

AUXILIARY SERVICES

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AUXILIARY SERVICES

SERIES 8000

8000 - PREFACE

The Board of Trustees believes in providing auxiliary services to support and enhance the educational program. Programs shall be provided within the financial and legal constraints imposed on the board.

8100 - SCHOOL HEALTH SERVICES

8110 - PHILOSOPHY AND PURPOSE

A school health program will be provided to supplement the educational program and assist parents and school personnel with the emotional, social, and physical growth of children. The school health program shall include:

- I. The promotion of education for healthful living.
- II. The development and implementation of screening programs to identify physical defects for referral to parents and/or appropriate certified personnel or agencies.
- III. The maintenance of student health records.
- IV. Compliance with applicable laws and filing of required reports.
- V. The prevention and control of communicable diseases.
- VI. The maintenance of good health standards in the community through cooperation with certified health service personnel, parents, and social agencies.

8120 – NURSE PERSONNEL

The Corporation Nurse RN/Coordinator of Health Services shall be considered as a certified employee. The school nurse shall be considered as a classified employee. Conditions of employment shall be as per the Master Contract for Certified Nurse and the Classified Employee Handbook for Classified Nurses. (Revision approved by Board of Trustees August 14, 2008)

8121 - SELECTION OF SCHOOL NURSE PERSONNEL

The school corporation shall receive applications from those interested in serving as a nurse in Clay Community Schools. The Superintendent shall recommend employment of the nurse to the Board of Trustees.

8122 - EMPLOYMENT QUALIFICATIONS FOR SCHOOL NURSE

- I. It shall be the policy of the Board of Trustees to employ the best-qualified and most competent nurse staff as possible.
- II. The certified nurse staff shall have a BS degree in nursing, hold a valid Indiana license as a Registered Nurse (RN), and be eligible for a School Services Personnel license. The classified nurse staff shall have an associate degree in nursing and hold a valid Indiana license as a Licensed Practical Nurse (LPN).
- III. Recommendations by the Superintendent to the board for employment will be based on the following:
 - A. Successful experience as a nurse.
 - B. Academic training and background.
 - C. Evidence of professional growth.

8123 -DUTIES AND RESPONSIBILITIES OF SCHOOL NURSE

- I. The health services program of Clay Community Schools shall be directed and coordinated by the Assistant Superintendent. Nurse personnel shall report to the Assistant Superintendent as their immediate supervisor.
- II. The nurse shall supervise and/or conduct health tests and screening as prescribed

- by Indiana Code, Board of Health, Board of Trustees, or Superintendent of Schools.
- III. The nurse shall file all reports as required by Indiana Code, Board of Health, Board of Trustees, or Superintendent of Schools.
 - IV. The nurse shall maintain health records for each student as prescribed by the Assistant Superintendent.
 - V. The nurse shall provide leadership and knowledge in the development and execution of an effective school health services program.
 - VI. The nurse shall serve as a resource person for the curriculum of Clay Community Schools related to her training and expertise. She may teach classes related to her training and expertise.
 - VII. The nurse shall work closely with the Board of Health and allied agencies in providing health care, controlling communicable diseases, and immunizations for the children of Clay Community Schools.
 - VIII. The nurse shall serve as a consultant to the building principals concerning the sanitary conditions of the buildings.
 - IX. The nurse shall carry out all provisions of the health services of Clay Community Schools located elsewhere herein.

8124 - EVALUATION

The nurse shall be evaluated annually by the Assistant Superintendent. The Assistant Superintendent shall consult with appropriate building principals prior to completion of a written evaluation.

The Assistant Superintendent will confer annually with the nursing staff and review the written evaluation.

8150 - TRAINING AND HEALTH PRECAUTIONS FOR COMMUNICABLE DISEASES

It is the policy of the Board of Trustees to provide effective precautions against the transmission of disease in the school environment. In order to prevent the spreading of serious communicable diseases, the school corporation shall establish procedures that shall be followed by all employees and persons providing services as volunteers to the school corporation. Each employee who has duties that require the employee to have direct contact with blood, visibly blood-contaminated body fluids, fecal material, semen, or other body fluids in the scope of his/her employment shall receive training and access to the necessary equipment and supplies to prevent transmission of communicable diseases.

Before an employee is given an assignment where contact with blood or body fluids is likely, the employee will be provided training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable diseases.

When an employee has direct contact with blood and body fluids, he/she shall use the universal precautions as instructed.

8152 – EMPLOYEES WITH A SERIOUS COMMUNICABLE DISEASE

An employee with a chronic communicable disease may be reassigned to a position that limits contact or may be placed on medical leave if medical judgments substantiate that the employee possesses a significant health threat to students and/or other employees.

The school system reserves the right to require a medical examination in the event a medical condition adversely affects an employee's job performance. If the results of the examination confirm an adverse medical condition, appropriate administrative action will be taken. Such action will be based upon the nature of the impairment and the nature of the employee's assignment.

8160 - HEPATITIS B EXPOSURE CONTROL PLAN

Clay Community Schools' Hepatitis B Exposure Control Plan is designed to protect employees from possible danger resulting from uncontained bodily fluids. A complete copy of the plan is included in Appendix G.

8200 - SCHOOL LUNCH PROGRAM

8210 - PHILOSOPHY AND PURPOSE

A school lunch program will be operated to supplement the educational program and provide nutritious meals for children.

8220 - ADMINISTRATIVE RESPONSIBILITY

The Director of Food Services shall be responsible for the school lunch program. The Director of Food Services will be responsible to the Superintendent.

8230 - FREE AND REDUCED PRICE MEALS

All students are encouraged to participate in the school lunch program. Each school is required to abide by Section 9 of the National School Lunch Act, which requires that lunches be served without cost when applicable. Also, it is required that no child be segregated because of his/her inability to pay.

- I. Eligibility
 - A. The Director of Food Services has been designated to approve the eligibility of a family for free meals and reduced price.
 - B. The income scale for free meals shall be in accordance with guidelines established by the Division of School Food and Nutrition, Department of Education, State of Indiana.
- II. General Policies
 - A. At the beginning of each school year, all parents of children attending school shall be notified by letter of the availability of free and reduced priced meals as outlined in this statement. At this time, they shall also be provided an application form. Families of children enrolling in the school at any time during the school year shall receive this information at time of enrollment.
 - B. These policies will also be announced through the local newspaper at the beginning of each school year. A copy of the local news release will be kept on file at Clay Community Schools Administrative Office.
 - C. The policies and guidelines set forth herein will be applied objectively and uniformly to all students.
 - D. Meals will be served free or at reduced price to all children whose family incomes meet the eligibility standards.
 - E. Applications for free meals or reduced price will be accepted at any time during the school year.
 - F. Parents or guardians whose applications for free or reduced price are denied have the right to appeal this decision. Such appeals must be made to the Superintendent or designee, who, as the hearing officer, will conduct a hearing of the case in accordance with the hearing guidelines prescribed in the U.S. Department of Agriculture Regulations, Part Sec. 245.7 and Sec. 245.8. During this period while the challenge is pending, the child must continue to receive free meals to which he/she is entitled under the eligibility standards announced by the sponsor.
 - G. Each school shall establish procedures for providing free or reduced price meals and accounting for such to each eligible pupil without obvious identification of said children by classmates.

8240 - ADULT MEALS

Employees of Clay Community Schools and guests approved by the building principal may purchase meals at the price established by the Board of Trustees.

8300 - TRANSPORTATION PROGRAM

8310 - PHILOSOPHY AND PURPOSE

The Board of Trustees will operate a school transportation program for the purpose of transporting children to and from school under terms and conditions set forth in the Indiana Code and the Board of Trustees.

8320 - BUS OWNERSHIP

The Board of Trustees shall determine the method of ownership and operation that it deems most efficient and practical. All buses shall be owned by Clay Community Schools and operated only by its employees.

8330 - HAZARDOUS DRIVING - CLOSING SCHOOLS

Hazardous driving conditions, particularly during the winter months, may prohibit the operation of buses. Drivers are instructed to be in direct communication with the Director of Transportation when conditions exist that may impair the safe operation of the buses. The final decision for the operating of buses rests with the Superintendent. When a decision is made not to operate the buses, the Superintendent will contact appropriate radio and TV stations, and the Director of Transportation. The Director of Transportation will contact squad leaders, who will, in turn, notify drivers. It will be the responsibility of each driver to listen for such announcements.

8335 - SPECIAL USE OF SCHOOL BUSES

The Board of Trustees recognize that in cases of an emergency, it may be desirable to provide transportation services to those in need; therefore, the board agrees to allow the use of school corporation-owned buses to be used in emergency situations upon the request of the proper civil authorities.

The board recognizes that the statutes allow other uses of school buses for special purposes; therefore, the board authorizes the Director of Transportation to provide services within the limitations of the statutes as necessary without interfering with the operation of the schools.

8340 - DRIVER REPORTS

Each driver shall file with the Director of Transportation all reports required by the State Superintendent of Education, Director of Transportation, or the Board of Trustees.

8350 - STUDENT SAFETY AND DISCIPLINE

Pupils transported to school in school buses shall be subject to the rules for pupils as determined by the Superintendent. Each principal and school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom. Problems of discipline should be discussed early with the school principal where the child attends. If a child faces the loss of riding privileges, the parent should first be given notice by the principal or his/her designee, except in cases of flagrant violations such as using profane language, fighting, or damaging school property. In such cases, the driver may suspend the student for one (1) full day and notify the principal of his action. In any case, after a one (1) full day notice has been given the parent, the student may be denied transportation for a period of time as determined by the principal or his/her designee after consultation with the bus driver.

However, a pupil passenger may not be put off the bus at other than his/her school or regular debarking station.

8360 - FIELD TRIP TRANSPORTATION

School transportation vehicles may be used other than for the assigned route, in accordance with Indiana Code relating to the use of school buses and rules and regulations established by the Board of Trustees. In all cases, the use of a school bus will depend on the availability of a qualified driver approved by school authorities, a bus not in service on an assigned route at the time, and the supply of fuel. The following procedures shall be followed:

- I. Buses may be provided, upon recommendation of the building principal or his/her designee and with the approval of the Director of Transportation and the

- Superintendent, for trips directly related to the established curriculum. Principals must follow procedures outlined by the Superintendent in arranging for the use of a bus or buses.
- II. When buses are provided for trips involving extra-curricular activities, expenses incurred on these trips will be paid as per procedure established by the Superintendent. The expenses include the established pay rate for drivers and the cost of fuel.
 - III. Buses may be provided for school-sponsored activities outside those normally associated with the school program under the following regulations:
 - A. All participants must be students of Clay Community Schools.
 - B. Whenever possible, a minimum of twenty-five (25) students, who are active team or organization members, should be organized for each trip.
 - C. All expenses will be paid by the organization involved in the trip.
 - IV. When a trip is approved, the following regulations will be in effect regarding time and distance:
 - A. The trip may be within or outside the school corporation.
 - B. The trip may extend beyond the length of the school day provided it does not conflict with a regularly scheduled route.
 - V. The principal or sponsor shall be responsible for assigning adequate adult supervision to each bus. One of these adults must be the activity sponsor or other school employee.
 - VI. School buses may be used during any local, state, or national emergency when requested by a governmental authority and approved by the Superintendent.
 - VII. School buses may also be provided for other unusual or emergency situations when approved by the Superintendent.
 - VIII. Whenever possible, requests for buses should be filed with the Director of Transportation ten (10) days in advance of the requested trip.

8370 - BUS TRANSPORTATION ELIGIBILITY

All students residing in a designated school district and outside of a one-half mile radius from their school will be provided bus transportation from a designated pickup point, as determined by the Director of Transportation. The regular buses shall not pick students up on private roads or lanes. In cities and towns with more than one street, the bus will only run every other street, and the students will be picked up at designated corners. The students must be waiting at their boarding station when the school bus arrives.

Students living within the one-half mile radius from the school will not be provided bus transportation with certain defined exceptions approved by the Board of Trustees. Students at sitters will be entitled to transportation within that school boundary, provided the residence is located outside the one-half mile radius of the school they attend.

Buses shall not pick up students outside their respective school boundary district. If a student has received a proper transfer to another school boundary district, they will be required to provide their own transportation to one of the regular pickup points within the district to which they are transferred.

8400 - EMERGENCY PREPAREDNESS

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

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

- The health and safety of students and staff are safeguarded;
- The time necessary for instructional purposes is not unduly diverted;
- Minimum disruption to the educational program occurs; and,
- Students are helped to learn self-reliance and are trained to respond sensibly to emergency situations.

All threats to the safety of the school district's facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency response.

The Superintendent and/or his designate shall develop a plan for the handling of emergencies, which includes a plan for prompt and safe evacuation of the schools, if necessary.

8500 - PEST CONTROL

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

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the beginning of the school year by a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

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

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators.

PEST CONTROL Regulations

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. *These regulations do not apply to the use of the following pesticides: germ killers, disinfectants, sanitizing agents, water purifiers, swimming pool chemicals used in normal cleaning activities, personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.*

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
 - a. A review of the corporation's pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary;
 - d. How to minimize potential pesticide exposure to students, teachers, and staff;
 - e. What activities are prohibited; and,
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
3. When inspections are conducted by an independent contractor, the contractor should contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the beginning of each school year, the board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advance notice. This information will be given in the form of a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than 2 school days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date

of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application;
 - b. Pests found during inspection;
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide(s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end-use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container, and the Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.

The Director of Extended Services shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations, and maintaining records of pesticide applications.

Clay Community Schools
PESTICIDE APPLICATION PLAN

Date of planned application: _____ Day of week: _____

Which pesticide(s) will be used?

Location(s)/size of area(s) to be treated:

Who will do the pest control? (Circle one) Staff Contractor

Name(s) _____

License Number(s) _____

Firm (if applicable) _____

For interior treatment:

Does the building have active ventilation that can be left on after the application? _____

If not, who is responsible for opening windows at least six (6) hours before staff and students re-enter?

Will pesticides be stored on school grounds? _____ Yes _____ No

If "Yes", where: _____

Approved by school/district administrator: _____ Date: _____

School Nurse _____ Informed _____

Other(s) _____ Informed _____

8510 – BED BUG ACTION PLAN

Bed bugs are very difficult to control and it's recommended that all infestations are handled by a licensed and trained professional who can develop an integrated pest management plan. Bed bugs are not a factor of the cleanliness of the environment; they affect everyone equally.

The Indiana State Department of Health does not recommend school closure when dealing with a potential bed bug infestation in the home of a student or on the school property. It is not recommended to exclude students from school for an infestation in the home.

PROCEDURE FOR HANDLING BED BUGS AT SCHOOL

- If the bug is found on a student or his/her belongings, it is important to discretely remove the student from the classroom and examine the student's clothing and other belongings. Remember that it is possible the bug did not originate from the student's home and may have crawled from another student's items. Store the student's personal items in a garbage bag or plastic bin until the student leaves school.
- Collect any bugs found and send to Indiana State Entomology Lab or the Purdue University Entomology Lab for proper identification; many bugs closely resemble bed bugs. The bug should be kept intact and in a jar. Please do not submit the bugs attached to scotch tape. It is advised to place the jar overnight in the freezer to kill the bugs.
- Contact the parent/guardian of the student by telephone or through a notification letter to let them know a bug was found on the student's belongings and recommend a home inspection by a licensed professional.
- Inspect the classroom for bed bugs. If visualized in a classroom on multiple occasions within a short period of time, the school should call a licensed professional exterminator to inspect the classroom.

Providing Education:

- Provide education to the parent/guardians of students who have suspected infestations of the home as well as information on the treatment of the bites, control of the infestation and need to use professional exterminator service in the home. The attached letter from the Indiana State Department of Health shall be used.
- Provide instruction on actions parents can take to reduce the spread of bed bugs to the school environment.
- If the bed bugs were found in the classroom upon inspection, send notification to all parents/guardians and staff in the classroom or in the school signs of a bed bug infestation as well as the describe treatment plans for the classroom in advance notice of the pesticide applications. The attached letter from the Indiana State Department of Health shall be used.

Treatment and Prevention:

- Only a trained professional, or someone under the direct supervision of a licensed professional, should perform the inspection and apply pesticide treatments to affected areas in the building. A school administrator or nurse should oversee the implementation of the integrated pest management plan.
- It is unlawful to have students present in the area of the school while the treatment is being applied (357 IAC 1-16-1). Treatment will be applied after school hours according to EPA regulations.

School Staff/Student Prevention Suggestions:

- Remove all Clutter – Clutter is the bed bug's best friend. Eliminate stacks of papers/teaching aids that have not been used in the past two years.

- Limit the items being brought to school. Please do not bring used furniture, bedding, pillows, or other items from home to school.
- Use clear plastic storage containers to store items in the classroom.
- Place lost and found clothing in one area and remove all unclaimed items weekly.
- If you notice any bugs notify the office immediately.

(Policy approved December 13, 2012)



Quick Facts About... Bed bugs

What are bed bugs?

Bed bugs, *Cimex lectularius*, reddish-brown, oval-shaped, flattened insects that are about 1/4 inch long. Nymphs (immature bed bugs) resemble the adult bugs but are often smaller and lighter in color. Bed bugs usually feed on the blood of humans during the night-time hours and crawl away to hide in nearby cracks, crevices and recesses of furniture (especially mattresses) and walls of the home during the day. Most people experience itching, pain and/or swelling of the skin where a bed bug bite occurs (such as the arms, face or back) within 1 day of a bite. Although the bites can cause considerable discomfort and loss of sleep, bed bugs do not transmit disease after feeding on multiple hosts.

How are bed bugs spread?

Bedbugs are spread through the acquisition of infested second-hand furniture or by hitch-hiking on items used during travel such as suitcases, outerwear and other belongings. Once established, bugs can then move throughout a building by crawling or transport on humans.

Who is at risk for bed bugs?

Bed bugs are commonly found in large buildings such as apartments, dorms, prisons, hospitals and hotels; however, infestations can also occur in private residences. Bed bugs are sometimes thought to occur only in poor and unsanitary conditions. This is not the case. Bed bugs can be found even in very clean environments.

How are bed bugs identified?

Bed bug infestations can be evidenced by the presence of actual bugs, their light-brown skins (shed during metamorphosis into adulthood), dark spots of excrement and blood spots or stains on bedding, upholstered furniture or walls. When looking for an infestation, use a flashlight and be sure to carefully and systematically check the following areas:

- Along mattress seams
- Under the gauze covering of box springs (where fabric is stapled to the wooden frame)
- Behind wall mounted objects and bed headboards
- Inside cracks and crevices of upholstered and wooden furniture (and underneath furniture)
- Cracks in wood molding
- Under the edge of wall to wall carpeting
- Under loose wall paper
- Among clutter stored in closets

Remember that there are other bugs that look like bed bugs and some even bite humans and produce similar bite-like reactions. Before treating an infestation, it is very important to correctly identify the bug. Enlist the help of a professional to properly identify the bugs. You may contact the IN State Dept of Health Entomology

Lab (317-351-7190), or the Purdue University Plant and Pest Diagnostic Laboratory (765-794-7071) or visit the Purdue University website at: <http://www.ppdl.purdue.edu/ppdl/samples.html> for further information on specimen submission.

What treatment is recommended for bed bug bites?

Treatment of the bed bug bites consists of treating the itching and inflammation associated with the bites. Drugs called antihistamines and/or corticosteroids may be prescribed to reduce allergic reactions. Antimicrobial ointment may prevent secondary infection.

How are bed bug infestations controlled?

Erradication of a bed bug infestation is difficult and should be performed with the help of a professional pest control company who has an understanding of approved insecticides and the proper equipment. Professional pest control companies will examine a residence and make recommendations of the tenant and/or owner, such as removing excess clutter and moving furniture away from the walls. Mutual cooperation is key to eliminating bed bugs. Multiple treatments of the area may be needed and it is very important to also treat adjoining rooms and apartments (sometimes even the entire building) for bed bugs. Currently used insecticides include inorganic dusts, cyfluthrin, bendiocarb, propoxur and permethrin.

Items that can not safely be treated with insecticides, such as bedding and clothing will need to be bagged (to prevent the spread of bed bugs) and then immediately laundered in very hot, soapy water and placed in the dryer on the high heat. Toys, backpacks, and other clothing that can not be washed should be placed in the dryer for at least 10 minutes on high heat. All bags used to vacuum an infested area should be sealed in a plastic bag prior to disposal. The professional pest control operator may recommend the disposal of beds, mattresses and upholstered furniture. When items are discarded, it is important to bag or wrap them so that bugs are not dislodged on the way to the dumpster and to break them as well as label them "bed bug infested" to prevent them from being taken and used by others.

How can I prevent bed bug infestations?

Insect repellents are not effective against bed bugs. The best ways to prevent infestation includes extra caution when acquiring used furniture, especially mattresses and couches. This means avoid taking curbside items. When staying in hotels, it is important to check the beds for signs of bed bug infestations and to keep luggage and other personal items on luggage racks away from upholstered surfaces and walls. If you suspect an infestation, be sure to report it to hotel management. It is also recommended to place clothing in disposable plastic bags before unpacking and immediately launder it upon returning home. Luggage may be treated or discarded if exposed to an infestation.

All information presented is intended for public use. For more information, please refer to:

Purdue University Publications:

<http://www.extension.entm.purdue.edu/publications/E-249.pdf>

<http://www.extension.entm.purdue.edu/publications/E-260.pdf>

This page was last reviewed May 2010.

Dear Parent,

Date: _____

Today, a bed bug was found on your child or in your child's belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important to your child/family health and to the school community that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return to the school office by _____.

Sincerely,

Principal

I have been informed that a bed bug was found on my child at school. I understand that bed bugs pose a threat to my child/families well-being and to the greater school community. I have read and understood the educational materials provided to me regarding bed bugs, and have:

- carefully checked my family and home for signs of bed bug infestation.
- hired a pest management professional to check my family and home for signs of bed bug infestation. Name of pest control company: _____

After completing a careful inspection, I certify that to the best of my knowledge:

- I or a pest management professional found signs of bed bugs in my home, and I will take the following actions to eliminate this infestation:

- I or a pest management professional did not find signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bed bugs are repeatedly found on my child, that the school may take additional actions to protect the school community from bed bugs.

Signature _____ Date _____

Pest management professional's signature _____

8600 - CRIMINAL HISTORY CHECKS AND EMPLOYEE REPORTING

To help ensure a safe environment, and as required by state law, the Clay Community Schools will obtain both an Expanded Criminal History Check (ECHC) and Child Protection Index Check (CPIC) for each individual who is likely to have direct, ongoing contact with children as a result of his/her position. An ECHC and CPIC will be required for certified and non-certified employees, volunteers, employees of contractors or sub-contractors, student teachers and pre-service college students who provide services and have direct, ongoing contact with children, and who begin their position on or after July 1, 2016.

The ECHC and CPIC will be obtained by the school corporation prior to an individual beginning a position, but no later than three (3) months after being approved for a position by the Board of School Trustees. The individual or contractor will be responsible for the cost of the ECHC. Any entity who has a contract to provide services to the school corporation, and whose employees have direct, ongoing contact with children when performing services for the school corporation, must provide for an ECHC and CPIC for employees, and must pay for the costs of obtaining an ECHC. Non-compliance with this policy shall be a breach of material terms of any contract between a contractor or subcontractor and the school corporation.

Information obtained by an ECHC and/or CPIC will be used to make decisions on who will be allowed to have direct, ongoing contact with children. Information obtained from an ECHC concerning an individual's conviction of an offense listed under IC 20-26-5-11 will be used in making decisions on who will be employed or assigned to a position in the school corporation. Information gained under IC 20-26-5-10 concerning an individual's conviction of one (1) of the offenses listed may be used as grounds not to employ or contract with an employee or individual assigned to a position.

An individual who will have direct, ongoing contact with children and is approved by the school board will undergo an ECHC and CPIC when he/she is initially hired or assigned in the school corporation and will be required to pay for one (1) ECHC only once during a five-year period.

Individuals who are employed or assigned to the school corporation must provide truthful information on an application and supporting documents and must honestly answer questions during an interview. Individuals who are employed or assigned must submit in writing that they will undergo an ECHC and CPIC to be considered for a position. Failure of an applicant or a person assigned to a position to fully or truthfully disclose all information requested in the application process will disqualify the individual from consideration for the position. Where the failure to make a truthful or complete disclosure is not detected until the individual is employed or assigned, the individual may be terminated from his/her position. If an individual is employed pending the results from an ECHC and CPIC and report results are negative, an individual may be terminated from his/her position.

Any personally identifiable information obtained pursuant to this policy is confidential and shall not be released or disseminated.

The administration shall develop forms, notices, procedures and guidelines for the administration of this policy. The Director of Human Resources and Superintendent are in charge of enforcement of this policy.

IC 20-26-2-1.5

IC 20-26-5-10

IC 20-26-5-11

IC 20-26-2-1.3

(Revision approved October 8, 2009, revision approved July 28, 2016)

8605 - REPORTING OF OFFENSES AND CONVICTIONS

An individual who is employed in or assigned to Clay Community Schools and has direct, ongoing contact with children shall notify the Board of School Trustees if they are convicted of an offense or attempted offenses listed in IC 20-26-5-11 in Indiana or another jurisdiction. Reporting requirements include certified

and non-certified employees, substitute teachers, volunteers, individuals associated with extra-curricular and co-curricular activities, and entities who contract with or employ individuals who have direct, ongoing contact with children. Every employee, volunteer and employee of a contractor or subcontractor providing services to Clay Community Schools and who has direct, ongoing contact with children, must report in writing a conviction of an offense or attempted offense listed in IC 20-26-5-11 within three (3) school days of the conviction to the Superintendent or Director of Personnel. Information received under IC 20-26-5-10 concerning an individual's conviction of one (1) of the offenses or attempted offenses listed under IC 20-26-5-11 may be used as grounds not to employ or contract with an individual. Noncompliance of this policy shall be a breach of material term of any contract between a contractor or subcontractor and school corporation.

A superintendent or presiding officer of the Board of Trustees of Clay Community Schools shall immediately notify the State Superintendent or designee when the individual knows that a current or former licensed employee of a public or nonpublic school has been convicted of an offense listed in IC 20-28-5-8(c) or when the Board of Trustees takes any final action in relation to an employee who engaged in an offense listed in subsection (c).

IC 20-26-5-11
IC 20-26-5-10
IC 20-28-5-8 (c)

Offenses listed under IC 20-26-5-11 are listed below:

- (1) Murder (IC 35-42-1-1).
- (2) Causing suicide (IC 35-42-1-2).
- (3) Assisting suicide (IC 35-42-1-2.5).
- (4) Voluntary manslaughter (IC 35-42-1-3).
- (5) Reckless homicide (IC 35-42-1-5).
- (6) Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (7) Aggravated battery (IC 35-42-2-1.5).
- (8) Kidnapping (IC 35-42-3-2).
- (9) Criminal confinement (IC 35-42-3-3).
- (10) A sex offense under IC 35-42-4.
- (11) Carjacking (IC 35-42-5-2).
- (12) Arson (IC 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (13) Incest (IC 35-46-1-3).
- (14) Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level I felony or Level 3 felony (for a crime committed after June 30, 2014) (IC 35-46-1-4(b) (2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (15) Child selling (IC 35-46-1-4(d)).
- (16) Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (17) An offense involving a weapon under IC 35-47 or IC 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (18) An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (19) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

- (20) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (21) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

Offenses listed under IC 20-28-5-8 are listed below:

- (1) Kidnapping (IC 35-42-3-2).
- (2) Criminal confinement (IC 35-42-3-3).
- (3) Rape (IC 35-42-4-1).
- (4) Criminal deviate conduct (IC 35-42-4-2 before its repeal).
- (5) Child molesting (IC 35-42-4-3).
- (6) Child exploitation (IC 35-42-4-4(b)).
- (7) Vicarious sexual gratification (IC 35-42-4-5).
- (8) Child solicitation (IC 35-42-4-6).
- (9) Child seduction (IC 35-42-4-7).
- (10) Sexual misconduct with a minor (IC 35-42-4-9).
- (11) Incest (IC 35-46-1-3).
- (12) Dealing in or manufacturing cocaine or a narcotic drug (IC 35-48-4-1).
- (13) Dealing in methamphetamine (IC 35-48-4-1.1).
- (14) Dealing in a schedule I, II, or III controlled substance (IC 35-48-4-2).
- (15) Dealing in a schedule IV controlled substance (IC 35-48-4-3).
- (16) Dealing in a schedule V controlled substance (IC 35-48-4-4).
- (17) Dealing in a counterfeit substance (IC 35-48-4-5).
- (18) Dealing in marijuana, hash oil, hashish, or salvia (IC 35-48-4-10(b)).
- (19) Dealing in a synthetic drug or synthetic drug lookalike substance (IC 35-48-4-10.5, or IC 35-48-4-10 (b) before its amendment in 2013).
- (20) Possession of child pornography (IC 35-42-4-4 (c)).
- (21) Homicide (IC 35-42-1).
- (22) Voluntary manslaughter (IC 35-42-1-3).
- (23) Reckless homicide (IC 35-42-1-5).
- (24) Battery as any of the following:
 - (A) A Class A felony (for a crime committed before July 1, 2014) or a Level 2 felony (for a crime committed after June 30, 2014).
 - (B) A Class B felony (for a crime committed before July 1, 2014) or a Level 3 felony (for a crime committed after June 30, 2014).
 - (C) A Class C felony (for a crime committed before July 1, 2014) or a Level 5 felony (for a crime committed after June 30, 2014).
- (25) Aggravated battery (IC 35-4-2-1.5).
- (26) Robbery (IC 35-42-5-1).
- (27) Carjacking (IC 35-42-5-2) (before its repeal).
- (28) Arson as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (IC 35-43-1-1(a)).
- (29) Burglary as a Class A felony or Class B felony (for a crime committed before July 1, 2014) or as a Level 1, Level 2, Level 3, or Level 4 felony (for a crime committed after June 30, 2014) (IC 35-43-2-1).
- (30) Attempt under IC 35-41-5-1 to commit an offense listed in this subsection.
- (31) Conspiracy under IC 35-41-5-2 to commit an offense listed in this subsection.

(Policy approved October 8, 2009, revised July 30, 2015)

8700 – INDOOR AIR QUALITY

8710 – ANIMALS IN CLASSROOMS

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than a semester or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance, this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available, which may include changing to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If, after an animal is brought into the classroom, the parent finds his/her student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom are:

- 1) Animals used in health class to demonstrate effects of different diets;
- 2) Animals used in biology to show developmental changes or diversity;
- 3) Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

- 1) Pets/animals brought into the classroom to allow students exposure to a variety of species;
- 2) Pets/animals used to demonstrate obedience training.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not by any student on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.

LEGAL REFERENCE: 410 I.A.C. 33-4-7

DATE ADOPTED: December 8, 2011

8720 – VEHICLE IDLING

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, and public and private vehicles on school grounds.

Policy handbook was revised and approved by Board of Trustees on December 13, 2007.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:

A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus;

B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs;

C. There are safety or emergency situations;

D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process; or,

E. The bus is idling in traffic.

3. Buses should not idle while waiting for students during field trips, extra-curricular activities or other events where students are transported off school grounds.

4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.

5. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

LEGAL REFERENCE: 410 I.A.C. 33-4-3

DATE ADOPTED: December 8, 2011

8730 – CHEMICAL MANAGEMENT

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. All chemical purchases are to begin with a request for purchase. The department chair person, principal and IAQ Coordinator must approve the request before a purchase order is executed.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in-first out method will be followed. Over-purchasing and stockpiling are not permitted.

3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased. These chemicals include all chemicals listed as part of the United States Drug Enforcement Administration classification of illicit drugs, List I or List II chemicals, the United States Environmental Protection Agency banned or restricted chemicals, the United Nations Environment Program toxic chemicals or any chemicals banned by State or Local authorities for use in public schools.

Material Safety Data Sheets (MSDS) will be available at every school office, the facility maintenance warehouse and the office of the IAQ Coordinator.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and, when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications).

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow State regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Follow written building emergency protocol. Assess need for area evacuation. Assess need for first aid.
2. Call the office for assistance...Call 911.
3. Call Indiana Poison Center at 1-800-222-1222.

LEGAL REFERENCE: 410 I.A.C. 33-4-8

DATE ADOPTED: December 8, 2011