



Camp Delafield Parent Handbook 2019

Dyslexia Institute of Indiana's Mission Statement

Believing that all people are entitled to fulfill their potential, the Dyslexia Institute of Indiana exists to serve children, adolescents and adults with specific language disabilities. Beginning with the student at the center, DII serves elements of the community that touch the life of the student. DII provides skills, services, and strategies that enable individuals to attain their full potential by learning to manage the challenges of dyslexia and benefit from its advantages.

Organizational History

In 1989, when the Dyslexia Institute of Indiana was officially created, the Board of Directors and supporters held the belief that all children can read and not even a diagnosis of dyslexia should stop them from learning. In 1990, this energetic group of parents established Camp Delafield, a summer day camp providing intense academic remediation in the morning and conventional recreational programs in the afternoon. Now, after 30 years, Camp Delafield still remains true to its founders' vision.

The Camp Delafield Vision

Camp Delafield will reach the *whole child* by building language capacity and self-confidence.

Values of Camp Delafield

- To honor attitude over aptitude, effort over ability, and cooperation over competition.
- To learn, have fun, and grow in a safe and well cared for environment.
- To participate in activities as an individual and as a member of a group, without interference or distraction.
- To respect the differences amongst us.

Principles of Camp Delafield

I am a responsible person:

I am accountable for my actions.
I strive to do my best.
I speak from the heart; my conscience is my guide.

I demonstrate concern for others:

I am a participating member of my team.
I am responsive and adapt to change.
I help others achieve their best.



I am dedicated to learning and self-reflection:

- I address issues openly and honestly.
- I am willing to accept help from others.
- I will only know my limits when I reach beyond them.

I am committed to my personal health:

- I am active and work at being physically fit.
- I willingly participate in sports and outdoor experiences.
- I refrain from engaging in behavior, which are harmful to my body and mind.

I am invested in my future:

- I am optimistic.
- I am open to new experiences.
- I am willing to be challenged.

Camp Delafield Goals and Objectives for Camper Development

The following list details goals and objectives for Camp Delafield.

- 1. To provide opportunities that stimulate the development of each camper's self-esteem.**
 - a. Campers will participate in getting-to-know-you games throughout the first week of camp.
 - b. Staff will provide the campers with positive comments and encouragement throughout camp.
 - c. Every Friday, each camper will take home a letter to share with his or her parents indicating what skill he or she has worked on in their individual Orton Gillingham lessons.
 - d. Every Friday, each family will receive an emailed newsletter. This newsletter will review the week's program.
- 2. To improve the language, science, and math skills of each camper.**
 - a. Each camper will receive one hour of **one-on-one** Orton-Gillingham tutoring every day.
 - b. Each camper will receive one hour of multi-sensory written expression every day.
 - c. Each camper will receive one hour of multi-sensory math every day.
 - d. Each camper will receive one hour of multi-sensory STEM every day.
- 3. To provide situations for each camper to set goals and challenge themselves while discovering his or her own skills and abilities.**
 - a. Each camper will participate in at least two activities during the week that will personally challenge the camper - hiking, arts and crafts, swimming, and sports.
 - b. Campers will have the opportunity to work in small groups during their written expression, multisensory math, and STEM classes. This will allow them to create and set goals as a team.
 - c. Campers will be encouraged to set academic and recreational goals every day.

Camp Contact

Camp Directors: Bill Herman and Deniese Hofmeister

Bill Herman, 317-989-1408

Deniese Hofmeister, 317-719-7478

Please send a text or leave a voicemail if the phone is not answered or if it is after camp hours.

Camp location: Colonial Christian School, 8140 Union Chapel Road, Indianapolis, IN 46240

Camp Delafield's Camp Staff

Camp Delafield hires certified teachers and DII instructors to work the academic portion of camp. The Recreation Counselors are all enthusiastic, child-focused adults who are either certified teachers or pursuing a degree in a youth related field. Camp Delafield requires that Recreation Staff be certified in CPR and First Aid and background checks are run on all staff. We take pride in our staff and provide a thorough staff training, which includes health and safety, developmentally appropriate practices, risk management, and other camp topics.

ACA Accredited

Camp Delafield is accredited by the American Camp Association. Camp abides by standards in camp operation, program quality, and health and safety of campers and staff.

Medication

If your child is on medication during the school year, we encourage you to keep your child on the medication during camp. If it is mandatory that a camper receive medication at camp, all medication must be turned into the Camp Director on the first day of camp and must be in its original container, with pharmacy label including: child's name and dosage instructions. A separate Camp Delafield medication form must be completed by the parent and returned with the medication. Please be sure to collect medications immediately after camp.

Refunds

No refunds will be given on any camp deposits. Refund requests due to camper illness, must be accompanied by a doctor's note and approved by Dii's CEO.

Opportunities for Communication

You will receive a weekly progress sheet from the instructors along with an email newsletter each Friday that will recap the week's events. At the end of the camp, you will receive your camper's binder filled with samples of their work. Results from camper post-testing assessment will be emailed to parents in July.

Money at Camp

We strongly discourage bringing money to camp. Because campers bring their lunch and we provide a morning and afternoon snack, there is no need to buy extra food or drinks.

Camp T-Shirts

For their safety, campers are required to wear their Dii shirts on field trip days: June 13, 20, 27 and July 10 and 11. The cost of the shirt is included in the camp fee and will be given out the first week of camp.

Illness or Injury at Camp

We are only able to accommodate and treat minor first aid injuries or illnesses in the day camp setting. If an accident or incident occurs at camp, parents will be notified in writing at the end of the day. If a camper is unable to resume participation in his or her activities, or it is necessary for the camper to sit out for more than 30 minutes, you will be notified to pick up the camper or, in the case of a major/sudden illness or injury, emergency services will be utilized. If you are contacted, you need to make arrangements to pick up your child within one hour. Please be sure to keep the Camp Delafield Director informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized. For the sake of your child and others, if a child has a temperature, is vomiting, or shows other signs of illness, they may not attend camp. We ask that they have not thrown up or are fever

free for 24 hours before returning to camp. If your child is sick and will be missing camp, please call the Camp Delafield Director by 8:00am at **317-989-1408** to report the camper's absence.

Insurance

Camp Delafield carries general liability insurance.

Daily Sign In/Out

Each camper must be signed in and out of camp each day with the Director or Supervising Leader. You must escort your camper to the building. Please be prepared to show a photo I.D. Check in/out time allows for parent and Camp Director communication and accurate accounting of children. Unless the Camp Delafield Director is notified in writing, only adults authorized by the parent on the child's registration paperwork are allowed to sign out children at the end of the day.

Camp hours are Monday – Thursday, 8:00am-4:00pm and Friday, 8:00am–Noon. Campers may be dropped off as early as 7:30am. Pick-up is at 4:00pm, Monday-Thursday, and noon on Fridays. If you are going to be late picking up your camper, you must notify the Camp Director ASAP (317-989-1408). There will be a late pick-up charge of \$25.00 beginning at 4:15 p.m.

Daily Drop-Off and Pick-Up Safety Procedures

You must park in the parking lot and walk with your camper to the building to sign in. You must also park in the parking lot and walk in to the building to sign your camper out.

In the event of an accident, the Camp Director or the nearest recreation staff member will be responsible for caring for the injured. The rest of the staff will be responsible for supervising the uninjured. Depending on the severity of the injury, 911 will be called by the Camp Director or recreation staff member and parents notified.

Transportation Policies

Camp Delafield will use bus transportation through Colonial Christian School. Campers and staff will be taking a bus on all of our field trips, including to the pool.

What to Bring to Camp

ALL ITEMS SHOULD BE CLEARLY MARKED WITH YOUR CAMPER'S NAME. CAMP DELAFIELD IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

- 20oz or larger water bottle.
- Campers MUST bring their own lunch every day except Friday. It is recommended that they bring their lunch in a small cooler in which to keep lunch and a cold drink.
- Snacks will be provided mid-morning and in the afternoon. Please be sure to list any food allergies your campers has on the medication/allergy form. If your camper cannot eat typical snack food, campers are highly encouraged to bring their own snacks.
- Please send your camper with a swimsuit and towel on swimming days. For a faster transition to the pool, we suggest that your camper wear their swimsuit to camp.
- One extra full set of clothing and a sweatshirt to be kept in their backpack.
- Spray on sunscreen and bug screen

What to Wear at Camp

Campers must wear closed-toed shoes and comfortable play clothes. We suggest that sunscreen with a minimum SPF 30 be applied to your child prior to the start of the camp day and that you keep a labeled sunscreen at camp. Spray on sunscreen is preferred. Please instruct your child on how to reapply the sunscreen. If your camper easily burns, we suggest they wear a swim shirt to the pool.

The First Day of Camp

Arrive between 7:30 and 7:55am.

Park in the parking lot outside entrance #1 of the school.

Sign in is located in the gym.

Please make sure that we have all forms from the camper packet on file. **Your camper cannot begin camp without these forms.**

Cell Phone Policy

If your child has a cell phone, please leave it in their backpack during the day. Should they need to make contact with you during the day, please go through the Camp Director.

Awards and Conferences

Parents conferences are Friday, July 12 from 10-11:15 a.m. Sign-up sheets will be posted at check in/out July 1 to reserve your conference time. Following conferences, parents are invited to stay for the dyslexia panel, award ceremony and ice cream social. Conferences are 10-15 minutes.

Camp Boundaries and Maintenance

Children must remain with their group and counselor at all times. Camp boundaries will be reviewed to ensure the safety of all campers. Campers are expected to help keep the camp facility clean by picking up after themselves and assisting in the daily cleanup of camp activities and areas.

Rules of Conduct

1. Campers will NOT be verbally abusive to anyone. They will not swear, tease, threaten, intimidate, or make rude or disrespectful remarks to Counselors, Instructors, peers, or others.
2. Campers will NOT use physical aggression or violence. They will not throw things, hit, kick, push, shove, or spit at Counselors, Instructors, peers, or others.
3. Campers will respect and cooperate with the Camp Director, Counselors, Instructors, volunteers, and any visitors or community helpers they may encounter during camp.
4. Alcohol or controlled substances are not allowed on the camp property. Breaking this policy is grounds for immediate dismissal.
5. Any item that could be used as a weapon is not permitted on the campgrounds. These items include, but are not limited to, knives, fireworks, BB guns, pellet guns, martial arts weapons and firearms. Anyone who brings these items to camp will have them confiscated and will be subject to disciplinary action.
6. Personal pets are not allowed at Camp Delafield.
7. Campers will ask Camp Counselors and Instructors to leave their designated group area and inform them when they need to use the restrooms.
8. Campers are responsible for their own belongings (clothes, towels, lunches, etc.)

9. Campers will not bring personal toys (i.e. iPod, cell phone, skateboards, etc.) or sports equipment to camp unless asked to from a Camp Counselor or Instructor.
10. Each camper is responsible for cleaning up after themselves.
11. Each camper will follow the safety rules when traveling on the bus.

Discipline Process

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, an incident report will be filled out, and the following process will be employed:

1. Reasoning and Redirection: Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.
3. Child/Director Conference: When the Recreation or Academic Counselor is not successful in correcting behavior, the Camp Director may meet with the child to redirect him/her to use of proper conflict resolution strategies.
4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in the program.

Camper Removal from Camp Delafield

If the above steps have not resulted in correct behavior, the parents will be asked to remove the child from the program, at their expense. No staff member will ever strike, swear at, abuse, or threaten with physical intimidation a child or parent. No staff member will allow a child to strike, swear at, abuse or physically intimidate anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child. Camp Delafield may terminate a child's enrollment for any of the following reasons: Emergency names and phone numbers are incorrect, parent is consistently late picking up child after Camp closes, non/late or NSF payment of fees, failure to sign child(ren) in and out daily, child leaving the Camp without authorized written permission, behavior that is continually disruptive or dangerous to others and/or self, behavior that is destructive to property and/or refusal to replace said property and/or any single incident that is deemed by the Camp Director to be dangerous, harmful, or disruptive.

Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Camp Delafield, bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity

to fulfill their potential. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp Delafield.

Camp Delafield HEALTH-CARE POLICIES AND PROCEDURES

CAMP STAFF RESPONSIBILITIES

All camp staff have health-care responsibilities specified in their job descriptions. Procedures for health, safety, sanitation, and security are part of written manuals, pre-camp and in-service training, and activity guidelines. The Camp Director and recreation staff are all first-aid trained.

The **Camp Director** is responsible for the total health-care program through implementation of procedures and supervision of staff. All camp staff, including academic and recreation staff, are expected to understand and support camp discipline and child abuse reporting policies and procedures.

The **Camp Director** is responsible for providing first-aid and for monitoring health and sanitation procedures throughout camp. The Camp Director instructs staff in first-aid procedures including those related to protection from pathogens in bodily fluids, provides for special-medical needs, educates campers and staff in accident/illness prevention, makes sure medications are safeguarded and administered, and keeps accurate records.

Recreation counselors and **academic staff** are responsible for maintaining high standards of health and safety in all activities, for seeing that camper health needs are recognized and met, and for supervision of personal hygiene. Staff are alert to symptoms of illness, follow-up on instructions from the Camp Director, provide for special needs/accommodations, and report to the Camp Director on all treatment/first aid they provide.

MEDICAL CONSULTATION/MEDICAL SERVICE ARRANGEMENTS

Carolyn Herman, MD, is available for advice and consultation. Dr. Carolyn Herman reviews and revises medical treatment procedures and other materials annually, consults with the Camp Director as requested, and advises in situations when there are parental concerns.

CAMP PRACTICES

Emergency procedures are practiced for a variety of emergency situations specific to the site: fire, evacuation of buildings, flood, electric storm, lost campers, etc.

The appearance and safety of activity areas is the responsibility of the supervising staff. This aspect of responsibility includes safe storage of equipment and supplies, policing the areas, posting rules, and safeguarding areas not in use. The Camp Director is responsible for conducting weekly inspection tours of the total camp.

Supervision and teaching personal hygiene is the responsibility of recreation counselors. This step includes, but is not limited to frequent hand washing.

Organizational safety policies and ACA standards are basic to all activities. Deviation from those standards is done only after consultation with the Camp Director. Details of the health plan are contained in the following documents:

- Basic Information about Health and Emergency Procedures
- Handling of Serious Accidents, Major Emergencies, and Fatalities
- Letters of Agreement with hospitals and fire department.
- Medical Treatment Procedures
- Emergency Numbers
- Emergency Procedures - Camp Staff
- Pre-Camp Training Plan/Job Descriptions
- Health-Examination/Health-History Forms
- Site Hazards
- Discipline Policy and Interpretation/Reporting Child Abuse
- Camp Health, Safety, and Sanitation
- Camp Health Procedures

The camp's health-care plan describes general information about the program's health-care values, the concept of stewardship related to wellness, and about the authority vested in staff members for making health-care decisions. The plan is supported by the *Health-Care Manual for Nurses and Health-Care Assistants*, which defines procedures that operationalize the health-care plan. The plan is based on guidelines from the American Camp Association's (ACA) Standards and State Department of Health regulations.

GENERAL ROUTINES FOR CAMP HEALTH CARE AND SANITATION

Policies Concerning Written Health Records

All staff members complete the staff health form as a condition of employment. This form is a health history completed within six months of beginning the job. If an individual has not provided a completed form when their employment begins, the Camp Director gives the person a copy of the form and asks for it to be completed within the next 24 hours.

A health form is also completed by campers. The camper form has a parent/guardian permission statement that authorizes both emergency and routine care. If a camper arrives without a health form, the child's parents are asked to complete one insofar as they are able.

It is camp policy that a copy of an individual's health form accompanies groups that leave the camp and/or local area. These are carried by the Camp Director.

Confidentiality

Health information is confidential and privileged information. Health forms are sent to the Camp Director. The Camp Director reviews the forms and shares information with counseling/academic staff on a need-to-know basis. Staff must treat disclosed information in confidence.

The Camp Director is responsible for maintaining complete and up-to-date health records. Individual health forms contain information about each individual's health care and are the place where notes are recorded. The daily medication administration record serves as documentation for routinely dispensed medications. The log provides summary information for surveillance. Health records are confidential.

Storing Health Records

At the end of the summer camp season, health forms and records are collected by the Camp Director and archived at the camp's permanent facility for the period of statutory limits as defined by the state.

First Aid

First-aid supplies are available in the cafeteria. The Camp Director and Head Recreation Counselor make first-aid kits appropriate to the needs of the camp program. A record of first-aid care is documented.

Emergency Medical Care

Carolyn Herman, MD, acts as supervising physician for Camp Delafield. She annually reviews and updates health-care procedures with the Camp Director. She is available to the Camp Director by phone.

Emergency Responses

In the event of a need for emergency transportation, 911 will be called. Staff are trained to assist in emergencies.

Contacting Parents

Phone contact with parents/guardians is established in an emergency. Each person's health form contains contact information and designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Camp Director but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected.

Because many people remotely access their voicemail, it is expected that camp personnel leave voice messages that appropriately communicate the need for a given parent to call the camp. All contact, successful and unsuccessful, is documented on the camp contact form.

Medication

It is policy that all medication (stock meds and personal meds of both staff and campers) is kept in a locked area under the Camp Director's supervision. This mandate complies with ACA standards and State Department of Health guidelines.

Routine personal medications are administered under the supervision of the Camp Director and in accord with orders from a physician and upon the request of parents.

Use of "as needed" medication is supervised by the Camp Director. Permission for use is on the medication form. It is the responsibility of the Camp Director to determine who is capable of administering what medications and to supervise that process.

In cases where a question exists about medication, the Camp Director must contact the parent by phone to clarify the issue. This conversation is documented in the client's health record and supported by an order with the consulting individual's signature.

Academic/Recreation Staff Role in Routine Health Care

The supervision of routine health care is specifically charged to the Camp Director. Academic/Recreation staff, however, are integral to health care also. They are specifically charged with managing activity groups to support activities of daily life (e.g., adequate rest, water, nutrition). Academic/Recreation staff often note symptoms of illness or signs of injury before they are noted by the Camp Director. Consequently, it is their responsibility to act appropriate to their observations. Specific directives are described in the *Staff Handbook*.

In addition to records kept by the Camp Director, the camp makes use of incident reports to document unusual situations. The Camp Director determines when to initiate the incident report and is charged with maintaining documentation, as well as appraising camp administration.

WHEN FIRST AIDERS PROVIDE HEALTH CARE

A first aider is an individual who has taken training and is certified to give immediate emergency aid until medical care can be obtained. The first aider's certification and a record of training given at camp should be on file with the camp administrator.

Administration of medications does not fit this description and is therefore not within the authority of the first aider unless specific instructions have been given by the parent or a physician. This includes medications such as aspirin and Tylenol®.

Three essentials for administering medications, regardless of the qualifications of the health-care provider are:

- Written directions from the parent for any medications that will be given or applied for any existing condition, OR written order of a physician (including procedures in treatment procedures).
- Written record of treatment which includes the reason for the treatment, the dates and times of treatment, and the person giving treatment. When medications are given, the written record should show the medication, dosage, authority for giving it, and the name of the person administering the medication.
- Written information provided to the parent for anything that was done other than what was discussed in advance.

Medications must be in the care and protection of the Camp Director (in a locked container) to assure proper use and to protect against unauthorized use. Medications must be dispensed from the original pharmacy container with instructions for use, and must refer to the individual being treated (see below for exception).

The health history or health exam asks about being under a physician's care and about medications. This is an alert to discuss a health condition with a parent and to request the appropriate written instructions. It is not a direction to treat.

If a first aider doesn't have written instructions when a child develops a stomach ache, sore throat, headache, or other minor complaint:

- Provide a place for the child to rest. Offer the appropriate medication deemed by their medication form.
- Call the parent if the condition persists. Record the content of the call.
- Take the child to a medically qualified person. Send the child home if no other resolution is possible.

WHEN MEDICATIONS ARE ADMINISTERED BY FIRST AIDERS

It is essential that in addition to the aforementioned guidelines, the first aider should:

- Understand the importance of giving the medication as directed.
- Know what to do if there is an error, such as failure to give before a meal or as otherwise directed.
- Know possible reactions or side effects and how to respond if one occurs.

When medications are administered away from the camp and it is not reasonable to send the entire supply on the trip, the appropriate dosage may be put into a sealed package or vial (that has not been previously used), with the individual's name, name of medication, and complete instructions for when and how to give it. The package should be in the controlled care of the adult. A written record is required.

**Thank you for choosing Camp Delafield!
We look forward to an awesome summer with your camper!**

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Title IX Coordinator, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to (317) 232-6610 or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL, 60606-7204 (312) 886-8434 – Glenda Ritz, Indiana Superintendent of Public Instruction.