

**LAFAYETTE SCHOOL CORPORATION**  
**SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS POLICIES**

**SUBPART B: Criminal Background Checks**

Section 2.0: Lafayette School Corporation's General Policies regarding Criminal Background Checks

All SES provider staff coming in direct contact with Lafayette School Corporation students are required to have current criminal background checks filed with the Title I office. These criminal history checks need to be completed and submitted to Lafayette School Corporation for each employee working with our students **prior** to any employee having any interactions with participating students.

Invoices will not be considered for payment until all SES provider staff working with Lafayette School Corporation students have current criminal histories on file with the Title I office.

- The provider must submit new criminal history checks each time a provider hires a new employee that will be interacting with SES students.

Please note that the Indiana Department of Education's Policies and Procedures for SES provides Lafayette School Corporation, as an LEA (local educational agency), the authority to cancel the contract with a provider if criminal background checks are not provided for each employee working with our students.

Section 3.0: Unacceptable Arrests or Criminal Convictions

Any individual who has been convicted in Indiana, or in any other jurisdiction, of any of the crimes listed herein, or any of the crimes listed in the Indiana Department of Education's Policies and Procedures for SES Subpart B, Section 2.1, F1-F22, or any offenses listed in I.C. 20-28-5-8, including an attempt, as an accessory, or for conspiracy, and including similar crimes from any other jurisdiction will not be allowed to work with any Lafayette School Corporation student. The following is a list of said offenses. Said list is not to be considered complete or exclusive.

1. Kidnapping, if the victim is less than eighteen (18) years of age.

2. Criminal confinement, if the victim is less than eighteen (18) years of age.
3. Rape, if the victim is less than eighteen (18) years of age.
4. Criminal deviate conduct, if the victim is less than eighteen (18) years of age.
5. Child molesting.
6. Child exploitation.
7. Vicarious sexual gratification.
8. Child solicitation.
9. Child seduction.
10. Sexual misconduct with a minor.
11. Incest.
12. Possession, dealing or manufacturing of any controlled substance, including Schedule I, II, III, IV, VI, cocaine, narcotic drug, methamphetamine, marijuana, hash oil, or hashish, wherein the offense is a felony.
13. Dealing in a counterfeit substance.
14. Murder.
15. Causing suicide.
16. Assisting suicide.
17. Reckless homicide.
18. Battery, as a felony.
19. Battery causing serious bodily injury.
20. Aggravated battery.
21. Criminal confinement.
22. A sex offense under I.C. 35-42-4.
23. Carjacking.
24. Arson.
25. Neglect of a dependent as a Class B felony.
26. Child selling.
27. Contributing to the delinquency of a minor.
28. An offense involving a weapon.
29. An offense relating to material or a performance that is harmful to minors or obscene.
30. An offense related to operating a motor vehicle while intoxicated, as a felony.
31. Treason.
32. Robbery.
33. Burglary.
34. Arson.

35. Theft.
36. Perjury.
37. Crime involving dishonesty or false statement, as a felony.
38. Possession of child pornography.
39. Promoting prostitution.
40. Promotion of human trafficking.
41. Sexual trafficking of a minor.
42. Human trafficking.
43. Any offense wherein the person has been required to register as a sex offender in any jurisdiction.
44. Any offense involving use of a deadly weapon.
45. Voluntary manslaughter.
46. Involuntary manslaughter.

### **SUBPART E: Recruiting/Marketing**

#### Section 9.0: Acceptable Recruitment and Marketing Techniques

Providers should:

1. Develop marketing materials that are readable and understandable for parents of SES eligible students. This could mean translating materials into other languages, as applicable;
2. Development and distribution of information about the services provided shall be the responsibility of the provider;
3. Recruitment brochures or flyers will be handled in accordance with the procedure for distribution of materials in schools.

#### Section 10.0: Unacceptable Recruitment and Marketing Techniques

The following recruitment/marketing techniques are NOT acceptable on Lafayette School Corporation's school property, providers *should not*:

1. Allow or encourage district staff employed by the provider to recruit during the school day;
2. Offer kickbacks or incentives to district officials, principals or teachers in an attempt to persuade them to encourage parents to sign up with the provider;
3. Engage in false advertising about the provider's program or any other provider's program;

4. Engage in recruitment practices that encourage families to switch providers;
5. Distribute recruitment materials or engage in recruitment behavior that suggests participants will receive enrollment incentives (incentives or rewards offered to participants for enrolling with a particular provider);
6. Distribute recruitment materials directly to SES schools.

Section 11.0: Guidelines for Provider Fairs

Providers should be provided equal access to parents/guardians

**SUBPART F: Employment of Lafayette School Corporation's Staff**

Section 12.0: Employment of District Teachers

As stated in the Indiana Department of Education's Policies and Procedures for SES, providers are permitted to hire teachers who work for school districts. However, district teachers working for SES providers must abide by the following guidelines:

1. Lafayette School Corporation employees working for providers must follow Indiana Department of Education's Policies and Procedures for SES guidelines.
2. Lafayette School Corporation employees **cannot** promote one SES provider over another provider during district contracted services hours;
3. Lafayette School Corporation employees **MUST** follow district regulations related to student recruitment and distribution of promotional materials (see Subpart E Section 9.0 and 10.0). However, Lafayette School Corporation employees cannot distribute promotional materials on school grounds or directly to parents and students on district property during district contract hours.
4. During contracted service hours, Lafayette School Corporation employees may provide information about SES as representatives of the district, fulfilling obligations under 20 U.S.C. 6316(e)(2). Lafayette School Corporation employees may offer general information about

SES tutoring services and general information about ALL providers, and may encourage students to find out more about SES *in general*. However, during Lafayette School Corporation contracted services hours, a Lafayette School Corporation employee MAY NOT promote one provider over another.

Section 13.0: Employment of District Title I Staff or SES Liaisons

District employees who are directly responsible for the administration of SES or Title I programs, such as district SES liaisons or Title I program administrators, may NOT be employed by SES providers. This will ensure that any real or perceived conflicts of interest are avoided (see Indiana Department of Education's Policies and Procedures for SES Subpart F, Section 13, II)

**SUBPART I: Transportation**

Section 16.0: Lafayette School Corporation's Transportation Policy for SES Providers

1. Lafayette School Corporation will not provide transportation for SES students. Therefore, SES providers will be responsible for providing transportation (for those providers who offer transportation) or for working with parents to arrange transportation. Please note – SES providers are not required to provide transportation.
2. Lafayette School Corporation expects SES providers who provide transportation for SES students to abide by the following transportation policies:
  - a. SES Providers must develop a Transportation Policy and provide a copy to Lafayette School Corporation and each SES student's parent prior to transporting SES students.
3. Lafayette School Corporation expects providers to develop a student dismissal procedure that will ensure that students are safely dismissed to the proper parent/legal guardian at the conclusion of the provider's service each day. A copy of the procedure must be provided to the Lafayette School Corporation and each SES student's proper parent/legal guardian prior to implementation.

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