

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

May 25, 2021

CALENDAR

May	25	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	25	immediately following	Executive Session, J.C. Rice Educational Services Center
June	8	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	22	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. SPECIAL RECOGNITION

50 Years of Service - Ellen Coget

E. CONSENT ITEMS:

- Minutes – May 11, 2021 – Public Work Session
- Minutes – May 11, 2021 – Regular Board Meeting
- Claims
- Gift Acceptance
- Grants
- Conference Leave Request
- Personnel Report

F. OLD BUSINESS

Board Policy 5461 – Transfer and Recognition of Credits - The Administration presents proposed new Board Policy 5461 - Transfer and Recognition of Credits, as presented for initial consideration at the May 11<sup>th</sup> regular meeting.

G. NEW BUSINESS

Administrative Regulation JFC - Proposed Revised Guidelines for a Safe Learning Community. The Administration presents proposed revisions to Administrative Regulation JFC - Proposed Revised Guidelines for a Safe Learning Community.

New Course Offering – The administration presents a proposed new course offering for Board review – Robotics Design and Innovation.

Financial Report – January 1, 2021 – April 30, 2021

Monthly Insurance Update

Resolution – The administration presents a proposed Resolution related to payment of stipend to district employees as a result of additional duties performed by school employees due to the state of national public health emergency for COVID-19, for initial review.

2021-2022 Cost Reductions - The administration presents the 2021-2022 Cost Reductions for approval.

2021-2022 Bell Schedule – The administration presents the 2021-2022 Bell Schedule for approval.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES OF THE  
PUBLIC WORK SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

May 11, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:00 p.m.

Place/Time

Board Members  
Present:

Roscoe L. Enfield, Jr.  
Dacey S. Davis  
Susan C. Daiber

Babette S. Boling  
Kellie L. Mullins  
Troy E. Scott  
Douglas K. Weaver

Roll Call

ECS Staff  
Present:

Mindy Higginson  
Brad Sheppard

Steve Thalheimer  
Doug Thorne

The Board was given a breakdown on some of the uses of CARES Act dollars proposed in the May 14 grant submittal.

Topics  
Discussed

The Board discussed agenda items for the regular meeting.

The meeting adjourned at approximately 6:45 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

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Babette S. Boling, Member

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Dacey S. Davis, Vice President

\_\_\_\_\_  
Kellie L. Mullins, Member

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Susan C. Daiber, Secretary

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Troy E. Scott, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

May 11, 2021

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber</td> <td style="width: 33%;">Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver		
<p>Board president, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.</p>	<p>Call to Order</p>			
<p>Board member, Kellie Mullins, recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>			
<p>Mr. Enfield discussed the invitation to speak protocol.</p>				
<p>By a vote of 6-0 (Mullins abstained) the Board approved the following consent items:</p>	<p>Consent Items</p>			
<p>Minutes – April 27, 2021 – Public Work Session Minutes – April 27, 2021 – Regular Board Meeting</p>	<p>Minutes</p>			
<p>Payment of claims totaling \$4,968,986.83 as shown on the May 11, 2021, claims listing. (Codified File 2021-146)</p>	<p>Payment of Claims</p>			
<p>The following donations were made to Elkhart Community Schools (ECS): Donation of \$2,500 from MORryde to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras; two Mortara ELI 250 Series EKG units (with an owner estimated value of \$2,000) from Heart City Health Center for EACC students in EMT/cardiology classes; and \$25,000 from the Martin Foundation for renovations to Rice Field and North Side Gym.</p>	<p>Gift Acceptance</p>			
<p>Proposed school fundraisers in accordance with Board policy. (Codified File 2021-147)</p>	<p>Fundraisers</p>			
<p>An ESSER II Grant from the Indiana Department of Education in the amount of \$11,756,499.89 for summer school and after school programs, professional development, an ENL residency program, supplemental phonics program materials, and update HVAC and air filtration systems. (Codified File 2021-148)</p>	<p>Grant</p>			

Conference Leave Requests. (Codified File 2021-149)

Conference  
Leave Requests

Personnel  
Report

Employment of the following 21 certified staff members effective 8/9/21:

Certified  
Employment

Whitney Baird - science at Human Services  
Tiffany Beauchamp - grade 1 at Daly  
Breanne Boggs - grade 1 at Daly  
Mariclare Braunsdorf - FACS at Freshman Academy  
Riley Girton - music at Arts & Communication  
Michelle Hilliker - counselor at Freshman Academy  
Michael Holtz - industrial tech at Engineer & Technology  
Russell Horst - science at Arts & Communication  
Kristy Kong - social studies at Freshman Academy  
Andrew Madison - special education intern at TBD  
Rebekah Magers - career readiness at Pierre Moran  
Lyndsey Mullins - language arts at Health & Public Safety  
Danielle Newcombe - speech pathologist at TBD  
Connie Rhodes - special education at Pierre Moran  
Shelbie Rodeman - social studies at Freshman Academy  
Allison Schrock - grade 5 at Daly  
Sara Smurr - language arts at Health & Public Safety  
Cara Storer - science at Freshman Academy  
Victoria Taylor - speech pathologist at TBD  
Daniel Walsh - science at Business & International  
Christina Witmer - speech pathologist at TBD

Retirement of the following two (2) certified staff members effective 6/3/21, with years of service in parenthesis:

Certified  
Retirement

Sheryl Keeslar - instructional coach at ESC (29)  
Pamela Weldy - special education at Cleveland (26)

Resignation of the following six (6) certified staff members on dates indicated:

Certified  
Resignations

Sarah Bertsch - science at EHS East, 6/3/21  
Laura Martin - education professions at EACC, 6/3/21  
Taylor Raber - grade 5 at Roosevelt, 6/3/21  
Yoketha Sims - AF JROTC at EHS East, 6/10/21  
Brianna Tribbett - grade 6 at Cleveland, 6/3/21  
Allan Whitehead - music at EHS East, 6/10/21

Maternity leave for certified staff member, Abigail Gerig, grade 4 at Beardsley, beginning 5/10/21 and ending 6/3/21.

Certified  
Leave

<p>Employment of the following five (5) classified employees, effective on dates indicated:          Lisa Conley - food service at Daly, 4/28/21          Eboni Frazier - bus driver at Transportation, 5/3/21          Kerry Guernsey - social worker at Hawthorne, 4/28/21          Mytchell Sellers - paraprofessional at Elkhart Academy, 5/11/21          Vantha Seth - custodian at EHS East, 5/3/21</p>	<p>Classified Employment</p>
<p>Resignation of the following three (3) classified employees, effective on dates indicated:          Elizabeth Osowski - executive chef/culinary coordinator at Food Service, 5/28/21          Benjamin Perkins - custodian at Osolo, 4/30/21          Breah Tolbert - secretary at Hawthorne 6/16/21</p>	<p>Classified Resignations</p>
<p>Retirement of classified employee, Amy Replogle, custodian at Monger, effective 6/30/22, with 21 years of service.</p>	<p>Classified Retirement</p>
<p>Reassignment of Michael Holtz to certified position.</p>	<p>Classified Reassignment</p>
<p>Leave for classified employee, Brenda Goethals, food service at EJS West beginning 5/10/21 and ending 6/3/21.</p>	<p>Classified Leave</p>
<p>Death of classified employee, Dinorah Kuehn, paraprofessional at Pinewood on 5/2/21.</p>	<p>Death</p>
<p>By unanimous action, the Board adopted a Resolution regarding a one-time waiver of Board Policies 3422 exclusively for the Memorial Day Holiday of 2022, as initially presented at the April 27<sup>th</sup> regular meeting.</p>	<p>Resolution</p>
<p>The Board was presented proposed new Board Policy 5461 – Transfer and Recognition of Credits, for initial consideration</p>	<p>Board Policy 5461</p>
<p>By unanimous action, the Board approved the recommendation for bid award of the demolition of the Tipton Street building to C&amp;E Excavating of Elkhart as the lowest and best, most responsive and responsible contractor in the amount of \$149,460.00. Funding for the project will come from bond proceeds from the Elkhart High School projects.</p>	<p>Bid Award</p>
<p>By a vote of 4 (Mullins, Scott, Weaver, Enfield) – 3 (Boling, Daiber, Davis), the Board tabled Resolution establishing the Superintendent’s Goals for 2021.</p>	<p>Resolution Establishing Goals</p>
<p>An audience member thanked the Board for their support of educators and to Mr. Weaver for speaking at the recent charter school hearing. She also reminded everyone to celebrate all the things done well and to balance the negatives with positives.</p>	<p>From the Audience</p>

An audience member spoke regarding a recent staff meeting within her department.

From the Audience

Audience member, Kerry Mullet, ETA president, invite everyone to attend an Indiana Coalition for Public Education event being held virtually at 9 p.m., Wednesday, May 19.

From the Audience

The meeting adjourned at approximately 7:20 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

\_\_\_\_\_  
Dacey S. Davis, Vice President

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Susan C. Daiber, Secretary

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Babette S. Boling, Member

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Kellie L. Mullins, Member

\_\_\_\_\_  
Troy E. Scott, Member

\_\_\_\_\_  
Douglas K. Weaver, Member



**MARY BECK ELEMENTARY SCHOOL**

818 McDONALD STREET • ELKHART, IN 46516

PHONE: 574-295-4830



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: May 14, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Tracey Kizyma-Whitmyer, Principal  
Lindsey Walters, Media Specialist

RE: Donation Approval

We would like to accept and thank Belmont Mennonite Church for a \$1939.61 donation to our Butterfly Garden behind Mary Beck's library. It is in remembrance of Elaine Hostetler, a valued member of their church and lifelong educator.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Belmont Mennonite Church  
925 Oxford St.  
Elkhart, IN 46516





ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. THALHEIMER  
BOARD OF SCHOOL TRUSTEES**

**FROM: BRANDON EAKINS** *BE*

**DATE: MAY 11, 2021**

**RE: DONATION APPROVAL - EACC**

Latinos Pro Education - Radio Horizonte 104.3 FM has donated \$2,000.00 to be used towards student scholarships. These scholarships will help our students with classroom lab fees, uniforms, field trips, etc.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Radio Horizonte 104.3FM  
Manny Cortez  
1716 Elkhart Rd  
Goshen, IN 46516

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Kindergarten Celebration Virtually!	Meijer	Eastwood	Peggy DeLanghe pdelanghe@elkhar t.k12.in.us	\$100	Purchase Cake Mixes and Cake Frosting for Virtual Kindergarten Celebrations. Peggy DeLanghe will oversee the management of the grant.	This opportunity will encourage and equip families by providing them materials needed to bake together at home. This will provide a hands-on opportunity for the kindergarten children to explore kitchen math and science (i.e., measuring, mixing, change of the mix through baking). The cake will then be available for the children and families to enjoy together upon the celebration of ending the kindergarten year, virtually, successfully!	\$50 for cake mixes \$50 for cake frostings	5/26/2021
Donors Choose - Wilson Reading Program	Donors Choose	Eastwood	Chris Hipsher	\$817.18	Wilson Reading Program training for myself to better serve students; Donors Choose purchases directly to make sure it is used properly..	This is the type of instruction my students need, and being trained in this way will benefit countless students that I will teach now and in the future become better readers through improved phonics, fluency and reading comprehension instruction.	WRS Introductory Course • WILSON LANGUAGE TRAINING THROUGH LEARNING TECHNIQUES LTD \$700.00 1 \$700.00 Materials cost  \$700.00 Vendor shipping charges  FREE State sales tax  \$0.00 3rd party payment processing fee \$10.50 Fulfillment labor & materials \$30.00 Total project cost \$740.50 Suggested donation to help DonorsChoose reach more classrooms \$130.68 Total project goal \$871.18	5/28/2021

**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: May 18, 2021  
 TO: Dr. Steve Thalheimer  
 FROM: Brandon Eakins *BE*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 May 25, 2021 - Board of School Trustees Meeting**

2020-2021 CONFERENCES	EXPENSES	SUBSTITUTE
<b>Vincennes University Summer Welding Workshop</b> Workshope will help to keep instructor current in class and help to introduce new methods and techniques for welding.  June 9 - 11, 2021 John Kraus (0-0) College Credentials	\$701.76	\$0.00
<b>TOTAL</b>	<b>\$701.76</b>	<b>\$0.00</b>
2020-21 YEAR-TO-DATE PERKINS FUNDS	\$2,535.36	\$0.00
<b>GRAND TOTAL</b>	<b>\$3,237.12</b>	<b>\$0.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 20, 2021

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard *Bradley Sheppard*

RE: **Conference Leave Requests**  
**May 25, 2021 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

<b>2020 - 2021 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>YOUR STUDENTS, MY STUDENTS, OUR STUDENTS: RETHINKING EQUITABLE AND INCLUSIVE CLASSROOMS</b> Understand the research on inclusion and how to improve our MTSS process. Indianapolis, IN <i>*Attendance is subject to local health guidelines*</i> June 9 - 10, 2021 (0 day's absence) JENNIFER ALLEN - PINWOOD (0-0) HEATHER CASH - PINWOOD (0-0) TRISHA KUCERA - PINWOOD (0-0) ELIZABETH HAWN - PINWOOD (0-0) JONI PEAK - PINWOOD (0-0)	\$1,278.64	\$0.00
	<i>Title II, Part A, FY20</i>	<i>N/A</i>
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>CHILDREN'S YOGA TRAINING</b> This training has been granted to me in August, 2020 through a NEA grant I wtore. It is to be used to certify me in teaching children's yoga. The amount pays up to \$2,000.00 and if it costs more, I will pay any amount over the amount granted. Nashville, TN May 14 - 16, 2021 (1 day's absence) CAMBRIA NEELY - EASTWOOD (0-0)	\$1,905.00	\$95.00
	<i>Gifts And Donations</i>	<i>Gifts And Donations</i>
	<b>\$3,183.64</b>	<b>\$95.00</b>
2020 YEAR-TO-DATE EDUCATION FUNDS	\$9,841.88	\$1,330.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$6,265.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$56,021.47	\$4,465.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$15,257.64	\$190.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$87,385.99</b>	<b>\$5,985.00</b>

*(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school year.)*



**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MAY 25, 2021**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of four consent agreements regarding retention.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2021-22 school year:

<b>Laura Clements</b>	<b>Beck/Grade 4</b>
<b>Grace Combes</b>	<b>Freshman Division/Art</b>
<b>Joseph Fairbotham</b>	<b>PACE/Academic Dean</b>
<b>Rachel Fisher</b>	<b>Roosevelt/Speech Pathologist</b>
<b>Brittany Hedman</b>	<b>Osolo/Grade 6</b>
<b>Nancy Howells</b>	<b>Daly/Speech Pathologist</b>
<b>Angela Ness</b>	<b>EHS/Counselor</b>
<b>Laura Reverman</b>	<b>Osolo/Special Education</b>
<b>Amy Seng</b>	<b>TBD/Special Education Intern</b>

- c. **Retirement** – We report the retirement of the following employee at the end of the 2020-21 school year:

<b>Anita Gorden</b>	<b>Elkhart East/FACS</b>	<b>18 Years of Service</b>
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- d. **Leave** – We recommend a personal leave for the following employee:

<b>Nicole Gray</b>	<b>Daly/Grade 2</b>
Begin: 8/9/21	End: 5/27/22

e. **Resignation** – We report the resignation of the following employees:

**Timothy Adams**  
Began: 8/7/18

**Pierre Moran/Counselor**  
Resign: 6/10/21

**Scott Allen**  
Began: 1/7/19

**Pinewood/Special Education**  
Resign: 6/3/21

**Jennifer Benak**  
Began: 8/19/15

**Beck/Grade 4**  
Resign: 6/3/21

**Jaime Borkholder**  
Began: 8/14/18

**Hawthorne/Grade 6**  
Resign: 6/3/21

**Sarah Bowerman**  
Began: 8/2/16

**Elkhart West/Business**  
Resign: 6/3/21

**Jennifer Brown**  
Began: 8/13/14

**Feeser/Grade 1**  
Resign: 6/3/21

**Christian Ciesielski**  
Began: 8/13/19

**Pinewood/Grade 6**  
Resign: 5/18/21

**Maria Hite**  
Began: 8/17/20

**Daly/Special Education**  
Resign: 6/3/21

**Deborah Gilles**  
Began: 8/17/09

**Elkhart West/Special Education**  
Resign: 6/25/21

**Bridget Huffman DeFauw**  
Began: 8/10/20

**Riverview/Special Education**  
Resign: 7/30/21

**James Mackiewicz**  
Began: 8/14/06

**Elkhart East/Math**  
Resign: 6/3/21

**Katherine Wilhelm**  
Began: 8/13/07

**Hawthorne/Grade 2**  
Resign: 6/3/21

**CLASSIFIED**

a. **New Hires** – We recommend regular employment of the following classified employees:

**Thomas Bjornstad**  
Began: 3/29/21

**Transportation/Bus Helper**  
PE: 5/24/21

**Erica Curtis**  
Began: 3/29/21

**Eastwood/Registered Behavior Technician**  
PE: 5/24/21



**Kerry Lawson**  
Began: 3/29/21

**Eastwood/Paraprofessional**  
PE: 5/24/21

**Wannetta Probst**  
Began: 3/22/21

**Beardsley/Paraprofessional**  
PE: 5/17/21

**b. Resignation** – We report the resignation of the following classified employees:

**Sherman Bailey**  
Began: 12/3/18

**ETI/Custodian**  
Resign: 5/14/21

**Maria Carrillo**  
Began: 9/14/20

**Daly/Secretary**  
Resign: 6/4/21

**McKayla Fielstra**  
Began: 6/22/20

**Elkhart East/Secretary**  
Resign: 5/21/21

**Shelley Green**  
Began: 11/16/05

**Osolo/Paraprofessional**  
Resign: 6/3/21

**Stacia Lanum**  
Began: 1/27/21

**Hawthorne/Food Service**  
Resign: 6/3/21

**Pamela Manley**  
Began: 1/30/20

**Elkhart West/Food Service**  
Resign: 5/17/21

**Jennifer McKelvey-Galindo**  
Began: 5/3/19

**Beardsley/Secretary**  
Resign: 6/7/21

**Retha Miller**  
Began: 8/18/14

**Transportation/Bus Driver**  
Resign: 6/3/21

**Shawna Williams**  
Began: 9/3/19

**Daly/Paraprofessional**  
Resign: 6/3/21

**c. Retirement** – We report the retirement of the following classified employees:

**Leigh Bell**  
Began: 8/23/99

**Transportation/Asst. Supvr. Transportation**  
Retire: 5/21/21  
21 Years of Service

**Annie Wiley**  
Began: 9/19/06

**Transportation/Bus Driver**  
Retire: 6/3/21  
14 Years of Service



- d. **Reassignment** – We recommend the approval of reassignment of the following classified employee to a certified position effective 2021-2022 school year:

**Amy Seng**

**TBD/Mild Interventions Internship**

- e. **Leave** - We recommend an unpaid leave for the following employee:

**Maria Gonzalez**

Begin: 5/14/21

**Riverview/Paraprofessional**

End: 6/3/21

- f. **Revision** - We recommend the revision of leave of absence reported on the May 11, 2021, Board Report of the following employee:

**Brenda Goethals**

Begin: 5/10/21

**Elkhart West/Food Service**

End: 5/11/21





Book	Policy Manual
Section	5000 Students
Title	PROPOSED NEW TRANSFER AND RECOGNITION OF CREDITS
Code	po5461
Status	
Last Revised	May 25, 2021
Last Reviewed	May 25, 2021

## 5461 - TRANSFER AND RECOGNITION OF CREDITS

Elkhart Community Schools has the responsibility to insure all students are placed in the proper academic program. To fulfill this responsibility, credits earned by a student prior to enrolling in Elkhart High School will be transferred and recognized as follows:

### A. Recognition of Credit Earned Prior to 9<sup>th</sup> Grade

#### 1. Physical Education and Other Subject Areas

##### a. Physical Education

Beginning August 14, 2013, ECS students taking a physical education course during the 8<sup>th</sup> grade shall be enrolled in PE 1 and will receive high school credit and a grade to be recorded on the students' transcript provided the course is taught by a teacher with high school physical education certification and the curriculum meets the academic standards established by the State Board of Education/Indiana Department of Education for PE 1.

##### b. Other Subject Areas

Credits earned by a student in all other subject areas prior to 9<sup>th</sup> grade will be evaluated in a manner consistent with Section B of this policy.

2. In the event a student and the student's parent(s)/guardian(s) believe credit has been wrongfully denied, the determination of the school may be appealed to the Assistant Superintendent for Instruction/Designee.

### B. Transfer of Credit Earned in High School

1. Definition of "Accredited" – A transferring school will be considered accredited if it is accredited by the Commission on General Education of the Indiana State Board of Education, or in the case of a transferring school outside Indiana, by the equivalent governmental agency in that jurisdiction.
2. Transfer from an accredited school – Credit earned from an accredited school will be considered as equivalent to credit earned in the Elkhart Community Schools. All course or course of study requirements of the Elkhart Community Schools must be met. Determination of the application of courses at the transferring school to course or course of study requirements at the Elkhart Community Schools shall be made by the building principal within twenty (20) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the student.
3. Transfer from an unaccredited school – Credit earned from an unaccredited school will be evaluated on the basis of substantial equivalency to courses or course of study offered by the Elkhart Community Schools. It is the responsibility of the parent or guardian to obtain adequate information on which to base a decision concerning substantial equivalency from the transferring school. The determination of substantial equivalency shall be made by the building principal within twenty (20) days after receipt of this information. In determining substantial equivalency, the building principal shall consider
  - a. the degree of similarity between the subject matter and essential standards of the course at the transferring school and the equivalent course at the Elkhart Community Schools;
  - b. the degree to which the similar essential standards were achieved by the transferring student; and

- c. standardized tests that assess the attainment of "standard based" skills or knowledge base expected of a student after completion of a course or course of study offered by the Elkhart Community Schools.
- 4. In lieu of the above procedure, at the option of the parents or guardian of a child seeking to enroll in grades kindergarten through eighth grade, the appropriate academic placement shall be determined by an evaluation of both the results of a standardized test that provides a grade level result and age appropriate placement.

## Guidelines for a Safe Learning Community

Everyone in the school community plays a role in the creation of a safe place for learning.

The expectations for the community, in regards to a safe learning environment, are based on exhibiting PRIDE. PRIDE is an acronym for the work and life characteristics which are important to becoming a successful and productive member of society.

### Section 1: General Responsibilities

#### Persistence:

- The school community will persevere through challenges and problem solving (Never give up).

#### Respectfulness:

- The school community will accept and demonstrate both respectful and helpful behavior to fellow students and all school staff.
- The school community will seek and accept the opinions of others (Treat others as you would like to be treated).

#### Initiative:

- The school community will encourage students to be a self-starter, critical thinker, able to prioritize, make decisions and complete required tasks with minimal assistance (Be a self-starter).

#### Dependability:

- The school community will be reliable and demonstrate responsibility, teamwork and community/job readiness (Do the right thing, even when no one is looking).

#### Efficiency:

- The school community will operate in an organized, timely manner and will encourage self-management (“Get the job done” quickly and accurately).

### Section 2: School Responsibilities

#### Persistence:

- Elkhart Community Schools is committed to social, emotional, physical, and academic growth for all students.

#### Respectfulness:

- Elkhart Community Schools will demonstrate respect and mutual concern for all members of the school community.
- Elkhart Community Schools is dedicated to recognizing all members of the school community have dignity and any disciplinary action will be implemented with integrity.

#### Initiative:

- Elkhart Community Schools will provide each student with an opportunity to acquire meaningful knowledge and skills and help to fully develop their potential as an individual.

- Elkhart Community schools will research and implement best practices including a model of continuous improvement.

**Dependability:**

- Elkhart Community Schools will provide a safe and orderly school environment.
- Elkhart Community Schools will also provide procedures allowing for restorative practices, review of disciplinary actions, and student due process when taking disciplinary action.

**Efficiency:**

- Elkhart Community Schools will provide a variety of timely communication to all members of the school community.

**Section 3: Student Responsibilities**

**Persistence:**

- Students will demonstrate perseverance through challenges and problem solving (Never give up).

**Respectfulness:**

- Students will demonstrate respectfulness by following reasonable directions of school employees.
- Students will demonstrate respectfulness by refraining from disruptive behavior interfering with a safe learning environment.
- Students will show respect for self and for others.
- Students will demonstrate respect and mutual concern for all members of the school community.
- Students will recognize all members of the school community have dignity.

**Initiative:**

- Students will be involved in the educational process to the fullest extent possible.
- Students will prioritize responsibilities, make decisions, and complete required tasks.
- Students will seek assistance, when needed, from appropriate staff.

**Dependability:**

- Students will accept responsibility for their own behavior.
- Students will engage in the discipline process and restorative practices.

**Efficiency:**

- Students will be organized, punctual and demonstrate self-management (“Get the job done” quickly and accurately).

**Section 4: Parent/Guardian Responsibilities**

Elkhart Community Schools rely on community partnerships, especially with parents and guardians. Parent awareness and support of these behavior expectations are necessary in establishing and maintaining a safe environment for learning; therefore, Elkhart Community Schools asks parents and guardians to provide support by utilizing these guidelines.

**Persistence:**

- Engage in their student's education.

**Respectfulness:**

- Demonstrate respect and mutual concern for all members of the school community
- Recognize all members of the school community have dignity.

**Initiative:**

- Be involved in the educational process to the fullest extent possible.
- Seek assistance, when needed, from appropriate staff.

**Dependability:**

- Engage in the discipline process and restorative practices.
- Ensure their student has consistent and timely attendance.

**Efficiency:**

- Support and encourage organization and timeliness.
- Communicate with the school community in a timely manner.

**Section 5: Implementation of Student Behavior Expectations**

In order to create a safe learning community, each administrator, teacher, or any other school personnel is responsible for implementing the expectations for student behavior adopted by Elkhart Community Schools.

**Behavior Expectations for Students—**

Students will be expected to meet the behavior expectations listed below. A student who does not meet these expectations may be disciplined for the disruption of a safe learning community.

**A. Respectfulness:**

1. Insubordination. Students will be expected to obey or follow a reasonable order or instruction given by any Elkhart school staff member. Staff members shall mean teachers, administrators, custodians, bus drivers, paraprofessionals, all other employees and officials, and authorized volunteers. When a student refuses to do this, it will be considered an act of insubordination.
2. Student Identification. Students will clearly display a school identification card when this is required by a student's school.
3. Theft. Students will respect the property of others. Theft of school property or property belonging to another student or staff member or being in possession of stolen property does not meet this expectation.
4. Fighting or Acts of Violence. Students will respect the rights of other individuals. Fighting and/or committing any act which jeopardizes the health, safety, or welfare of other students, staff members, or visitors does not meet this expectation.
5. Vandalism. Students will respect the property of others. Students who fail to demonstrate respect by damaging any property belonging to other students, staff, or to the Elkhart Community Schools do not meet this expectation.
6. Disrespectful Language. Students will not use, display, or participate in any form of profanity, indecency, or obscenity.

7. Threats and Intimidation. Students will not engage in conduct or use of language which reasonably threatens, intimidates, or indicates disrespect of another person.
8. Bullying Behavior. Students will show respect for others by not engaging in intentional behaviors involving unwanted negative actions towards another student which may be repeated over time and involve an imbalance of power.
9. Students will consume food or drink in designated areas in the building such as the cafeteria.
10. Students will use electronic devices (e.g. cellular phone, tablet computer, music device, digital camera, etc.) in a manner which does not constitute an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or which is profane, indecent, or obscene.
11. Substance Abuse. Students will not possess or use of tobacco in any form including cigar, cigarette, pipe, snuff, or any other matter or substance which contains tobacco or nicotine (unless prescribed by a doctor), as well as electronic, "vapor," or the substitute forms of cigarettes; possess, use, or be under the influence of alcohol; or possess, use, be under the influence of, or transmit any controlled substance or substance represented as a controlled substance, or paraphernalia for the use of such substance.
12. Students will be respectful of the school learning environment. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision does not meet this expectation.
13. Students will demonstrate respect by not knowingly possessing, handling, or transmitting a knife, gun, destructive device, or any other object which can reasonably be considered a weapon at school or a school function.
14. Students will demonstrate respect by not possessing and/or using matches, cigarette lighters, or any pyrotechnic device, including firecrackers, on school grounds without authorization from school officials.

B. Dependability:

1. Violations of the Board of School Trustees' Policy on Network and Internet Acceptable Use and Safety (7540.03). Students will display dependability through appropriate use of school corporation computers and networks.
2. Students exercise dependability by following directions during an emergency or an emergency drill.
3. Students exercise dependability by following cafeteria procedures and rules.
4. Students exercise dependability by only using the elevator with the specific and express permission of a staff member.
5. Students exercise dependability by only leaving a class station or other assigned area with the permission of a staff member.
6. Students will show dependability by only leaving school property at a time other than the end of the student's scheduled day, when specific permission is granted by the administration and the sign-out procedure is followed by the student.

7. Students will display dependability by following school attendance and tardy policies.
8. Students will follow study hall, detention, and/or in-school suspension regulations.
9. Students will attend assigned detention including, but not limited to, after-school detention, lunch detention, weekend detention, etc.
10. Students will follow driving and parking regulations. Reckless driving is prohibited.
11. Students will follow bus regulations.
12. Students will comply with the school's release time regulations.
13. Students will satisfy and not violate any reasonable condition of probationary enrollment status for which proper notice has been given.
14. Students will follow building dress codes.

#### C. Initiative

1. Students will demonstrate initiative by bringing required materials and equipment to classes.
2. Students will demonstrate initiative by engaging in learning activities.

Some behaviors are more serious than others and require different approaches and clearly defined actions.

#### Section 6: Grounds for Suspensions and Expulsions

##### A. Prohibited Behaviors Which May Result in a Suspension or Expulsion:

The following types of student conduct may constitute grounds for suspension, expulsion, or other disciplinary action, subject to the limitations which exist under law. Such behavior is defined to include, but not to be limited to, the following acts committed on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or when traveling to or from school or a school activity, function, or event. The discipline rules may also apply when the student is using property or equipment provided by the school.

1. Interference with a Safe Learning Environment. Using violence, force, coercion, threat intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
2. Speech/Behaviors. Engaging in speech or behaviors including but not limited to disparaging of another's race, disability, religion, ethnic background, sexual orientation, gender, or gender identity, when it interferes with a safe learning environment.
3. Vandalism. Causing, or attempting to cause, damage to school or private property.
4. Theft. Stealing, or attempting to steal, school or private property, or being in possession of another person's property.
5. Fighting or Physical Injury. Intentionally causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief it was

- necessary to protect some other person does not, however, constitute a violation of this provision.
6. Bullying Behavior, Intimidation, or Harassment. Engaging in bullying behavior as defined in Board Policy 5517.01.
    - Threatening, intimidating, or harassing any person, causing injury to an individual's person or property, or with the intent of obtaining money or anything of value from the person.
    - Engaging in sexual harassment of another person, which involves sexually-related verbal statements, gestures, or physical contact.
    - This section also includes bullying behavior through the use of data or computer software which is accessed through a computer, computer system, or network of the school.
    - When reasonably foreseeable, bullying behavior through the use of social media constitutes a violation of Board Policy 5517.01.
  7. Hazing. Participation in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity which causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.
  8. Drug involvement.
    - Knowingly possessing, using, providing, or transmitting to another person or being under the influence of any illicit substance, including but not limited to narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind; or any paraphernalia for the use of such substance.
    - An individual who uses an authorized drug as prescribed for him or her by a registered physician shall not be in violation of this rule. (Any student who is unsure if possession, use, or providing another person with any particular substance would violate this rule should contact the building principal before possessing, using, or transmitting the substance in question.)
    - A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition, without risk of discipline for possession of drugs, if certain conditions are met.
  9. Possession of Tobacco Products. Possession of product which is, looks like, or which is or was represented to be a tobacco product, including; cigar, cigarette, pipe, snuff, or any other matter or substance which contains tobacco or nicotine, as well as electronic, "vapor," or other substitute forms of cigarettes.
  10. Possession of Alcohol. Possession of an alcoholic beverage or substance containing alcohol.
  11. Student Operated Vehicles. Improperly operating motorized vehicles on school property, failing to obey posted speed limits, failing to display parking passes, or failing to obey other school regulations and Indiana laws which may apply. Keeping prohibited items in any automobile while it is on school property.



12. Electronic Devices.

- Knowingly using on school grounds during school hours an electronic device (e.g. cellular phone, tablet computer, music device, digital camera, electronic equipment, etc.) in a manner which constitutes an interference with a safe learning environment, invasion of privacy, or act of academic dishonesty; or is profane, indecent, or obscene.
- In addition to being subjected to discipline, students who use an electronic device in a manner which is inconsistent with these expectations may have the device confiscated by the school. Such devices will be returned to the parent upon request.
- This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.

13. Sale of drugs. Engaging in the unlawful selling of a controlled substance or engaging in a violation of criminal law which constitutes a danger to other students, an interference with a safe learning environment, or an educational function.

14. Insubordination. Failing to follow reasonable directions of teachers or other school personnel.

15. Academic Dishonesty. Submission by a student of any schoolwork, for the purpose of meeting course requirements, which does not represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

- Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, or unauthorized use of hard copy or software to develop one's own software.

16. Violation of the law. Engaging in unlawful activity on or off school grounds, including any unlawful activity during weekends, holidays, other school breaks, and the summer, if

- the unlawful activity may be considered to be an interference with a safe learning environment or an educational function; or
- the student's removal is necessary to restore order or protect persons on school property.

17. Violation of school rules. Violating or repeatedly violating any rules which are reasonably necessary and are validly adopted.

18. Refusing a Search. Refusing to permit a lawful, reasonable search by authorized school officials of the student's person and/or possessions. A student who uses a locker which is the property of the school is presumed to have no expectation of privacy in the locker or the locker's contents.

19. Pyrotechnic Devices. Possessing and/or using, on school grounds without authorization by school officials, any pyrotechnic device, including firecrackers.

B. Prohibited Conduct Which Will Result in an Expulsion

The following conduct will constitute grounds for expulsion, subject to the limitations which exist under law:

1. Possession/Use of a Firearm, Destructive Device, or Deadly Weapon. Bringing or possessing a firearm or destructive device to school or on school property will result in expulsion for at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period. Bringing or possessing a deadly weapon to school or on school property may result in expulsion for not more than one (1) calendar year. The following definitions apply with regard to this section:

- a) A firearm is any weapon which is capable of expelling, is designed to expel, or may readily be converted to expel a projectile by the action of an explosion.
- b) The following items are considered to be destructive devices:
  - i. an explosive, incendiary, or overpressure device which is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device substantially similar to an item described above;
  - ii. a type of weapon which may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel which has a bore diameter of more than one-half inch; or
  - iii. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
- c) The following items are considered to be deadly weapons:
  - i. a loaded or unloaded firearm;
  - ii. a destructive device, weapon, taser or electronic stun weapon, device, equipment, chemical substance, or other material which, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - iii. an animal which is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - iv. a biological disease, virus, or organism which is capable of causing serious bodily injury.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who has brought a firearm or destructive device to school.

The superintendent shall immediately notify the county prosecuting attorney's office when a student is expelled for bringing or possessing a firearm or destructive device. The superintendent may give similar notice if the student brings or possesses a deadly weapon.

- A. As used in these Guidelines for a Safe Learning Community, the term “conduct constituting an interference with school purposes” means actions taken by a student or students which cause a disruption to a safe learning community and prevents the school from providing students with the opportunity to improve their knowledge and learning; or which can reasonably be foreseen to cause, a substantial disruption or material interference which prevents the school from maintaining a safe learning community. Suspicion alone is not adequate proof the behavior occurred.
- B. As used in these Guidelines for a Safe Learning Community, the term “dismissal from school, class, or activity” means disciplinary action whereby a middle school or high school teacher will have the right to dismiss a student from the teacher’s class or activity for a period not to exceed five (5) class periods, and an elementary teacher will have the right to dismiss a student from the teacher’s classroom or activity for a period of up to one (1) school day.
- C. As used in these Guidelines for a Safe Learning Community, the term “educational function” means the performance by the school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.
- D. As used in these Guidelines for a Safe Learning Community, the term “expulsion” means a disciplinary action whereby a student
1. is separated from school attendance for a period exceeding five (5) school days;
  2. is separated from school attendance for the balance of the then current semester or current year, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or
  3. is separated from school attendance for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
- The term does not apply to situations in which a student is disciplined using a method described in Section 9(A) to (M) of these Guidelines for a Safe Learning Community, when a student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.
- E. As used in this administrative guideline, the term “school function” means any activity sanctioned or sponsored by the school.
- F. As used in these Guidelines for a Safe Learning Community, the term “school purposes” means the purposes for which the school operates, including:
1. promoting knowledge and learning;
  2. maintaining a safe, orderly and effective educational system; and
  3. taking any action under the authority conferred on the school corporation by any statute.
- G. As used in this Administrative Guideline, the term “suspension” means any disciplinary action which does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than five (5) school days. The term does not apply to situations in which a student is excluded from school after being found ill, or when the student is excluded from school for failure to comply with the immunization

requirements.

#### Section 8: Delegation of Authority

In carrying out the purposes of the school corporation, the following grants of authority are made, subject to the limitations which exist under law:

- A. A principal, including any principal's designee, may take any action concerning their school or any school activity within their jurisdiction reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.
- B. The superintendent, and other administrators with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose.
- C. The superintendent and principal may adopt procedures establishing lines of responsibility in compliance with Elkhart Community Schools' discipline policies and administrative guidelines.
- D. The Board of School Trustees may also make such other delegations of rule-making, disciplinary, and other authority, as are reasonably necessary in carrying out the purposes of the school corporation.

#### Section 9: Behavior Interventions and Strategies

In order to create a safe learning community, each administrator, teacher, or any other school personnel is responsible for addressing incidents where students are not meeting the expectations for behavior adopted by Elkhart Community Schools. School personnel may use any or all of the following interventions or strategies progressively, in addition to any research based interventions, to address behavior of students under their supervision, subject to the limitations which exist under law:

- A. Utilizing restorative practices with the assistance of the community partners such as but not limited to the Center for Community Justice (CCJ), other entities supporting restorative practices, or an ECS employee who has completed training in restorative practices;
- B. counseling with a student or group of students;
- C. conferences with parent(s)/guardian(s);
- D. participating in a relevant educational opportunity related to the behavior;
- E. rearranging class schedules;
- F. requiring a student to remain at school after regular school hours to participate in an educational opportunity related to the behavior or for counseling;
- G. restricting extracurricular activities;
- H. rescinding the privilege of riding the school bus;
- I. recommendation or referral by the principal of a special course of study, an alternative educational program, or an alternative school;
- J. assignment of not more than one hundred twenty (120) hours of service with a non-profit organization, as outlined by statute;

K. referring students to law enforcement personnel in cases related to violations of the law;

L. denial of attendance at extra-curricular activities;

M. complying with state laws which prevent issuance of or invalidation of driver's licenses or learner's permits;

N. Dismissal from Class or Activity – Teacher

1. A middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods.

2. An elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.

O. Suspension from School – Principal

A school principal (or designee) may deny a student the right to attend school or take part in any school function for not more than five (5) school days. However, a student may be suspended for more than five (5) school days, if the suspension is pending an expulsion decision and the continued suspension will prevent or substantially reduce the risk of interference with an educational function or purpose or a physical injury to the student, other students, school employees, or visitors to the school.

P. Expulsion from School

In accordance with the due process procedures defined in this administrative regulation, a student may be expelled from school for a period no longer than the remainder of the school year in which the expulsion took effect, if the misconduct occurred during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. A principal may request a student, who is at least sixteen (16) years of age and who wishes to return to the traditional school setting after expulsion, to attend an alternative educational program or school.

Q. Expulsion Based Upon Legal Settlement

1. A student may be expelled, subject to the limitations which exist in Federal and State law, when the student's legal settlement is not in the attendance area of Elkhart Community Schools and the student is not authorized by any other provision of School Board Policy or State Law to attend the Elkhart Community Schools.

2. The Assistant Superintendent of Student Services/designee shall have the authority to recommend expulsion to the Superintendent for this reason.

## Section 10: Student Due Process Procedures

A. Procedure for Dismissal from Class or Activity

When dismissing a student from an educational function, teachers or other school personnel shall follow this procedure:

1. Inform the student of the reason(s) for his or her dismissal. (In the rare event a student's continued presence creates a danger to persons or property or an ongoing disruption of a safe learning environment the student may be immediately dismissed from class without being informed of the reason(s) for

dismissal.)

2. Verbally notify the office that the student is being dismissed from the educational function, the reason(s) for the dismissal and whether the student may return to the classroom or activity.
3. Instruct the student to leave the classroom or activity and report to the office. If necessary, the student shall be escorted to the office.
4. The office should notify the teacher in the event the student has not reported to the office in a timely manner.
5. Complete and send a referral form to the office reporting the reason(s) for the student's dismissal.
6. The administrator shall notify the parent(s)/guardian(s) ("parent") of the dismissal and the need for a conference with the parent(s), teacher, student, and administrator for the purpose of developing a contract to address the behavior leading to the dismissal.
  - a) A contract shall be developed during this conference and should contain the following:
    - a goal related to the behavior causing the dismissal.
    - a strategy to address the behavior,
    - consequences and rewards relevant to the behavior, and
    - monitoring procedures.
  - b) In the event the student and parent(s) do not meet with the principal and the student's teacher within a reasonable amount of time, the principal has the discretion to assign the student to another appropriate class.
  - c) The administrator shall have the discretion to assign the student to another appropriate class or placement within the school pending the conference.

#### B. Procedure for Suspensions

Any principal or designee may suspend a student from school and all school functions for a period of five (5) school days or less after an investigation has determined such suspension is necessary to further school purposes or to prevent an interference with school purposes.

When a principal (or designee) determines a student should be suspended, the following procedures will be followed:

1. The principal (or designee) shall meet with the student during this meeting, the student is entitled to the following:
  - a) a written or oral statement of the charges;
  - b) a summary of the evidence against the student, if the student denies the charges; and
  - c) an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student and the student's parents or guardians will be notified as soon as possible after the meeting is concluded. In addition, the student's parents or guardians will be given written notification of

- the suspension. The notification will describe the student's misconduct, and the action taken by the principal.
3. In the rare event where the nature of the misconduct requires the immediate removal of the student, the meeting with the principal will then be held within a reasonable time following the date of the suspension.
  4. Prior to the student's return to school from a suspension of three (3) school days or more, the principal should attempt to schedule a meeting with the student's parent(s)/guardian(s) for the purpose of discussing the student's conduct.

### C. Procedure for Expulsions

When a principal (or designee) recommends to the superintendent (or designee) a student be expelled from school, the following procedures will be followed:

1. The principal, vice-principal, or assistant principal shall, after consulting or attempting to consult with the District Counsel/Chief of Staff, complete the "Principals Written Charge Requesting Expulsion."
2. After said form has been completed, the form shall be delivered to the Superintendent, with a copy to the Assistant Superintendent of Student Services and the District Counsel/Chief of Staff. For a student with a disability, the form shall also be submitted to the Assistant Superintendent of Exceptional Learners. The Superintendent shall, after having reviewed the charge and determining reasonable grounds for an investigation exist, appoint an Expulsion Examiner and forward the charge, within one school day of its receipt, to such Expulsion Examiner.
3. The superintendent (or designee) shall either decide to conduct the expulsion meeting or appoint one of the following persons to conduct the expulsion meeting:
  - a) Legal counsel; or
  - b) A member of the administrative staff if the member has not expelled the student during the current school year and was not involved in the events giving rise to the request for expulsion.
4. The Expulsion Examiner shall, within two days after receiving the "Principal's Written Charge Requesting Expulsion," complete and personally deliver or send to the parent(s)/guardian(s) and student by certified mail the "Notice Regarding Expulsion Request." The Notice must contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
5. If the Expulsion Examiner does receive a request for an expulsion meeting in person or by mail within five school attendance days after receipt by parent(s)/guardian(s) of the Notice Regarding Expulsion Request, the Expulsion Examiner shall schedule the meeting within a period of five school days after it is requested. When scheduling such meeting, the Expulsion Examiner should confer with the principal, District Counsel/Chief of Staff, and parent(s)/guardian(s) as to the date and time of the meeting.
6. The superintendent or person appointed to conduct the expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to

persons giving testimony at the expulsion meeting. If an expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. The individual conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and should the individual conclude disciplinary action is necessary, make a recommendation to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's Designee may accept, reject, or modify the recommendation of the individual who conducted the expulsion meeting.

Notice of the action taken shall be given to the student, the student's parent, the principal, and the Assistant Superintendent of Student Services.

7. The student or parent has the right to appeal the decision of the Superintendent to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing and must provide a statement of the reasons, written information or submissions in support (provided said written information or submissions were provided at the original expulsion meeting) and arguments for overruling the decision of the Superintendent. If an appeal is properly made, the board must consider the appeal. The board shall hold a meeting to consider the written summary of the expulsion meeting and the written arguments of the school administration and the student and/or the student's parent. The board will make its decision based upon the written submissions of the parties and any documents introduced during the original expulsion meeting, unless the board votes to conduct a meeting at which the school administration and student and/or the student's parents shall appear. In the event the board votes to conduct a meeting at which the school administration and the student and/or the student's parents shall appear, the meeting shall be held in executive session and the Board President shall communicate to the school administration and the student and/or the student's parents the procedure to be used during the meeting. The board may then take any action deemed appropriate. The decision of the board may be appealed only through judicial review. The board may vote to not hear appeals of actions taken after an expulsion meeting. If the board votes not to hear such appeals, subsequent to the date of the vote, a student or parent may appeal only through judicial review.
8. If the Expulsion Examiner does not receive a request for an expulsion meeting within five (5) school attendance days after receipt by parent(s)/guardian(s) of the Notice of Expulsion Request, or a student/parent fails to appear at an expulsion meeting after receipt of the Notice, then all rights administratively to contest and appeal the expulsion shall be forfeited. The Expulsion Examiner shall then notify by memorandum the Superintendent, the principal, the Assistant Superintendent of Student Services, and the District Counsel/Chief of Staff that the action requested in the charge by the principal concerning such student shall automatically become effective.
9. An expulsion which takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion remaining in effect during the first semester of



the following school year must be reviewed before the beginning of the school year.

#### D. Procedure for Students with Disabilities

Students with disabilities are subject to the same disciplinary action for violating school rules as any other student. However, if a student with a disability is subjected to disciplinary change of placement, there are additional procedural safeguards which apply. A disciplinary change of placement occurs when a student is removed for more than ten (10) consecutive school days or is subjected to a series of removals which cumulates to more than ten (10) school days in a school year and constitutes a pattern.

When a student with a disability is subjected to a series of removals accumulating to more than ten (10) school days in a school year, the principal (or designee) must determine if the series of removals constitutes a pattern. If the principal determines a disciplinary change of placement has not occurred, the school shall follow the procedures for suspension (outlined above) and in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to do the following:

1. Continue to participate in the general education curriculum, although in another setting.
2. Progress towards meeting the goals set out in the student's IEP.

If a disciplinary change of placement occurs, the following procedures must be followed:

1. The school must notify the student's parents and provide the parent with the Notice of Procedural Safeguards on the date the decision to make a removal that constitutes a change of placement is made. If the school is unable to notify the parent on the date the decision is made, notice must be mailed to the parent not later than the following business day.
2. Within ten (10) instructional days of any decision to change the placement of a student with a disability, the Case Conference Committee (CCC) must meet to determine whether the student's behavior is a manifestation of the student's disability. The conduct will be considered a manifestation of the student's disability, if the CCC determines the conduct was
  - a) caused by, or had a direct and substantial relationship to the student's disability; or
  - b) the direct result of the school's failure to implement the student's IEP.
3. If the conduct was a manifestation of the student's disability, the CCC must either:
  - a) conduct a functional behavioral assessment (FBA), unless an FBA was conducted prior to the behavior resulting in disciplinary action, and implement a behavioral intervention plan (BIP) for the student; or
  - b) review the BIP and modify it, as necessary if a BIP has already been developed for the student.

Then, the student shall be returned to the placement from which the student was removed, unless the parent and school agree to a change of placement as a part of

- a BIP or an interim alternative education setting (IAES) is required due to weapons, drugs, or serious bodily injury.
4. If the conduct was NOT a manifestation of the student's disability, the school may impose disciplinary sanctions in the same manner as it does for students without disabilities. However, the student must continue to receive appropriate services.
  5. The school may remove a student with a disability to an interim alternative educational setting for up to forty-five (45) school days; if the student, while at school, on school premises, or at a school function, does the following:
    - a) carries a weapon to school or possesses a weapon;
    - b) knowingly possesses or uses illegal drugs or sells or solicits the sales of a controlled substance; or
    - c) inflicts serious bodily injury upon another person.

Regardless of whether the CCC determines the student's conduct is a manifestation of the student's disability, the student may remain in the IAES for up to forty-five (45) school days. But, the student must continue to receive appropriate services.

May 25, 2021

## GUIDELINES FOR GOOD SCHOOL ORDER

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### Section 1. General Responsibilities

#### A. School Responsibilities

~~The primary responsibility of the Elkhart Community Schools is to provide each student with an opportunity to acquire meaningful knowledge and skills and to help develop fully his or her potential as an individual in a safe environment. In order to assure a climate for learning, Elkhart Community Schools must maintain certain standards of conduct for school citizenship.~~

~~The Board of School Trustees of the Elkhart Community Schools and its employees have the legal responsibility for establishing and enforcing rules for student conduct. The Board of School Trustees has established these Guidelines for Good School Order, among other administrative regulations, and has directed administrative officers and other school personnel to carry out these regulations. School staff members will individually, collectively, and cooperatively work with parents/guardians and appropriate available community resources to help each student gain acceptable self-disciplinary standards. Elkhart Community Schools will make a copy of all discipline rules available to students and students' parents.~~

~~To enable the schools to meet the needs of all students, district-wide and building rules and standards of conduct are based on the same principles which govern the life of every individual. Primary among these principles must be respect for self and others and, based on such respect, the freedom to think, speak, and act. Failure to comply with any rule adopted by the Board of School Trustees or the administration shall constitute grounds for expulsion, suspension, or any other reasonable disciplinary action(s). Avenues will be provided to students for due process as prescribed by law. Moreover, qualified students with disabilities may be entitled to additional protections or rights as provided by law.~~

~~B. Student Responsibilities~~

~~Students have the responsibility to know and act in accordance with the rules and regulations of the school. In this regard, each student shall~~

- ~~1. follow reasonable directions of school personnel in all educational settings;~~
- ~~2. refrain from disruptive behavior which interferes with the educational environment;~~
- ~~3. accept responsibility for his or her own behavior;~~
- ~~4. show respect for self and for others; and~~
- ~~5. be involved in the educational process to the fullest extent possible.~~

~~C. Parent/Guardian Responsibilities~~

- ~~1. Parents/guardians are to become familiar with these Guidelines and review them with their children.~~
- ~~2. Parents/guardians are to work with their children and with school personnel to resolve any disciplinary problems.~~
- ~~3. Parents/guardians can be required to participate in any action taken in connection with their child's behavior.~~

~~D. Delegation of Authority~~

~~In carrying out the purposes of the school corporation, the following grants of authority are made, subject to the limitations which exist under law:~~

- ~~a. When students are being supervised, each teacher or other Elkhart Community Schools staff member is authorized to take any action reasonably necessary to carry out, or to prevent interference with, an educational function.~~
- ~~b. A principal, including any principal's designee, may take any action concerning his or her school or any school activity within his or her jurisdiction reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.~~
- ~~c. The superintendent, and other administrators with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose.~~
- ~~d. The superintendent and principal may adopt procedures establishing lines of responsibility in compliance with Elkhart Community Schools' discipline policies and administrative regulations.~~
- ~~e. The Board of School Trustees may also make such other delegations of rule-making, disciplinary, and other authority, as are reasonably necessary in carrying out the purposes of the school corporation.~~

~~Section 2. Enforcement of Student Conduct Rules~~

~~In the absence of student self discipline, each administrator, teacher, or any other school personnel is responsible for implementing the rules for student conduct adopted by the individual school and the Board of School Trustees.~~

~~Some behavior problems are more serious than others and require different approaches and clearly defined actions.~~

~~A. Definitions~~

~~○ As used in these Guidelines for Good School Order, the term “conduct constituting an interference with school purposes,” or comparable language, means any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in the carrying out of school purposes. Undifferentiated fear or apprehension of disturbance, disruption, or interference shall not alone constitute sufficient grounds to support a determination this conduct exists.~~

~~○ As used in these Guidelines for Good School Order, the term “dismissal from school, class, or activity” means disciplinary action whereby a middle school or high school teacher will have the right to dismiss a student from the teacher’s class or activity for a period not to exceed five (5) class periods, and an elementary teacher will have the right to dismiss a student from the teacher’s classroom or activity for a period of up to one (1) school day.~~

~~○ As used in these Guidelines for Good School Order, the term “educational function” means the performance by the school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.~~

~~○ As used in these Guidelines for Good School Order, the term “expulsion” means a disciplinary action whereby a student~~

~~a. is separated from school attendance for a period exceeding five (5) school days;~~

~~b. is separated from school attendance for the balance of the then current semester or current year, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or~~

~~c. is separated from school attendance for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.~~

~~The term does not apply to situations in which a student is disciplined using a method described in Section 2(B)(1) to (11) of these Guidelines for Good School Order, when a student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.~~

~~○ As used in this Administrative Regulation, the term “school function” means any activity sanctioned or sponsored by the school.~~

~~○ As used in these Guidelines for Good School Order, the term “school purposes” means the purposes for which the school operates, including~~

~~○ promoting knowledge and learning;~~

~~○ maintaining an orderly and effective educational system; and~~

~~○ taking any action under the authority conferred on the school corporation by any statute.~~

~~○ As used in this Administrative Regulation, the term “suspension” means any disciplinary action which does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than five (5) school days.~~

~~The term does not apply to situations in which a student is disciplined using a method described in Section 2(B)(1) to (11) of these Guidelines for Good School Order, when a~~

~~student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.~~

~~B. Discipline~~

~~In dealing with students who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may use any or all of the following discipline techniques (among others) as consequences to inappropriate behavior for students under their supervision, subject to the limitations which exist under law:~~

- ~~a. — counseling with a student or group of students;~~
- ~~b. — conferences with parent(s)/guardian(s);~~
- ~~c. — assigning additional academic work;~~
- ~~d. — rearranging class schedules;~~
- ~~e. — requiring a student to remain at school after regular school hours to do additional academic work or for counseling;~~
- ~~f. — restricting extracurricular activities;~~
- ~~g. — rescinding the privilege of riding the school bus;~~
- ~~h. — assignment by the principal of a special course of study, an alternative educational program, or an alternative school;~~
- ~~i. — assignment of not more than one hundred twenty (120) hours of service with a non-profit organization, as outlined by statute;~~
- ~~j. — referring students to law enforcement personnel in cases related to violations of the law;~~
- ~~k. — denial of attendance at extra-curricular activities;~~
- ~~l. — complying with state laws which prevent issuance of or invalidation of driver's licenses or learner's permits;~~

~~m. Dismissal from Class or Activity — Teacher~~

- ~~i. A middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods.~~
- ~~ii. An elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.~~

~~14. Suspension from School — Principal~~

~~A school principal (or designee) may deny a student the right to attend school or take part in any school function for not more than five (5) school days. However, a student may be suspended for more than five (5) school days, if the suspension is pending an expulsion decision and the continued suspension will prevent or substantially reduce the risk of interference with an educational function or purpose or a physical injury to the student, other students, school employees, or visitors to the school.~~

~~15. Expulsion from School~~

~~— In accordance with the due process procedures defined in this administrative regulation, a student may be expelled from school for a period no longer than the remainder of the school year in which the expulsion took effect, if the misconduct occurred during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. A principal may require a student, who is at least sixteen (16) years of age~~

and who wishes to reenroll after expulsion, to attend an alternative school or educational program or evening classes.

~~C. Grounds for Suspensions and Expulsions~~

~~1. Prohibited Conduct Which May Result in a Suspension or Expulsion:~~

~~The following types of student conduct may constitute grounds for suspension, expulsion, or other disciplinary action, subject to the limitations which exist under law. Such conduct is defined to include, but not to be limited to, the following acts committed on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or when traveling to or from school or a school activity, function, or event. The discipline rules may also apply when the student is using property or equipment provided by the school.~~

~~a. Interference with School Purposes. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.~~

~~b. Speech/Conduct. Engaging in speech or conduct, including use of clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, disparaging of another's race, disability, religion, ethnic background, or gender, an indicator of gang involvement, or offensive to school purposes.~~

~~c. Vandalism. Causing, or attempting to cause, damage to school or private property.~~

~~d. Theft. Stealing, or attempting to steal, school or private property, or being in possession of another person's property.~~

~~e. Fighting or Physical Injury. Intentionally causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief it was necessary to protect some other person does not, however, constitute a violation of this provision.~~

~~f. Bullying Behavior, Intimidation, or Harassment. Engaging in bullying behavior as defined in Board Policy 5517.01. Threatening, intimidating, or harassing any person, causing injury to an individual's person or property or, with the intent of obtaining money or anything of value from the person. Engaging in sexual harassment of another person, which involves sexually related verbal statements, gestures, or physical contact. This section also includes bullying behavior through the use of data or computer software which is accessed through a computer, computer system, or network of the school.~~

~~When reasonably foreseeable, bullying behavior through the use of social media constitutes a violation of Board Policy 5517.01.~~

~~g. Hazing. Participation in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity which causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.~~

~~h. Drug involvement. Knowingly possessing, using, providing, or transmitting to another person or being under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, including cigar, cigarette, pipe,~~

~~snuff, or any other matter or substance which contains tobacco or nicotine (unless prescribed by a doctor), as well as electronic, "vapor," or other substitute forms of cigarettes; narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant or intoxicant of any kind; or any paraphernalia for the use of such substance. An individual who uses an authorized drug as prescribed for him or her by a registered physician shall not be in violation of this rule. (Any student who is unsure if possession, use, or providing another person with any particular substance would violate this rule should contact the building principal before possessing, using, or transmitting the substance in question.)~~

~~i. Student Operated Vehicles. Improperly operating motorized vehicles on school property, failing to obey posted speed limits, failing to display parking passes, or failing to obey other school regulations and Indiana laws which may apply. Keeping prohibited items in any automobile while it is on school property.~~

~~j. Electronic Devices. Knowingly using on school grounds during school hours an electronic device (e.g. cellular phone, tablet computer, pager, music device, digital camera, electronic equipment, etc.) in a manner which constitutes an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or is profane, indecent, or obscene.~~

~~— In addition to being subjected to discipline, students who use an electronic device in a manner which is inconsistent with these rules may have the device confiscated by the school. Such device will be returned to the parent upon request.~~

~~This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.~~

~~k. Sale of drugs. Engaging in the unlawful selling of a controlled substance or engaging in a violation of criminal law which constitutes a danger to other students or constitutes an interference with school purposes or an educational function.~~

~~l. Insubordination. Failing to comply with directions of teachers or other school personnel where the failure constitutes an interference with school purposes or an educational function, including extra-curricular functions and other school sponsored activities.~~

~~m. Academic Dishonesty. Submission by a student of any schoolwork, for the purpose of meeting course requirements, which does not represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, or unauthorized use of hard copy or software to develop one's own software.~~

~~n. Violation of the law. Engaging in unlawful activity on or off school grounds, including any unlawful activity during weekends, holidays, other school breaks, and the summer, if~~

~~(1) the unlawful activity may be considered to be an interference with school purposes or an educational function; or~~

~~(2) — the student's removal is necessary to restore order or protect persons on school property.~~

~~o. — Violation of school rules. Violating or repeatedly violating any rules which are reasonably necessary and are validly adopted.~~

~~p. — Refusing a Search. Refusing to permit a lawful, reasonable search by authorized school officials of the student's person and/or possessions. A student who uses a locker which is the property of the school is presumed to have no expectation of privacy in the locker or the locker's contents.~~

~~q. — Pyrotechnic Devices. Possessing and/or using, on school grounds without authorization by school officials, any pyrotechnic device, including firecrackers.~~

~~1) — Prohibited Conduct Which Will Result in an Expulsion~~

~~The following conduct will constitute grounds for expulsion, subject to the limitations that exist under law:~~

~~a. — Possession/Use of a Firearm, Destructive Device, or Deadly Weapon. Bringing or possessing a firearm or destructive device to school or on school property will result in expulsion for at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period. Bringing or possessing a deadly weapon to school or on school property may result in expulsion for not more than one (1) calendar year. The following definitions apply with regard to this section:~~

~~(1) — A firearm is any weapon which is capable of expelling, is designed to expel, or may readily be converted to expel a projectile by the action of an explosion.~~

~~(2) — The following items are considered to be destructive devices:~~

~~i. — an explosive, incendiary, or overpressure device which is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or a device substantially similar to an item described above;~~

~~ii. — a type of weapon which may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel which has a bore diameter of more than one half inch; or~~

~~iii. — a combination of parts designed or intended for use in the conversion of a device into a destructive device.~~

~~o. — The following items are considered to be deadly weapons:~~

~~i. — a loaded or unloaded firearm;~~

~~ii. — a destructive device, weapon, taser or electronic stun weapon, device, equipment, chemical substance, or other material which, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;~~

~~iii. — an animal which is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or~~

~~iv. — a biological disease, virus, or organism which is capable of causing serious bodily injury.~~



~~The superintendent may, on a case by case basis, modify the period of expulsion for a student who has brought a firearm or destructive device to school.~~

~~The superintendent shall immediately notify the county prosecuting attorney's office when a student is expelled for bringing or possessing a firearm or destructive device. The superintendent may give similar notice if the student brings or possesses a deadly weapon.~~

~~3. Expulsion Based Upon Legal Settlement~~

~~a. A student may be expelled, subject to the limitations which exist in Federal and State law, when the student's legal settlement is not in the attendance area of Elkhart Community Schools and the student is not authorized by any other provision of School Board Policy or State Law to attend the Elkhart Community Schools.~~

~~b. The Assistant Superintendent of Student Services/designee shall have the authority to recommend expulsion to the Superintendent for this reason.~~

~~D. Student Due Process Procedures~~

~~1. Procedure for Dismissal from Class or Activity~~

~~When dismissing a student from an educational function, teachers or other school personnel shall follow this procedure:~~

~~a. Inform the student of the reason(s) for his or her dismissal. (Students whose presence poses a danger to persons or property or an ongoing disruption of the academic process may be immediately dismissed from class without informing the student of the reasons.)~~

~~b. Verbally notify the office that the student is being dismissed from the educational function, and may not return to the teacher's classroom or activity.~~

~~c. Instruct the student to leave the classroom or activity and report to the office. If necessary, the student shall be escorted to the office.~~

~~d. The office should notify the teacher in the event the student has not reported to the office in a timely manner.~~

~~e. Complete and send a referral form to the office reporting the reason(s) for the student's dismissal.~~

~~f. The administrator shall notify the parent(s)/guardian(s) ("parent") of the dismissal and the need for a conference with the parent(s), teacher, student, and administrator for the purpose of developing a contract to address the behavior leading to the dismissal.~~

~~g. The administrator shall have the discretion to assign the student to another appropriate class or placement within the school pending the conference.~~

~~h. A contract shall be developed during this conference and should contain the following:~~

~~i. a goal related to the behavior causing the dismissal,~~

~~ii. a strategy to address the behavior,~~

~~iii. consequences and rewards relevant to the behavior, and~~

~~iv. monitoring procedures.~~

~~o. In the event the student and parent(s) do not meet with the principal and the student's teacher within a reasonable amount of time, the principal has the~~

~~discretion to assign the student to another appropriate class.~~

~~2. Procedure for Suspensions~~

~~Any principal or designee may suspend a student from school and all school functions for a period of five (5) school days or less after an investigation has determined such suspension is necessary to further school purposes or to prevent an interference with school purposes.~~

~~When a principal (or designee) determines a student should be suspended, the following procedures will be followed:~~

~~a. The student will be afforded an opportunity for a meeting during which the student is entitled to the following:~~

~~1) a written or oral statement of the charges;~~

~~2) a summary of the evidence against the student, if the student denies the charges; and~~

~~3) an opportunity to explain his or her conduct.~~

~~b. The meeting shall precede suspension of the student and the student's parents or guardians will be notified as soon as possible after the meeting is concluded. In addition, the student's parents or guardians will be given written notification of the suspension. The notification will describe the student's misconduct, and the action taken by the principal. ("Student Suspension Notice" Administrative Regulation JFC-su)~~

~~c. Where the nature of the misconduct requires the immediate removal of the student, the meeting with the principal will then be held within a reasonable time following the date of the suspension.~~

~~d. Prior to the student's return to school from a suspension of three (3) school days or more, the principal should attempt to schedule a meeting with the student's parent(s)/guardian(s) for the purpose of discussing the student's conduct.~~

~~3. Procedure for Expulsions~~

~~When a principal (or designee) recommends to the superintendent (or designee) a student be expelled from school, the following procedures will be followed:~~

~~a. The principal, vice principal, or assistant principal shall, after consulting or attempting to consult with the District Counsel/Chief of Staff, complete the "Principals Written Charge Requesting Expulsion," Administrative Regulation JFC-ex<sup>3</sup>.~~

~~b. After said form has been completed, the form shall be delivered to the Superintendent, with a copy to the Assistant Superintendent of Student Services and the District Counsel/Chief of Staff. For a student with a disability, the form shall also be submitted to the Assistant Superintendent of Exceptional Learners. The Superintendent shall, after having reviewed the charge and determining reasonable grounds for an investigation exist, appoint an Expulsion Examiner and forward the charge, within one school day of its receipt, to such Expulsion Examiner.~~

~~c. The superintendent (or designee) shall either decide to conduct the expulsion meeting or appoint one of the following persons to conduct the expulsion meeting:~~

~~1) Legal counsel; or~~

- ~~2) A member of the administrative staff if the member has not expelled the student during the current school year and was not involved in the events giving rise to the request for expulsion.~~
- ~~d. The Expulsion Examiner shall, within two days after receiving the "Principal's Written Charge Requesting Expulsion," complete and personally deliver or send to the parent(s)/guardian(s) and student by certified mail the "Notice Regarding Expulsion Request." The Notice must contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.~~
- ~~e. If the Expulsion Examiner does receive a request for an expulsion meeting in person or by mail within five school attendance days after receipt by parent(s)/guardian(s) of the Notice Regarding Expulsion Request, the Expulsion Examiner shall schedule the meeting within a period of five school days after it is requested. When scheduling such meeting, the Expulsion Examiner should confer with the principal, District Counsel/Chief of Staff, and parent(s)/guardian(s) as to the date and time of the meeting.~~
- ~~f. The superintendent or person appointed to conduct the expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at the expulsion meeting. If an expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. The individual conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and should the individual conclude disciplinary action is necessary, make a recommendation to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's Designee may accept, reject, or modify the recommendation of the individual who conducted the expulsion meeting. Notice of the action taken shall be given to the student, the student's parent, the principal, and the Assistant Superintendent of Student Services.~~
- ~~g. The student or parent has the right to appeal the decision of the Superintendent to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing and must provide a statement of the reasons, written information or submissions in support (provided said written information or submissions were provided at the original expulsion meeting) and arguments for overruling the decision of the Superintendent. If an appeal is properly made, the board must consider the appeal. The board shall hold a meeting to consider the written summary of the expulsion meeting and the written arguments of the school administration and the student and/or the student's parent. The board will make its decision based upon the written submissions of the parties and any documents introduced during the original expulsion meeting, unless the board votes to conduct a meeting at which the school administration and student and/or the student's parents shall appear. In the event the board votes to conduct a meeting at which the school administration and the student and/or the student's parents shall appear, the meeting shall be held in executive session and the Board President shall communicate to the school administration and the student and/or the student's parents the procedure to be used during the meeting. The board may then take any action deemed appropriate. The decision of the board may be appealed only through judicial review. The board may vote to not hear appeals of actions taken after an expulsion meeting. If the board votes not to hear such appeals, subsequent to the date of the vote, a student or parent may appeal only through judicial review.~~

~~h. — If the Expulsion Examiner does not receive a request for an expulsion meeting within five school attendance days after receipt by parent(s)/guardian(s) of the Notice of Expulsion Request, or a student/parent fails to appear at an expulsion meeting after receipt of the Notice, then all rights administratively to contest and appeal the expulsion shall be forfeited. The Expulsion Examiner shall then notify by memorandum the Superintendent, the principal, the Assistant Superintendent of Student Services, and the District Counsel/Chief of Staff that the action requested in the charge by the principal concerning such student shall automatically become effective.~~

~~i. — An expulsion which takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion remaining in effect during the first semester of the following school year must be reviewed before the beginning of the school year.~~

~~4. — Possession and Self Administration of Medication Permitted~~

~~— A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition, without risk of discipline for possession of drugs, if certain conditions are met.~~

~~5. — Procedure for Students with Disabilities~~

~~Students with disabilities are subject to the same disciplinary action for violating school rules as any other student. However, if a student with a disability is subjected to disciplinary change of placement, there are additional procedural safeguards which apply. A disciplinary change of placement occurs when a student is removed for more than ten (10) consecutive school days or is subjected to a series of removals which cumulates to more than ten (10) school days in a school year and constitutes a pattern.~~

~~When a student with a disability is subjected to a series of removals accumulating to more than ten (10) school days in a school year, the principal (or designee) must determine if the series of removals constitutes a pattern. If the principal determines a disciplinary change of placement has not occurred, the school shall follow the procedures for suspension (outlined above) and in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to do the following:~~

~~a. — Continue to participate in the general education curriculum, although in another setting.~~

~~b. — Progress towards meeting the goals set out in the student's IEP.~~

~~If a disciplinary change of placement occurs, the following procedures must be followed:~~

~~a. — The school must notify the student's parents and provide the parent with the Notice of Procedural Safeguards on the date the decision to make a removal that constitutes a change of placement is made. If the school is unable to notify the parent on the date the decision is made, notice must be mailed to the parent not later than the following business day.~~

~~b. — Within ten (10) instructional days of any decision to change the placement of a student with a disability, the Case Conference Committee (CCC) must meet to determine whether the student's behavior is a manifestation of the student's disability. The conduct will be considered a manifestation of the student's disability, if the CCC determines the conduct was~~

~~1) — caused by, or had a direct and substantial relationship to the student's disability;~~

~~or~~

~~2) — the direct result of the school's failure to implement the student's IEP.~~

~~e. — If the conduct was a manifestation of the student's disability, the CCC must either~~

~~1) — conduct a functional behavioral assessment, unless an FBA was conducted prior to the behavior resulting in disciplinary action, and implement a behavioral intervention plan for the student; or~~

~~2) — review the BIP and modify it, as necessary if a BIP has already been developed for the student.~~

~~Then, the student shall be returned to the placement from which the student was removed, unless the parent and school agree to a change of placement as a part of a BIP or an interim alternative setting is required due to weapons, drugs, or serious bodily injury.~~

~~d. — If the conduct was NOT a manifestation of the student's disability, the school may impose disciplinary sanctions in the same manner as it does for students without disabilities. However, the student must continue to receive appropriate services.~~

~~e. — The school may remove a student with a disability to an interim alternative educational setting for up to forty five (45) school days; if the student, while at school, on school premises, or at a school function, does the following:~~

~~1) — carries a weapon to school or possesses a weapon;~~

~~2) — knowingly possesses or uses illegal drugs or sells or solicits the sales of a controlled substance; or~~

~~3) — inflicts serious bodily injury upon another person.~~

~~Regardless of whether the CCC determines the student's conduct is a manifestation of the student's disability, the student may remain in the IAES for up to forty five (45) school days. But, the student must continue to receive appropriate services.~~

RULES FOR STUDENT CONDUCT

~~In addition to adopted Board Policies and Administrative Regulations governing all students of the Elkhart Community Schools, the Elkhart Community Schools adopt the following rules governing student conduct. These rules apply to actions which occur on school property, inside or outside the school building, or on property adjacent to school property; or at any school sponsored activity regardless of location; or when traveling to or from school or any educational activity. Disregard of these rules shall constitute grounds for suspension, expulsion, or any other reasonable form of disciplinary action. In addition to being subjected to discipline, students who use cellular phones, tablet computers, music devices, digital cameras, electronic equipment and other similar devices in a manner which is inconsistent with these rules may have those devices confiscated by the school.~~

- ~~1. Insubordination. Refusal to obey or follow a reasonable order or directive given by any Elkhart school staff member. Refusal to provide proper and sufficient identification upon request of any staff member. Staff members shall mean teachers, administrators, custodians, bus drivers, paraprofessionals, all other employees and officials, and authorized volunteers.~~
- ~~2. Failure to clearly display a school identification card when this is required by a student's school.~~
- ~~3. Theft of school property or property belonging to another student or staff member or being in possession of stolen property.~~
- ~~4. Fighting and/or committing any act which jeopardizes the health, safety, or welfare of other students, staff members, or visitors.~~
- ~~5. Vandalism. Damaging any property belonging to other students, staff, or to the Elkhart Community Schools.~~
- ~~6. Use of, display of, or participation in any form of profanity, indecency, or obscenity.~~
- ~~7. Conduct or use of language which reasonably threatens, intimidates, or indicates disrespect of another person.~~
- ~~8. Bullying Behavior: Intentional behaviors involving unwanted negative actions which may be repeated over time and involve an imbalance of power.~~
- ~~9. Failure to follow directions during an emergency or an emergency drill.~~
- ~~10. Failure to follow cafeteria procedures and rules.~~
- ~~11. Consuming food or drink in the building except in the cafeteria or other designated areas.~~
- ~~12. Use of the elevator without the specific and express permission of a staff member.~~
- ~~13. Leaving a class station or other assigned area without permission of a staff member.~~
- ~~14. Leaving school property at a time other than the end of the student's scheduled day, unless specific permission is granted by the administration, and the sign-out procedure is followed by the student.~~
- ~~15. Failure to comply with school attendance/tardy policies.~~
- ~~16. Failure to comply with study hall, detention, and/or in-school suspension regulations.~~

- ~~17. Failure to attend assigned detention including, but not limited to, after school detention, lunch detention, weekend detention, etc.~~
- ~~18. Failure to comply with driving and parking regulations. Reckless driving is prohibited.~~
- ~~19. Failure to comply with bus regulations.~~
- ~~20. Failure to comply with the school's release time regulations.~~
- ~~21. Possession or use of tobacco in any form including cigar, cigarette, pipe, snuff, or any other matter or substance which contains tobacco or nicotine (unless prescribed by a doctor), as well as electronic, "vapor," or the substitute forms of cigarettes; possession, use, or under the influence of alcohol; or possession, use, under the influence, or transmission of any controlled substance or substance represented as a controlled substance, or paraphernalia for the use of such substance.~~
- ~~22. Violating any reasonable condition of probationary enrollment status for which proper notice has been given.~~
- ~~23. Using an electronic device (e.g. cellular phone, tablet computer, music device, digital camera, etc.) either in a manner which constitutes an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or which is profane, indecent, or obscene.~~
- ~~24. Failure to comply with the building's dress code.~~
- ~~25. Failure to bring required materials and equipment to classes and refusal to participate in class activities.~~
- ~~26. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.~~
- ~~27. Violations of the Board of School Trustees' Policy on Network and Internet Acceptable Use and Safety (7540.03) regarding appropriate use of school corporation computers and networks.~~
- ~~28. Knowingly possessing, handling, or transmitting a knife, gun, destructive device, or any other object which can reasonably be considered a weapon.~~
- ~~29. Possessing and/or using matches, cigarette lighters, or any pyrotechnic device, including firecrackers, on school grounds without authorization from school officials.~~

## Elkhart Community Schools New Course Proposal for 2021-2022

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	<b>4728 Robotics Design and Innovation (RDI)</b> Robotics Design and Innovation allows students to design, program, and test innovative technological designs related to robotic systems. Topics involve mechanics, pneumatics, control technologies, computer fundamentals, and programmable control technologies. Students design, build, and optimize robots to perform a variety of predesignated tasks. Individuals or small teams may choose to participate in organized robotic competitions or develop their own events during the course. Upon completion of the course, learners will understand what technicians do in the workplace and how industry utilizes Mechatronics in advanced manufacturing.
<b>Course Description</b>	Students will learn to design and build custom robots for a variety of tasks. They will learn and apply knowledge of mechanical systems gears and pneumatics and control technologies such as sensors and controllers and the associated computer programming.
<b>Grade Levels</b>	9-12
<b>Pathway</b>	ETI
<b>Length of Course</b>	Full year
<b>Prerequisites</b>	No prerequisites, but Algebra I is recommended

Additional Required Information:

<b>Resources</b>	This course does not require any print or or subscription digital textbooks or workbooks. Free, online content from <a href="https://www.vexrobotics.com/">https://www.vexrobotics.com/</a> will be used.
<b>Additional cost?</b>	Estimated initial costs would be around \$1000 for robot parts, \$3000 for storage, and \$1660 for a playing field. Yearly cost for replacement parts and field elements would be around \$1600. CTE funding for this course would bring in \$680 per student per semester to offset some of these expenses. Attending competition would be handled as an extra-curricular club (seperate from our FRC robotics program) that could fundraise for entry fees and travel costs.
<b>Rationale for the course</b>	While robotics and automation are touched on in other EHS (non-EACC) engineering and technology courses, this will be the only course that goes in depth into robotics.
<b>How does this course fit into your department's and your school's total program?</b>	This is a standalone course, although many of the skills learned are applicable in other ETI courses including PLTW and mechatronics. It will give ETI students another option for an elective if they are particularly interested in robotics. We invision this class to be a recruiting tool for our extra-curricular robotics program, and vice versa. We are also exploring making this course co-curricular in that students could use robots created in class to compete in events.
<b>Anticipated number of students</b>	For the first year we expect one section. Additional sections could be added in the future based on demand.



## Elkhart Community Schools New Course Proposal for 2021-2022

What courses might this replace in their schedules?	While this course is not a one-to-one replacement of another course, there are several industrial technology/engineering courses that are being retired to make our course catalog reflective of current IDOE approved courses
Name of person on staff licensed to teach this course	While Mike Holtz, Ted Elli, and Nick Seidl would all be licensed to teach this course, Nick Seidl will be the one actually teaching it.

Teacher Signature



Date:

4/15/2021

Department Chair

Date:

Guidance Chair

Date:

Principal or Assistant Principal



Date:

4.15.2021

**Checklist and Timeline: These dates are the "ideal" and**

Task	Completed?
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**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**April 2021**

PETTY CASH	\$	500.00
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**GENERAL ACCOUNTS:**

Lake City Bank – Deposit Account	23,186,145.38
Lake City Bank – Accounts Payable	(1,506,662.47)
Lake City Bank – Merchant Account	(22.30)
Teachers Credit Union	2,966,719.39
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank – Prepaid Lunch	150,048.82
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	181,513.25
Lake City Bank - Book Rental	-

**PAYROLL ACCOUNTS:**

Lake City Bank – Payroll Account	(1,241,387.55)
Lake City Bank – Flex Account	72,659.73

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 24,218,944.25**

# Medical Plan Experience

April 2021

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 552,825	\$ 770,215	\$ (217,390)	\$ 2,825,154	\$ 2,005,259	\$ 819,895
UMR Rx	\$ 171,299	\$ 205,377	\$ (34,078)	\$ 511,126	\$ 579,552	\$ (68,426)
Rx Rebate	\$ -	\$ -	\$ -	\$ (180,240)	\$ (125,969)	\$ (54,271)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Claim Cost Total</b>	<b>\$ 724,124</b>	<b>\$ 975,592</b>	<b>\$ (251,468)</b>	<b>\$ 3,156,040</b>	<b>\$ 2,458,842</b>	<b>\$ 697,198</b>
Expected Claim Cost	\$ 883,015	\$ 860,984	\$ 22,031	\$ 3,526,941	\$ 3,442,146	\$ 84,795
Claims vs. Expected	\$ (158,891)	\$ 114,608		\$ (370,901)	\$ (983,304)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 213,482	\$ 189,062	\$ 24,420	\$ 823,504	\$ 786,355	\$ 37,149
<b>Total Cost (Claim + Non-claim)</b>	<b>\$ 937,606</b>	<b>\$ 1,164,654</b>		<b>\$ 3,979,544</b>	<b>\$ 3,245,197</b>	
Enrollment	1,045	1,034		4,193	4,129	
Cost Per Employee Per Month (PEPM)	\$ 897.23	\$ 1,126.36		\$ 949.09	\$ 785.95	20.8%
Paid Claims Per Employee				\$ 752.69	\$ 595.51	26.4%

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

On March 11, 2021, the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, and

The provisions of ARP ESSER authorize school corporations to utilize funds received under this law for the following:

Address learning loss through the implementation of evidence-based interventions and ensure those interventions respond to students' social, emotional, and academic needs;

To effectively maintain the health and safety of students, educators, and other staff;

Activities necessary to maintain the operation of and continuity of services including continuing to employ existing staff; and

For allowable expenditures incurred by schools on or after March 13, 2020, the date the President declared the national emergency due to COVID-19; such as:

Developing and implementing procedures and systems to improve the preparedness and response efforts;

Planning for or implementing activities during long-term closures, including providing meals to eligible students and providing technology for online learning;

Providing information and assistance to parents and families on how they can effectively support students; and

Tracking student attendance and improving student engagement in distance education.

The Budget approved by the Board of School Trustees on October 27, 2020 did not account for the additional costs incurred by the school corporation as result of the state and national public health emergency due to the COVID-19 pandemic.

As a result of the state and national public health emergency due to the COVID-19 pandemic, Elkhart Community Schools' certificated teachers undertook additional responsibilities, including but not limited to the following: providing fully virtual instruction to students; providing instruction in a blended/hybrid model where students received in person instruction, and on alternating days, received virtual instruction; and providing instruction to students receiving instruction in both the hybrid and virtual models. In addition to the foregoing, certificated teachers were required to alternate between instructional modalities based upon both community and building level spread of infection under the terms of Elkhart Community Schools' reopening plan.

As a result of the state and national public health emergency due to the COVID-19 pandemic, Elkhart Community Schools' support staff undertook additional responsibilities, including but not

limited to the following: learning and executing enhanced cleaning and disinfecting procedures so as to provide a safe learning and work environment for both students and employees; deploying new technologies for both students and employees allowing both instruction and work to occur remotely for both students and employees, including students who did not have reliable access to the internet; providing and establishing a safe means to allow meals to be provided to students; configuring classrooms and workspaces throughout the district to allow for social distancing; monitoring student attendance when students are receiving instruction in one of three different delivery models; supporting the physical and mental health of students; tracking and performing contact tracing for both students and employees who contracted COVID-19 or were a close contact to an individual infected with COVID-19; providing personal protective equipment to both students and employees; along with monitoring and supporting student instruction through various modalities.

As a result of the state and national public health emergency due to the COVID-19 pandemic, Elkhart Community Schools' administrators undertook additional responsibilities, including but not limited to the following: developing new instructional delivery methods to be deployed during the COVID-19 pandemic; monitoring changes occurring as a result of orders issued by federal, state and local governmental authorities; and revising both instructional delivery methods, along with work expectations for employees based upon the forgoing: developing new cleaning and disinfecting procedures which would allow for a safe learning and work environment for students and employees; making decisions on a daily basis regarding the operational status of individual schools, and the district based upon spread of the COVID-19 virus, in classrooms, buildings and the community at large; developing plans to address the limited access some students had to the internet so students could continue to receive instruction without regard to the individual student's access to the internet; developing and updating on a regular basis a reentry plan for students; and developing a plan which would allow students to continue to be fed throughout the duration of the public health emergency.

The descriptions of additional duties performed by employees of Elkhart Community Schools set forth above are not an exclusive listing of duties, and duties listed for one classification of employees does not mean those duties were not also performed by employees in another classification.

The duties described above would not have been required of employees were it not for the state and national public health emergency due to the COVID-19 virus.

The Board of School Trustees has determined, having performed the duties described above, employees of Elkhart Community Schools merit additional compensation to be paid in the form of a stipend.

The Board of School Trustees has further determined there are not sufficient funds available through traditional funding sources to pay these stipends to employees.

The Board of School Trustees intends to pay stipends to employees of Elkhart Community Schools who performed any of the foregoing responsibilities during the period between March 13, 2020 and June 3, 2021 from funds received from the State of Indiana through the following enacted laws:

Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and American Rescue Plan (ARP) Act of 2021.

Stipends of up to One Thousand Five Hundred (\$1,500.00) dollars shall be paid to all Elkhart Community Schools' employees who are in an active pay status as of June 3, 2021. Said payments will be contingent upon the approval by the Indiana Department of Education of the grant application submitted by Elkhart Community Schools for the purpose of expending funds under the ARP. Elkhart Community Schools' employees will be required to provide evidence in a form satisfactory to Elkhart Community Schools of having performed services subsequent to March 13, 2020 and June 3, 2021 meeting the eligibility requirements listed above. Said forms shall be submitted by Elkhart Community Schools' employees to the Chief Financial Officer on or before June 30, 2021 in order to be eligible for a payment to be made on or before July 31, 2021.

NOW THEREFORE, BE IT RESOLVED, by the Board of School Trustees of Elkhart Community Schools as follows:

Each eligible employee of Elkhart Community Schools, having satisfied the terms of this Resolution provided herein above, shall be eligible to receive a stipend in the sum of One Thousand Five Hundred (\$1,500.00) dollars to be paid on or before July 31, 2021.

Should authorities of either the State of Indiana or the United States determine Elkhart Community Schools does not possess the legal authority to pay these stipends from the funds described above, the Board of School Trustees may rescind this resolution without liability to any employee, dependent, heir, or other such individual or entity.

PASSED AND ADOPTED this \_\_\_\_\_ day of June, 2021.

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

\_\_\_\_\_  
Dacey S. Davis, Vice President

\_\_\_\_\_  
Susan C. Daiber, Secretary

\_\_\_\_\_  
Babette S. Boling, Member

\_\_\_\_\_  
Kellie L. Mullins, Member

\_\_\_\_\_  
Troy E. Scott, Member

\_\_\_\_\_  
Doug K. Weaver, Member

ATTEST:

\_\_\_\_\_  
Susan C. Daiber, Secretary

**PROPOSED FLIPPED DAY BAND 5TH PERIOD AT MS**

ELEMENTARY		MIDDLE SCHOOL		HIGH SCHOOL		ROOSEVELT/BECK (schools are fully walk zones)	
6 hour 30 minute day		7 hour 5 minute day		7 hour 25 minute day		6 hour 30 minute day	
7:00	Teacher day begins					7:00	Teacher day begins
7:10	Buses drop off students						Teacher collaboration time
7:30	Bell time to start day	7:50	Teacher day begins			8:20	Bell time to start day
		8:00	Buses drop off students	8:10	Teacher day begins		
		8:15	Bell time to start day	8:20	Buses drop off students		
				8:35	Bell time to start day		
+/-12:25	Band/Orchestra leave ELEM for MS					+/-12:30	B/O leave ELEM for MS
+/-12:45	B/O period start Per 5 at MS	+/-12:45	B/O period start Per 5 at MS			+/-12:45	B/O period start Per 5 at MS
+/-1:35	B/O period ends/leave for ELEM	+/-1:35	B/O period ends/leave for ELEM			+/-1:35	B/O period ends/leave for ELEM
						1:45	Arrive back to Roosevelt
1:50	Buses arrive & B/O buses arrive						
2:00	Bell						
2:10	Buses depart						
2:15	Athletics could begin (if no certified staff involved)						
	Teacher collaboration time					2:50	Bell/Depart
3:00	Teacher day ends					3:00	Teacher day ends
3:00	Athletics could begin (need 50 min supervision)	3:10	Buses arrive			3:00	Athletics could begin
	(if certified staff involved)	3:20	Bell				
		3:30	Buses depart				
		3:50	Teacher day ends				
				3:50	Buses arrive		
				4:00	Bell		
				4:10	Buses depart		
				4:10	Teacher day ends		