consistent with this policy, best practices and legal requirements.

To protect the health and safety of students, Corporation personnel and the community at large, the Board shall follow all state and federal law pertaining to immunization and other appropriate means for controlling communicable disease. A student who appears to be ill may be removed from school or isolated in their building.

8600 TRANSPORTATION

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary**.** The Transportation Department shall plan and adjust distances for eligibility and routes as appropriate.

To be eligible for transportation services to and from school, elementary students must reside more than a radius of one (1) mile from the school that they attend, middle-school students one and one-half (1 ½) miles, and senior-high students two (2) miles. Students who attend the FWCS Career Center on a half-time basis are also eligible for transportation services, and special education students receive transportation services regardless of their distance from school.

The Board delegates to the Superintendent the authority to develop procedures for extra-curricular transportation, including field trips and other Corporation-sponsored trips.

8651 USE OF CORPORATION VEHICLES

The School Corporation may permit Corporation vehicles to be used to transport individuals or groups and to assist the community in emergencies. Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students.

Vehicles must be operated by the holder of a valid driver's license for the appropriate vehicle who is an employee of this Corporation. The cost of nonschool non-emergency transportation shall be based on procedures established by the transportation department on a yearly basis.

8662 COMMERCIAL DRIVER'S LICENSE (CDL) HOLDERS

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Corporation vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

The Board expects all CDL holders to be free from the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board supports the federal requirement that all CDL holders be free of any influence of alcohol or controlled substance while on duty and will comply with federal and state testing programs.

8760 STUDENT ACCIDENT INSURANCE

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in athletic programs or extracurricular activities. Therefore, the Superintendent shall obtain group-student-accident insurance at the expense of the District.

SERIES 8000 OPERATIONS – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

8000-8760	Approved June 26, 2017
8001	Approved March 22, 2021
8540	Approved March 22, 2021

9120 PUBLIC INFORMATION

The School Board adopts the policy that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations**,** and delegates to the Superintendent achievement of that end**.**

9125 USE OF CORPORATION NAME OR LOGO

No person or organization may use the name "Fort Wayne Community Schools," "FWCS," or logo or other symbol adopted by the Corporation without the express written consent of the Corporation. This policy shall not prevent employees of the Corporation, acting within the scope of their employment, from using the name or symbol in connection with their duties, nor shall it prevent such use at official school functions or events as a means of identifying the affiliation of the function or event with the Corporation. The Superintendent may authorize procedures for use of the Corporation name or logo.

9150 SCHOOL VISITORS

The School Board welcomes and encourages the engagement of families in their child(ren)'s education. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke reasonable visitor controls.

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

9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

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

The Board directs that no tobacco or e-cigarette product, alcoholic beverage or other illegal-controlled substance, without a valid prescription, be possessed, consumed, or distributed nor any gambling or betting occur at any function occurring on Corporation premises.

9210 PARENT ORGANIZATIONS

The School Board supports all organizations of parents whose objectives are to promote the educational experiences of FWCS students, and permits the use of its name, with permission, by organizations associated with or partners with the Corporation. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school of this Corporation, the parent organization thereby shares responsibility with this Board for the welfare of participating students.

The Board supports the organization and establishment of a Parent Teacher Association (PTA) in every school in the Corporation. Any parent organization desiring to use the name of the Corporation must obtain the approval of the Superintendent. The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations that violate the bounds of community standards and expectations.

9500 COMMUNITY PARTNERSHIPS

School systems play a role in a community's productivity and well-being, and likewise, community partnerships enrich educational outcomes for students enabling their success after graduation. This Board recognizes the value derived from the collaboration of regional businesses and organizations with education institutions. Therefore, this Board shall seek to establish new partnerships and to maintain existing relationships and lines of communication with any institution, organization, or business that provides FWCS students with programs, training, resources, or services not otherwise available in the District.

The Superintendent may enter into such cooperative ventures for the purpose of providing programs that correlate to the Corporation's mission, vision, goals, and core values and help

students better accomplish the educational outcomes established by this Board. Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the significant use of Corporation resources or require any additional resources of the Corporation.

9600 STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

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

The Board seeks to maintain continuing communication with community groups and organizations and authorizes the Superintendent to use Corporation resources to aid their efforts. Further, the Board encourages members of the FWCS staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of community activities.

9700 RELATIONS WITH SPECIAL INTEREST GROUPS

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

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

SERIES 9000 RELATIONS – BOARD OF SCHOOL TRUSTEES APPROVAL DATES

9000-9700 Approved June 26, 2017