

PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

Date: Tuesday, July 23, 2024
Time: 6:00 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday, July 18, 2024,
and electronically delivered to Board Members
and School Attorney on Friday, July 19, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, July 23, 2024

Time: 6:00 p.m.

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-
(6) With respect to any individual over
whom the governing body has jurisdiction.

Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
July 18, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, July 19, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 23, 2024

CALENDAR

| | | | |
|------|----|-----------|--|
| July | 23 | 6:00 p.m. | Executive Session, J.C. Rice Educational Services Center |
| July | 23 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Aug | 13 | 6:00 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Aug | 13 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. PUBLIC COMMENT
- E. EXCELLENCE OF ELKHART
- F. MOMENT OF PRIDE – Indiana High School Bowling State Champions
- G. PROJECT AWARE GRANT UPDATE
- H. CONSENT ITEMS:

- Minutes – July 9, 2024 –Regular Board Meeting
 - Claims
 - Fundraiser
 - Gift Acceptances
 - Conference Leaves
 - Contracts
 - Personnel Reports

- I. OLD BUSINESS

- Board Policy 9130 – Public Complaints and Concerns – The administration presents proposed new Board Policy 9130 – Public Complaints and Concerns for second reading.

- J. NEW BUSINESS

- Board Policy 0100 – Definitions – The administration presents proposed revisions to Board Policy 0100 – Definitions for initial consideration.

Board Policy 2221 – Mandatory Curriculum – The administration presents proposed revisions to Board Policy 2221 – Mandatory Curriculum for initial consideration.

Administrative Guideline 2221 – Mandatory Curriculum – The administration presents proposed revisions to Administrative Guideline 2221 – Mandatory Curriculum for initial review.

Board Policy 5136 – Personal Communication Devices – The administration presents proposed revisions to Board Policy 5136 – Personal Communication Devices for initial consideration.

Administrative Guideline 5136 – Personal Communication Devices – The administration presents proposed revision to Administrative Guideline 5136 – Personal Communication Devices for initial review.

District Firewall Purchase – The administration seeks Board approval to purchase a new firewall.

Agreement for Residential Services – The administration recommends Board approval of an alternative residential services agreement for an Elkhart Community Schools' student.

Financial Report

Insurance Update

K. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

L. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

July 9, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana – at 7:02 p.m.

Place/Time

| | | |
|------------------------|--|---|
| Board Members Present: | Troy E. Scott Anne M. VonDerVellen Douglas K. Weaver | Jeffrey S. Bliler Mike Burnett Dacey S. Davis |
|------------------------|--|---|

Roll Call

| | |
|-------------------------------|-------------------|
| Via Electronic Communication: | Kellie L. Mullins |
|-------------------------------|-------------------|

Board President Troy Scott called the regular meeting of the Board of School Trustees to order.

Call to Order

Board Vice President Doug Weaver recited the Elkhart Promise.

The Elkhart Promise

Erin Wagler, Director of Communication, shared some of the wonderful things happening in Elkhart Community Schools (ECS) during the Excellence of Elkhart highlighting Academics, Arts, and Athletics. In the area of Academics, our elementary summer school students traveled to the Elkhart Municipal Airport to learn more about aviation. Students had the chance to explore planes and get a firsthand look at the operations of an air traffic control tower. At the end of the experience, they all hopped on their bus and experienced what it was like to drive down an empty runway. This trip enabled ECS students to engage in a fun lesson about important STEM topics. Thank you to the airport for allowing ECS students to visit and EHS’s Dan Walsh for his help with these lessons!

Excellence of Elkhart

In the area of Arts, congratulations to the EHS band, choir, and orchestra students for earning the Total Department “All-Music Award” from ISSMA this year. This award requires bands, choirs, and orchestras to have at least one soloist and one ensemble advance to State, earn a Gold at ISSMA Jazz Festival, and have a concert ensemble earn a Gold at HS Organization Festival; marching band must also receive a Gold Rating at an ISSMA event.

EHS Jazz Band had an amazing opportunity to perform at the Elkhart Jazz Festival. Great job, EHS musicians!

In the area of Athletics, ECS is excited to welcome Shaun McAllister as the new elementary athletics coordinator, who will oversee the robust ECS elementary athletics program. For over 50 years, Elkhart has created a strong legacy of funded sports programs for 5th and 6th graders at all 13 elementary schools, offering opportunities in cross country, flag football, volleyball, basketball, soccer, and track and field. Mrs. McAllister was born, raised and thrived as an Elkhart student athlete, and ECS is proud to have her lead the elementary program!

Some upcoming events across Elkhart Schools include:

- Back to School University: July 29 - Aug 2
- "Yes I Can" Awards: August 2
- First Day of School: August 15

In response to Board inquiry, Mrs. Wagler informed the Board she would follow-up with the Career Center regarding the results of the SkillsUSA Competition.

By unanimous action by roll call, the Board approved the following consent items:

Minutes – June 25, 2024 – Public Work Session
Minutes – June 25, 2024 – Regular Board Meeting

Payment of claims totaling \$15,052,191.37 as shown on the July 9, 2024, claims listing. (Codified File 2425-001)

The following donations were made to Elkhart Community Schools (ECS): \$500 from Michiana Microblading to Elkhart High School (EHS) Volleyball team to be used for the development and growth of the program; \$1,000 from Premium Services to EHS Football team to be used for the development and growth of the program; and \$2,000 from Elkhart Bucks to EHS Girls Basketball team to be used for the development and growth of the program.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 9, 2024 listings. (Codified File 2425-002)

Contract recommendations in accordance with Board policy. (Codified File 2425-003)

Consent Items

Minutes

Payment of Claims

Gift Acceptance

Conference Leave Requests

Contracts

Personnel
Report

Administrative appointment of the following two (2) certified staff members effective on dates indicated:

Elizabeth Oppenheim – Principal of Elkhart High A & C, 8/8/24

Brandon Cavanaugh – Principal of Eastwood, 8/1/24

Certified
Appointments

Employment of the following sixteen (16) certified staff members effective on dates indicated:

Elizabeth Avery – Special Education Intern at Exceptional Learners, 8/12/24

Robert Butler – Pre-Law at Career Center, 8/12/24

Diane Deel – Grade 3 at Daly, 8/12/24

Katrina Graber – Special Education at TBD, 8/12/24

Deana Gregory – FACS at Elkhart High, 8/12/24

Brittany Hedman – Grade 4 at Riverview, 8/12/24

Jessica McIntyre – Grade 3 at Beck, 8/12/24

Elizabeth Moody – Language Arts at West Side, 8/12/24

Najah Monroe – Special Education Intern at Exceptional Learners, 8/12/24

Erica Perry – Grade 1 at Beck, 8/12/24

Allison Riggs – Grade 4 at Beardsley, 8/12/24

Jennifer Schrock – Special Education at Eastwood, 8/12/24

Matthew Stoll – Health at Pierre Moran, 8/12/24

Kathryn Thornthwaite – Music at Roosevelt, 8/12/24

Rebekah Waggoner – Grade 2 at Woodland, 8/12/24

Megan Zebell – Grade 1 at Osolo, 8/12/24

Certified
Employment

Transfer of the following six (6) certified staff members, effective on dates indicated:

Denise Demeter – Grade 3 at Eastwood to Literacy Cadre Coach at Eastwood, 8/12/24

Shelby Eby – ENL at Osolo to EL District Academic Coach, 8/12/24

Mackinzie Kempton – Grade 6 at Daly to Special Education at Daly, 8/12/24

Jacqueline Nemeth – ENL at Bristol to ENL at Daly, 8/12/24

Betsabe Rangel – Special Education at Eastwood to Special Education at Beck, 8/12/24

Alexander Seymour – Music at Freshman Division to Music at Elkhart High A & C, 8/12/24

Certified
Transfers

| | |
|---|-------------------------|
| <p>Resignation of the following five (5) certified staff members, effective on dates indicated:</p> <ul style="list-style-type: none"> Michelle McClintic – Grade 2 at Eastwood, 5/31/24 Dodie Norris – Grade 6 at Osolo, 5/31/24 Sara Parcell – FACS at Elkhart High, 5/31/24 Romison Saint-Louis – Physical Education at Elkhart High, 5/31/24 Elizabeth Stroven – Principal at Daly, 6/15/24 | Certified Resignations |
| <p>Retirement of the following one (1) certified staff member, effective on dates indicated:</p> <ul style="list-style-type: none"> Dennis Teegarden – Construction Trades at Career Center, 5/31/24 with 33 Years of Service | Certified Retirements |
| <p>Appointment of the following one (1) classified employee, effective on date indicated:</p> <ul style="list-style-type: none"> Antwon Jones – Assistant Director of Safety, Security, and Risk Management, 8/1/24 | Classified Appointment |
| <p>Transfer of the following two (2) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Elvira Antonio – Technical Assistant at Bristol to Substitute at PRIDE, 8/12/24 Christofer Fuller – Grounds at Building Services to Head Grounds at Freshman Division, 8/12/24 | Classified Transfers |
| <p>Reassignment of the following two (2) classified employees, effective on dates indicated:</p> <ul style="list-style-type: none"> Elizabeth Avery – Paraprofessional at Monger, 8/12/24 Erica Perry – Registered Behavior Technician at Eastwood, 8/12/24 | Classified Reassignment |
| <p>Retirement of the following one (1) classified employees, effective on dates indicated:</p> <ul style="list-style-type: none"> Nancy Goldy – Secretary at ESC, 3/28/25 with 26 Years of Service | Classified Retirement |
| <p>Resignation of the following four (4) classified employees, effective on date indicated:</p> <ul style="list-style-type: none"> Cocheta Manion – Food Service at Food Service Administration, 6/25/24 Jessica Mattke – Board Certified Behavior Analyst at ESC, 5/31/24 Nicole Scheetz – Bid & Commodity Coordinator at Food Service, 7/19/24 Samantha Todd – Data Specialist at Technology, 6/14/24 | Classified Resignations |

By unanimous action by roll call, the Board approved proposed revisions to Board Policy 3422.07S – Executive Assistants’ Compensation Plan as presented during the June 25, 2024 Board meeting.

Board Policy
3422.07S

By unanimous action by roll call, the Board approved proposed revisions to Board Policy 3422.10S – Registered Nurses’ Compensation Plan as presented during the June 25, 2024 Board meeting.

Board Policy
3422.10S

By unanimous action by roll call, the Board approved the adoption of a resolution to transfer funds from the Rainy Day Fund. (Codified File 2425-004)

Resolution for
Rainy Day
Transfer

Superintendent, Dr. Larry Huff, welcomed the new Assistant Superintendent of Instruction, Dr. Amy Rauch. ECS is very fortunate to have Dr. Rauch join our team as she brings a vast wealth of knowledge and experience which will help take Elkhart to the next level of excellence.

From the
Superintendent

EHS summer school has come to a close with 409 students earning almost 600 credits and 111 recovery credits. There were also 21 additional graduates bringing the 2024 graduation cohort to 718 students. Dr. Huff was very impressed with the rigor of the instruction and the commitment to help ensure kids cross the finish line.

In closing, Dr. Huff welcomed all those who have joined the ECS family of outstanding staff and students.

Board Member Anne VonDerVellen shared that ECS has been approved as a Community Eligibility Program (CEP) district which provides free breakfast and lunch for all students as well as additional after-school programming, tutoring, and clubs for kids.

From the Board

Board Member Jeff Bliler welcomed Dr. Rauch and shared that while at a professional development conference, several educators from both the State and district levels congratulated ECS for bringing Dr. Rauch to the Elkhart team. Mr. Bliler also extended congratulations to the entire ECS music department as the All-Music Award embodies the Excellence of Elkhart music program.

The meeting adjourned at approximately 7:21 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Anne M. VonDerVellen, Secretary

Jeffrey S. Blieler, Member

Mike Burnett, Member

Dacey S. Davis, Member

Kellie L. Mullins, Member



ELKHART COMMUNITY SCHOOLS

To: Board of School Trustees

Dr. Larry Huff
Superintendent

From: Erin Wagler
Director of Communications

Date: July 9, 2024

Subject: Gift Acceptance

The communications department will be working with designated social media liaisons from each ECS school to provide training and support. An anonymous donor gave 2 tickets to the "Bored Teachers Comedy Tour" for the communications department to use in conjunction with the training as an incentive/reward to be given away to one of the liaison participants. The value of the tickets is \$124.50.

I am requesting approval from the Board of School Trustees to accept this donation.



ELKHART COMMUNITY SCHOOLS



J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: July 15, 2024
TO: Superintendent
Board of School Trustees
FROM: Lindsey Cox
RE: Donation Approval

Elkhart Community Schools has received a donation of a one month free membership to CrossFit Elkhart. This donation will be used as a door prize at Back to School University.

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.

CrossFit Elkhart
2774 Faith Ave
Elkhart, IN 46514



ELKHART COMMUNITY SCHOOLS



J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: July 15, 2024
TO: Superintendent
Board of School Trustees
FROM: Lindsey Cox
RE: Donation Approval

Elkhart Community Schools has received a donation of tickets to an upcoming show. This donation was made by Phoenix Performing Arts to be used as a door prize at Back to School University.

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.

Phoenix Performing Arts
PO Box 319
Goshen, IN 46527



ELKHART COMMUNITY SCHOOLS



J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: July 15, 2024
TO: Superintendent
Board of School Trustees
FROM: Lindsey Cox
RE: Donation Approval

Elkhart Community Schools has received a donation of various gift cards. This donation was made by Hacienda to be used as door prizes at Back to School University.

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.

Hacienda
186 Easy Shopping Place
Elkhart, IN 46516



ELKHART COMMUNITY SCHOOLS



J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: July 15, 2024
TO: Superintendent
Board of School Trustees
FROM: Lindsey Cox
RE: Donation Approval

Elkhart Community Schools has received a donation of five spirit t-shirts and lanyards. This donation was made by the Elkhart Athletic Club to be used as door prizes at Back to School University.

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.

Laramie Keim
Hawthorne Early Learning Center
501 Lusher Ave
Elkhart, IN 46517



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: JULY 9, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend employment of twenty-one (21) new certified staff for the 2024-25 school year.
- b. **Certified Staff Transfers** – We recommend the transfer of six (6) certified staff for the 2024-25 school year.
- c. **Separation** – We report the separation of six (6) employees.

CLASSIFIED

- a. **New Classified Staff** – We recommend the employment of twenty-one (21) new classified staff pending successful completion of the probationary period.
- b. **Probationary Classified Staff** – The administration seeks confirmation of the hiring of twenty-two (22) new staff for the 2024-25 school year, pending successful completion of the probationary period.
- c. **Classified Staff Transfers** – We recommend the transfer of eight (8) classified staff for the 2024-25 school year.
- d. **Substitute Teachers** – We recommend the employment of five (5) substitute teachers for the 2024-25 school year.
- e. **Claims/Coaches** – We recommend the employment of nine (9) employees for the 2024-25 school year.
- f. **Reassignment** – We recommend the approval of reassignment of two (2) classified employees to certified positions.
- g. **Retirement** – We report the retirement of one (1) employee who has provided 14 years of service.
- h. **Separation** – We report the separation of five (5) employees.

| | |
|---------------|---|
| Book | Policy Manual |
| Section | 9000 Relations |
| Title | PROPOSED NEW PUBLIC COMPLAINTS AND CONCERNS |
| Code | po9130 |
| Status | Second Reading |
| Last Reviewed | July 23, 2024 |

9130 - PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest e.g. student, parent, patron, community member, etc. in the operations of the School Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for ~~judging~~ listening to each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the ~~desire~~ preference of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a the matter is specifically directed toward a professional staff member, the matter must be addressed, ~~initially~~, directly to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority. Documentation of the discussion is encouraged.

~~This~~ The first level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action ~~which~~ that the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, consideration by the Board.

The Board, after reviewing all material relating to the case during an executive session, shall provide the complainant with its written decision.

The complainant shall be advised, in writing, of the Board's decision. The Board's decision on the matter will be final, and it will not provide consideration to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for review to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may provide a written determination or may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's determination within thirty (30) business days. The Board's determination will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the ~~Chief Financial Officer~~ District Counsel/Chief of Staff, who will direct the individual to the appropriate administrator, and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of the Corporation's educational program, it should be addressed, initially, to the Assistant Superintendent for Instruction and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall ~~prepare administrative guidelines to~~, through the Student Parent Guide, ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the Assistant Superintendent for Instruction, in writing, and shall include:
1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection.
- B. Upon receipt of the complainant's information, the Assistant Superintendent for Instruction may, after ~~advising~~ reviewing, consulting and concurring with the Superintendent, immediately withhold the material or maintain or restrict the material. ~~of~~ If the complainant's concern is not resolved, the Assistant Superintendent for Instruction may appoint a review committee which may consist of:
1. one (1) or more professional staff members (excluding any staff directly associated with the material involved in the complaint);
 2. one (1) or more Board members;
 3. one (1) or more laypersons knowledgeable in the area.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;
 2. the accuracy of the material;
 3. the objectivity of the material;
 4. the use being made of the material; and
 5. the classical nature of the material, literature, or art.
- E. The material in question may be, at the discretion of the committee, ~~withdrawn~~ withheld from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within ten (10) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

Matters Regarding School Library Materials

It is the intent of Elkhart Community Schools to encourage reading at all age levels. Reading is a lifelong skill which improves memory, builds a robust vocabulary and foundation of resplendent knowledge, and adds a richness, beauty, and depth of meaning to life for all those who can access true, deep comprehension.

If a parent or guardian of a student enrolled in a school in the School Corporation or a community member residing within the Corporation submits a request to remove material that they contend is obscene or harmful to minors from a school

library, the following procedure shall be followed:

- A. The request is to be presented to the Assistant Superintendent for Instruction, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the requester's familiarity with the objectionable material;
 5. sections objected to, by page and item;
 6. reasons for objection.
- B. Upon receipt of the complainant's information the Assistant Superintendent for Instruction may after reviewing, consulting, and concurring with ~~advising~~ the Superintendent, immediately withhold the material or maintain or restrict the material. If the complainant's concern is not resolved, the Assistant Superintendent for Instruction may ~~of the request,~~ appoint a review committee which may consist of:
 1. one certified teacher;
 2. one Board member;
 3. one building level administrator;
 4. school librarian;
 5. Language Arts teacher; and
 6. community member.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The review committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students who have access to it;
 2. the accuracy of the material;
 3. the objectivity of the material;
 4. the use being made of the material;
 5. whether the material is obscene as defined by I.C. 35-49-2-1;
 6. whether the material is harmful to minors as defined by I.C. 35-49-2-2; and
 7. the classical nature of the material, literature, or art.
- E. The material in question may, at the discretion of the committee, be ~~withdrawn~~ withheld from use pending the review committee's recommendation to the Superintendent.
- F. The review committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the review committee. The Superintendent will advise the individual making the request, in writing, of the review committee's recommendation and advise the Board of the action taken or recommended.
- G. The individual who filed the request may appeal this decision, within ten (10) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board. Those individuals proposing to retain controversial materials will also be given the opportunity to defend, in writing, material retention.
- H. The Board shall review the request and decision at the next public meeting after an appeal is submitted. The Board

shall advise the complainant, in writing, of its decision within thirty (30) business days.

~~No-challenged~~Challenged material may be removed from the curriculum, school library, or from a collection of resource materials ~~except~~ by action and concurrence of the Assistant Superintendent for Instruction and Superintendent, review committee, and or of the Board. No challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some without it being obscene or harmful to minors. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal. The Board's decision shall be final.

I.C. 20-26-5-4

I.C. 20-26-5.5

20 U.S.C. 1232h

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Legal

I.C. 20-26-5-4

20 U.S.C. 1232h

| | |
|---------------|--------------------------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | PROPOSED REVISED - DEFINITIONS |
| Code | po0100 |
| Status | First Reading |
| Adopted | November 22, 2016 |
| Last Reviewed | July 23, 2024 |

0100 - **DEFINITIONS**

As used in the School Board's bylaws and policies and the Superintendent's administrative guidelines, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is reviewed by the Board and which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Administrator

An individual responsible for the supervision of District instructional programming or for making recommendations regarding hiring, or the purchase or acquisition of any property or services, and includes the following titles: superintendent, deputy superintendent, assistant superintendent, executive director, senior director, director, supervisor, principal, assistant principal, athletic director, and assistant athletic director.

Board

The Elkhart Community Schools Board of School Trustees.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certified Staff

An employee of the Board in a position which requires a license or permit, other than a substitute permit, from the Division of Professional Standards of the Indiana Department of Education, and includes the following positions: teacher, librarian, guidance counselor, high school social worker, speech pathologist, school psychologist, behavior consultant, coordinator, and academic dean.

Corporation

The Elkhart Community Schools.

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Full Board

All members of the Board.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the School Corporation. See Indiana Code 5-14-1.5-2(c) and (d).

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5- 14-1.5-2(d).

Parent

The natural, adoptive, or surrogate parent(s) or the party designated by the courts as the legal guardian, custodian or third party legal guardian of a student. Both parents will be considered to have equal rights once paternity is established by a court if in question unless a court terminates parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Policy

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

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0170).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Assistant Principal" and "Dean" means an individual licensed by the Division of Professional Standards assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, siblings of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees responsible for the minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Student

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

Superintendent

The chief executive officer of the School Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Staff

A non-administrative employee of the Board who's employment is not dependent upon holding a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-28-2-22

Vice-President

The Vice-President of the Board of School Trustees (see Bylaw 0170).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC") are prefaced by a title and followed by an article and section number. So 511

I.A.C. 6-5-1 identifies title 511, article 6, section 5, sub-section 1.

Citations to Indiana cases begin with a citation to a volume and page in West Publishing Company's Northeast Reporter Series Second Edition. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the Northeast Reporter. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code are preceded by a title number and followed by a section number. So 20 USC 1232g for USCA (for United States Code Annotated) refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations are identified by a citation similar to the Indiana Administrative Code. The citation to the volume precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are not reported. The first time the decision is made widely available is when an appellate court issues an opinion. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500. The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

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|---------------|---------------------------------------|
| Book | Policy Manual |
| Section | 2000 Program |
| Title | Proposed Revised MANDATORY CURRICULUM |
| Code | po2221 |
| Status | First Reading |
| Adopted | November 22, 2016 |
| Last Reviewed | July 23, 2024 |

2221 - MANDATORY CURRICULUM

In compliance with the Indiana Code and Federal law, the Board directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

- A. The Constitution of the United States and of Indiana in grades 6 through 12
- B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12
- C. American History in high school
- D. safety education in grade 8
- E. the principles of hygiene and sanitary science in grade 5, at a minimum
- F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
- G. the nature of alcoholic beverages, tobacco, prescription drugs, controlled substances, narcotics, and their effects on the human system and society at large in grades K through 12
- H. Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other serious dangerous communicable diseases
- I. instruction on human sexuality or sexually transmitted diseases in grade 4 through 12, including: instruction that
 - 1) abstinence from sexual activity outside of marriage as the expected standard for all school age children;
 - 2) abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, pregnancy, and other associated health problems;
 - 3) The the best way to avoid sexually-transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage.

Instruction on human sexuality shall be provided to students in grades 4 through 12. However, a School Corporation employee is not prohibited from responding to a question from a student in prekindergarten through grade 3 regarding human sexuality. Should a student ask a question regarding human sexuality, the employee is to respond as follows:

- "This is a question you will need to ask of your parent."

The employee is then to contact the students parent/guardian and notify the parent/guardian of the question.

- J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school health curriculum

- K. career awareness and career development, employment matters, and work values in grades 1 through 12
- L. human donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction
- N. personal financial responsibility and financial literacy in grades 6 through 12
- O. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)
- P. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Q. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01)
- R. child abuse and child sexual abuse education for grades 2 through 5 during the 2017—2018 school year, and for grades K through 12 by December 15 of each school year beginning with the 2018—2019 school year (see also Policy 84625517.01)
- S. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- T. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- U. the consequences of unauthorized access (e.g. "hacking"), cyberbullying and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- V. morals instruction as defined by Indiana Code
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. instruction in Language Arts, Mathematics, Social Studies and Upstanding Citizenship, Sciences, Fine Arts, and Health Education, and beginning after June 30, 2021 and Computer Science computer science and Physical Fitness
 - 1. Effective July 1, 2028, at least one (1) computer science course, as a separate subject in the public high school's curriculum, enabling high school students to successfully complete instruction on computer science to be eligible to graduate from high school in 2029.
- Y. Indiana studies as an elective course in high school
- Z. ethnic studies as an elective course in high school, and
- AA. civics in grade 6, 7, or 8 for all students entering grade 6 beginning in the 2023-2024 school year

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present his/her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steady influence, which tend to promote and develop upright and desirable citizenry.

The Superintendent is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction contrary to a curriculum required to be provided to student under I.C. 20-30-5, set forth above.

When required by law, the Board shall approve the course of instruction prior to its use in the classroom.

Before a school may provide a student with instruction on human sexuality, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction pursuant to I.C. 20-5-30-17(c) and (d). Before a student can be administered a personal analysis, evaluation or survey by a third party vendor under I.C. 20-26-21, the school shall provide the parent of the student or the student, if the student is

an adult or an emancipated minor, with a written request for consent of administration that complies with I.C. 20-26-21-4(b) and (c). Before a student can be administered a personal analysis, evaluation or survey by a school that meets the criteria listed in I.C. 20-30-5-17(b), the school shall provide the parent of the student or the student, if the student is an adult or emancipated minor, with a written request for consent of administration that complies with I.C. 20-30-5-17(b).

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

See also Policy 2414 - Reproductive Health and Family Planning and Human Sexuality Instruction and Policy 2416 - Student Privacy and Parental Access to Information.

The Superintendent shall establish and maintain procedures related to the provision of human sexuality instruction and the administration of personal analyses, evaluations, or surveys to students.

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| Legal | I.C. 20-19-3-10 and 11 |
| | I.C. 20-30-5 |
| | 511 IAC Article 6 |
| | 47 U.S.C. 254(h), Communications Act of 1934, as amended (2003) |
| | 15 U.S.C. 6551, Title II of the Broadband Data Improvement Act (aka Protecting Children in the 21st Century Act) |
| | 18 U.S.C. 2246 |
| | 18 U.S.C. 2256 |
| | 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) |
| | 20 U.S.C. 6777 |
| | 20 U.S.C. 9134 (2003) |
| | 47 C.F.R. Part 54 |
| Cross References | 20 U.S.C. 7131, Internet Safety |

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|---------------|--|
| Book | Neola Guideline Templates for Processing |
| Section | 2000 Program |
| Title | PROPOSED NEW MANDATORY CURRICULUM |
| Code | ag2221 |
| Status | First Reading |
| Last Reviewed | July 23, 2024 |

2221 - MANDATORY CURRICULUM

The following administrative guidelines should be followed to prepare, implement, and supervise courses of instruction in the following areas as mandated by the Indiana Code and the regulations of the State Department of Education.

A. Display of United States Flag; Pledge of Allegiance

The principal shall ensure that the United States flag is displayed in each classroom in his/her building. The principal shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance and to participate in a moment of silence in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

1. the student chooses not to participate; or
2. the student's parent chooses to have the student not participate.

B. Constitutions; Interdisciplinary Course

The principal shall ensure that instruction is provided to students in grades 6 through 12 on the constitutions of:

1. Indiana; and
2. the United States.

Elementary school principals shall ensure instruction on the constitutions is included as a part of American history.

Failure of principals and teachers to comply with the requirement to provide instruction on the constitutions of the United States and Indiana constitutes misconduct in office under I.C. 20-28-5-7.

High school principals shall ensure instruction on the constitutions is included as part of civics or another course, consistent with any rules issued by the State Board of Education. High school principals shall include in the curriculum a required course not less than one (1) year of school work in the following aspects of the constitutions of Indiana and the United States:

1. historical;
2. political;
3. civic;
4. sociological;
5. economical; and
6. philosophical

and uses the appropriate course outlines and necessary curricular materials for uniform instruction as prescribed by the State Board of Education.

High school students may not receive a diploma unless they successfully complete the interdisciplinary course described above.

C. Protected Writings, Documents, and Records of American History or Heritage

1. the Constitution of the United States;
2. the national motto;
3. the national anthem;
4. the Pledge of Allegiance;
5. the Constitution of the State of Indiana;
6. the Declaration of Independence;
7. the Mayflower Compact;
8. the Federalist Papers;
9. "Common Sense" by Thomas Paine;
10. the writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States;
11. United States Supreme Court decisions;
12. Executive orders of the presidents of the United States;
13. Frederick Douglas' Speech at Rochester, New York, on July 5, 1852, entitled "What to a Slave is the Fourth of July?";
14. Appeal by David Walker; and
15. Chief Seattle's letter to the United States government in 1852 in response to the United States government's inquiry regarding the purchase of tribal lands.

A principal or teacher may read or post any excerpt or part of a protected writing, document, or record in a school building or classroom or at a school event.

Content-based censorship of American history or heritage based on religious references in a protected writing, document or record is prohibited.

Principals shall ensure their building library, media center, or equivalent facility maintained for student use contains in its permanent collection at least one (1) copy of each of the protected writings, documents, and records listed in 1. through 9. above.

Students shall be allowed to include a reference to a protected writing, document or record in a report or other work product. Students may not be punished in any way, including a reduction in grade, for using such a reference.

D. System of Government; American History

Principals shall ensure all students in grades 6 through 12 are provided within the two (2) weeks preceding a general election five (5) full recitation periods of class discussion concerning:

1. the system of government in Indiana and in the United States;
2. methods of voting;
3. party structures;
4. election laws; and
5. the responsibilities of citizen participation in government and in elections.

The completion of a two (2) semester course in American history is a prerequisite to a student receiving a high school diploma.

E. **Moment of Silence**

Principals shall ensure each building participates in a daily observance of a moment of silence in each classroom or on school grounds.

Principals shall direct the teacher responsible for a classroom to ensure, during the moment of silence, all students remain seated or standing and silent and make no distracting display so each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of his/her individual choice.

F. **Morals Instruction**

Principals shall direct the classroom teachers in their building who instruct in the regular courses of grades 1 through 12 to present their instruction with special emphasis on:

1. honesty;
2. morality;
3. courtesy;
4. obedience to law;
5. respect for the National flag and the Constitution of the State of Indiana and the Constitution of the United States;
6. respect for parents and the home;
7. the dignity and necessity of honest labor; and
8. other lessons of a steadying influence that tend to promote and develop an upright and desirable citizenry.

Such instruction shall be done pursuant to outlines or materials for the instruction prepared by the State Secretary of Education and incorporated in the classroom instruction in the regular courses of grades 1 through 12.

G. **Bullying Prevention; Student Instruction**

Principals shall ensure, not later than October 15 of each year, age-appropriate, research-based instruction focusing on bullying prevention within the parameters of I.C. 5-2-10.1-12(d)(1) is provided to all students in grades 1 through 12 in their building.

Instruction on bullying prevention may utilize outlines or materials prepared by the State Department of Education, in consultation with school safety specialists and school counselors. Instruction on bullying prevention may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

H. **Good Citizenship Instruction**

Principals shall ensure good citizenship instruction is provided to students in their building. "Good citizenship instruction" means integrating instruction into the current curriculum which stresses the nature and importance of the following:

1. being honest and truthful;
2. respecting authority;
3. respecting the property of others;
4. always doing the student's personal best;
5. not stealing;

6. possessing the skills (including methods of conflict resolution) necessary to live peaceably in society and not resorting to violence to settle disputes;
7. taking personal responsibility for obligations to family and community;
8. taking personal responsibility for earning a livelihood;
9. treating others the way the student would want to be treated;
10. respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana;
11. respecting the student's parents and home;
12. respecting the student's self;
13. respecting the rights of others to have their own views and religious beliefs.

In providing this instruction, principals may utilize models of conflict resolution that have been identified and made available by the State Department of Education. The instruction may consist of a teacher education program that applies the techniques to the students in the classroom.

I. School Corporation Studies

The School Corporation's curriculum includes the following studies:

1. Language arts, including:
 - a. English
 - b. Grammar
 - c. composition
 - d. Speech
 - e. second languages
2. Mathematics
3. Social studies and citizenship, including the:
 - a. constitutions
 - b. governmental systems
 - c. histories

of Indiana and the United States, including an enhanced study of the Holocaust in each high school United States history course

The high school shall offer a one (1) semester course in Indiana studies and a one (1) semester course in ethnic studies at least once every school year.

As a part of the United States government course for which credit is awarded for each of the four (4) designations of the high school diploma, the naturalization examination provided by the United States Citizenship and Immigration Services shall be administered to each student.

Beginning with students entering grade 6 in the 2023-2024 school year, each student shall complete successfully one (1) semester of a civics education course in grade 6, 7, or 8.

4. Sciences
5. Fine arts, including music and art

6. Health education, physical fitness, safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body
7. Computer science in the curriculum for students in grades K through 12. Each high school must offer at least one (1) computer science course of at least one (1) semester.
8. Additional studies selected by each governing body, subject to revision by the State Board of Education.

Principals shall ensure such courses are provided as part of the curriculum in their buildings.

J. Physical Activities

All elementary school principals must provide daily physical activity for students in their building. The physical activity may include the use of recess. On a day when there is inclement weather or unplanned circumstances have shortened the school day, the elementary school principals may provide physical activity alternatives for students.

The requirement to participate in daily physical activity does not apply to a student who has a medical condition that precludes participation in the daily physical activity described above.

K. Safety Education

Principals in buildings that include grade 8 shall ensure a course in safety education which is at least one (1) full semester in length is taught in grade 8 and shall direct grade 8 teachers to utilize the guide for this course which has been prepared by the State Board of Education.

L. Hygiene

Principals in buildings that include grade 5 shall ensure the principles of hygiene and sanitary science are taught in grade 5. This instruction must explain the ways dangerous communicable diseases are spread and the sanitary methods for disease prevention and restriction. Principals shall direct the grade 5 teachers to provide this instruction utilizing leaflets prepared by the State Health Commissioner and the Secretary of Education describing the principles of hygiene, sanitary science, and disease prevention.

Persons who violate this requirement may face prosecution upon a report by the State Department of Health or the State Department of Health's agents to the prosecuting attorney.

Any student who objects in writing, or any student less than eighteen (18) years of age whose parent or guardian objects in writing, to health and hygiene courses because the courses conflict with the student's religious teachings is entitled to be excused from receiving medical instruction or instruction in hygiene or sanitary science without penalties concerning grades or graduation.

M. Diseases

Principals shall ensure students in their building receive illustrative teaching of:

1. the spread of disease by:

- a. rats;
- b. flies; and
- c. mosquitoes;

and the effects of disease; and

2. disease prevention by proper food selection and consumption.

Principals may direct classroom teachers in their building to provide such instruction. It is a Class C infraction for a school official to fail to comply with this requirement.

N. Alcohol Beverages, Tobacco, Prescription Drugs, and Controlled Substances; Instruction in Kindergarten Through Grade 12

Principals shall ensure instruction is provided to all students in kindergarten through grade 12 in their building

concerning the effects that:

1. alcoholic beverages;
2. tobacco;
3. prescription drugs; and
4. controlled substances;

have on the human body and society at large. Teachers providing instruction may utilize instructional materials recommended by the State Board of Education or curriculum guides developed by the State Department of Education. A Corporation teacher who has been trained in drug education may provide instruction or assistance to other teachers providing instruction.

O. HIV

Each principal shall include in the curriculum instruction concerning the human immunodeficiency virus (HIV) and, to the extent possible, integrate this instruction with instruction on other serious communicable diseases.

Literature distributed to school children and young adults as part of this instruction must include information required by I.C. 20-34-3-17. Therefore, it must stress the moral aspects of abstinence from sexual activity and state the best way to avoid HIV is for young people to refrain from sexual activity until they are ready as adults to establish, in the context of marriage, a mutually faithful monogamous relationship. The School Board must approve HIV literature before it is distributed.

P. Instruction on Human Sexuality or Sexually Transmitted Diseases

Principals shall direct teachers who provide instruction on human sexuality or sexually transmitted diseases to:

1. teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children;
2. include in the instruction that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems; and
3. include in the instruction that the best way to avoid sexually transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage.

Q. Career Awareness and Career Development Education; Indiana Career Explorer Program and Standards; Use of Alternative Internet-Based System and Standards

Principals of each building within the Corporation shall include in the school's curriculum for all students in grades 1 through 12 instruction concerning employment matters and work values. Principals shall either integrate within the curriculum instruction that is or conduct activities or special events periodically that are designed to foster overall career awareness and career development. Such instruction or activities and special events shall:

1. educate students on the importance of their future career choices;
2. prepare students for the realities inherent in the work environment; and
3. instill in students work values that will enable them to succeed in their respective careers;

The school's curriculum shall include interdisciplinary employability skills standards established by the Department of Education, in conjunction with the Department of Workforce Development, and approved by the State Board of Education. Principals may utilize career awareness and career development models developed by the State Department of Education meeting the following criteria:

1. For grades 1 through 5, career awareness models introducing students to work values and basic employment concepts.
2. For grades 6 through 8, initial career information models focusing on career choices as they relate to student interest and skills.
3. For grades 9 through 12, career exploration models offering students insight into future employment options

and career preparation models providing job or further education counseling, including the following:

- a. Initial job counseling, including the use of job service officers to provide school-based assessment, information, and guidance on employment options and the rights of students as employees.
- b. Workplace orientation visits.
- c. On-the-job experience exercises.

Teachers may utilize teacher guides prepared by the State Department of Education and/or attend seminars or other teacher education activities conducted by the State Department of Education. For students in at least Grade 9, innovative career preparation demonstration projects that have been designed and implemented by the State Department of Education may be used.

Principals in each building providing instruction to students in grade 8 shall include in the school's curriculum state developed career standards for all students in grade 8 including instruction in and use of either:

- a. the Indiana Career Explorer Program and Standards; or
- b. an alternative internet-based system and standards providing students

with career and college planning resources which have been approved by the State Board of Education.

Principals in each building shall include in the school's curriculum State developed career standards for all students in any grade level that include instruction in and use of the program and standards or system and standards described above for students in grade 8.

R. **Breast Cancer and Testicular Cancer Instruction**

Each high school principal shall include in the school's health education curriculum instruction regarding breast cancer and testicular cancer as adopted by the State Board of Education, including the significance of early detection of these diseases through:

1. monthly self-examinations; and
2. regularly scheduled mammograms in the case of breast cancer.

Breast cancer and testicular cancer educational materials will be made available by the State Department of Education to assist teachers assigned to teach this material. Principals shall direct teachers providing such instruction to follow the guidelines developed by the State Department of Education and rules adopted by the State Board of Education concerning the instruction required under this section.

S. **Human Organ and Blood Donor Program Instruction**

Each high school principal shall include in the school's health education curriculum instruction regarding the human organ donor program and blood donor program as adopted by the State Board of Education, including

1. the purpose of the human organ donor program and blood donor program;
2. the statewide and nationwide need for human organ and blood donations; and
3. the procedure for participation in the human organ donor program and blood donor program.

Human organ donor program and blood donor program educational materials will be made available by the State Department of Education to assist teachers assigned to teach the material described in this section.

T. **Meningitis Information**

Principals are directed to ensure information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year. The information provided must include information concerning the:

1. causes;
2. symptoms; and

3. spread

of meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

The Superintendent shall work with the State Department of Education, in consultation with the State Department of Health or any other appropriate entity, to develop materials to be made available to schools to assist them in providing the information described in this section.

U. **Personal Financial Responsibility Instruction**

Principals in buildings including grades 6 through 12 shall include in the school's curriculum for all students in grades 6 through 12 instruction concerning personal financial responsibility. Principals may meet this requirement by integrating within the curriculum instruction or conducting a seminar that is designed to foster overall personal financial responsibility.

Principals shall direct teachers providing such instruction to utilize the curriculum adopted by the State Board of Education for instruction concerning personal financial responsibility.

V. **Cardiopulmonary Resuscitation and Automated External Defibrillator Training**

Except as permitted by waiver, each high school principal shall include in the school's health education curriculum instruction in cardiopulmonary resuscitation and use of an automated external defibrillator for its students. The instruction must incorporate the psychomotor skills necessary to perform cardiopulmonary resuscitation and use an automated external defibrillator and must include either of the following:

1. an instructional program developed by the American Heart Association or the American Red Cross;
2. an instructional program nationally recognized and based on the most current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator.

"Psychomotor skills" means skills using hands-on practice to support cognitive learning.

High school principals may permit teachers to provide this instruction or arrange for the instruction to be provided by available community-based providers. The instruction is not required to be provided by a teacher. If instruction is provided by a teacher, the teacher is not required to be a certified trainer of cardiopulmonary resuscitation.

Students are not required to become certified in cardiopulmonary resuscitation and the use of an automated external defibrillator. However, if the Corporation chooses to offer a course resulting in certification being earned, the course must be taught by an instructor authorized to provide the instruction by the American Heart Association, the American Red Cross, or a similar nationally recognized association.

High school principals may waive the requirement that a student receive the instruction required above if the student has a disability or is physically unable to perform the psychomotor skills component of the instruction required above.

If a school is unable to comply with the psychomotor skills component of the instruction required above, the Board may submit a request to the State Secretary of Education to waive the psychomotor skills component. The principal may ask the Superintendent for assistance in obtaining Board approval for such a request. A waiver request must:

1. be in writing;
2. include the reason or reasons that necessitated the waiver request;
3. indicate the extent to which the school attempted to comply with the above requirements; and
4. be submitted each year for the school year the school requests the waiver.

W. **Internet Safety**

Principals shall include in the school's curriculum for grades 3 and above instruction concerning safe usage of the Internet by children. Teachers may utilize guidelines developed by the State Board of Education and rules adopted by the state Board of Education concerning the instruction required to teach the required material. The instruction

must cover:

1. safe online communication;
2. privacy protection;
3. cyberbullying;
4. viewing inappropriate material;
5. file sharing;
6. the importance of open communication with responsible adults; and
7. any other matters that the State Department of Education or the State Board of Education finds will assist children in using the Internet safely.

X. **Dating Violence Instruction**

Principals in buildings including grades 6 through 12 shall implement dating violence education programs in grades 6 through 12 and enforce dating violence response policies, which may include the following topics:

1. warning signs of dating violence;
2. the basic principles of dating violence prevention; and
3. methods of parental education and outreach.

Y. **Child Abuse and Child Sexual Abuse Education**

Principals shall ensure, not later than December 15 of each year, age-appropriate research and evidence-based or research or evidence-based instruction on child abuse and child sexual abuse is provided to all students in grades kindergarten through 12 in their building. Instruction on child abuse and child sexual abuse may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of child abuse and child sexual abuse. Education programs on child abuse and child sexual abuse may include the following topics

1. Warning signs of a child who is being abused or sexually abused.
2. The basic principles of child abuse and child sexual abuse prevention.
3. Methods of student, teacher, and parental education and outreach.

A school choosing to use the model educational materials developed by the State shall inform the parents of students in the grade levels in which the materials could be used, in writing and by posting on the school's Internet website, that a parent may:

1. examine and review the model educational materials before the materials are taught; and
2. decide if the parent's child will be instructed with the model educational materials.

If a parent decides his/her child may be taught using the model educational materials, the parent shall notify the school of the parent's decision in writing or electronically.

Principals in all buildings shall enforce child abuse and child sexual abuse response policies and reporting procedures, which may include the following topics:

1. actions a child who is a victim of abuse or sexual abuse may take to obtain assistance
2. interventions
3. counseling options
4. educational support available for a child who is a victim of abuse or sexual abuse to enable the child to continue to be successful in school

5. reporting procedures

The Corporation shall not offer, support, or promote any student program, class, or activity providing student instruction contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

Access to Materials

Principals shall make available for inspection by the parent of the student or the student, if the student is an adult or an emancipated minor, instructional materials, including but not limited to:

- A. teachers' manuals;
- B. curricular materials;
- C. films or other video materials;
- D. tapes;
- E. materials used in connection with a personal analysis, an evaluation, or a survey;
- F. and instruction on human sexuality.

Personal Analyses, Evaluations, or Surveys of Students

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning

- A. political affiliations;
- B. religious beliefs or practices of the student or student's family;
- C. mental or psychological conditions that may embarrass the student or the student's family;
- D. sexual behavior or attitudes;
- E. illegal, antisocial, self-incriminating, or demeaning behavior;
- F. critical appraisals of other individuals with whom the student has a close family relationship;
- G. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- H. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)

without the prior consent of the student if the student is an adult or an emancipated minor or the prior written consent of the student's parent, if the student is an emancipated minor. The consent form shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

Personal Analyses, Evaluations or Surveys by Third Party Vendors

The following requirements do not apply to:

- A. an academic test or academic assessment, scoring keys, or other tools directly related to measuring a student's academic performance in understanding a particular curricular subject matter, as prescribed by the Indiana Department of Education.
- B. a career aptitude or career interest survey.
- C. an assessment or screening instrument administered by a psychologist licensed under I.C. 25-33 or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under I.C. 25-23.6 employed by a third party if the third party provider is referred by school personnel in a crisis situation in which the school personnel and the third party provider reasonably believe that the student is in immediate danger of self-harm, harming another person, or experiencing harm resulting from abuse or neglect.

- D. an assessment, screening instrument, or evaluation survey administered by a psychologist licensed under I.C. 25-33 or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under I.C. 25-23.6 employed by a third party provider who has received a consent for services from a student, if the student is an adult or emancipated minor, or parent of a student, if the student is an unemancipated minor.
- E. a survey or evaluation administered to a student of a school by a third party vendor that gauges or attempts to gauge student satisfaction with or participation in the school's programming, technology platform, or approved curriculum.

The following requirements also do not apply to a personal analysis, evaluation, or survey for which consent is required under I.C. 20-30-5-17(b), that is an analysis, evaluation or survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- A. political affiliations;
- B. religious beliefs or practices of the student or student's family;
- C. mental or psychological conditions that may embarrass the student or the student's family;
- D. sexual behavior or attitudes;
- E. illegal, antisocial, self-incriminating, or demeaning behavior;
- F. critical appraisals of other individuals with whom the student has a class family relationship;
- G. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- H. income (except as required by law to determine eligibility for participating in a program or for receiving financial assistance under a program).

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

Before the Corporation or school may administer a personal analysis, evaluation, or survey by a third party vendor that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the Corporation or school must provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent for administration.

A consent form provided to a parent of a student or a student under this subsection shall accurately summarize the contents and nature of the personal analysis, evaluation, or survey that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the personal analysis, evaluation, or survey. The written consent form may be sent in an electronic format. The parent of the student or the student, if the student is an adult or an emancipated minor, may return the consent form indicating that the parent of the student or the adult or emancipated student.

- A. consents to the personal analysis, evaluation, or survey; or
- B. declines the personal analysis, evaluation, or survey.

If a student does not participate in the personal analysis, evaluation, or survey, the school corporation or qualified school shall provide the student with alternative academic instruction during the same time frame that the personal analysis, evaluation, or survey is administered.

If the parent of the student or the student, if the student is an adult or an emancipated minor, does not respond to the written request provided by the Corporation within twenty-one (21) calendar days after receiving the request, the Corporation shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, a written notice requesting that the parent of the student, or the student, if the student is an adult or an emancipated minor, indicate, in a manner prescribed by the Corporation, whether the parent of the student or the adult or emancipated student:

- A. consents to the personal analysis, evaluation, or survey; or

B. declines the personal analysis, evaluation, or survey.

A notice provided to a parent of a student or a student under this subsection shall accurately summarize the contents and nature of the personal analysis, evaluation, or survey that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the personal analysis, evaluation, or survey. The notice may be sent in an electronic format. If the Corporation does not receive a response within ten (10) days after the notice, the student will receive the personal analysis, evaluation, or survey unless the parent or the adult or emancipated student subsequently opts out of the personal analysis, evaluation, or survey for the student.

The Corporation shall send with each of the above notices an explanation of the reasons that the Corporation is administering the personal analysis, evaluation, or survey.

The Board shall notify parents and students of the above rights.

The Corporation shall post a copy of the personal analysis, evaluation, or survey on the Corporation or school website.

See also Policy 2416 Student Privacy and Parental Access to Information.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

Nothing in this subsection prohibits the Corporation or a school from administering State or Federally required assessments.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements described above, the third party vendor has committed a breach of contract.

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Legal

I.C. 20-26-21

I.C. 20-30-5

| | |
|---------|---|
| Book | Policy Manual |
| Section | 5000 Students |
| Title | BEING REPLACED - PERSONAL COMMUNICATION DEVICES |
| Code | po5136 |
| Status | First Reading |
| Adopted | November 22, 2016 |

5136 - PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs while riding on school buses, on school property or at a school-sponsored activity to access and/or view Internet web sites which are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs and cameras, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other

materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian and the student must comply with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

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|---------------|---|
| Book | Policy Manual |
| Section | 5000 Students |
| Title | PROPOSED REPLACEMENT - PERSONAL COMMUNICATION DEVICES |
| Code | po5136 |
| Status | First Reading |
| Adopted | November 22, 2016 |
| Last Reviewed | July 23, 2024 |

5136 - PERSONAL COMMUNICATION DEVICES

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Personal communication devices (PCDs) as used in this policy are defined in Bylaw 0100 - Definitions.

Students are prohibited from using a PCD during instructional time except that:

- A. a teacher may allow a student to use a PCD for a planned educational purpose during instructional time with advance building administrator approval;
- B. a student may use a PCD to manage the student's health care or in the event of an emergency; or
- C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.

Students otherwise are permitted to use PCDs before and after school hours, during after-school activities (e.g., extracurricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

Students are prohibited from using PCDs while riding to and from school on a Corporation bus or other Corporation vehicle during school-sponsored activities except that:

- A. a student may use a PCD to manage the student's health care or in the event of an emergency;
- B. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan;
- C. with the coach's/teacher's permission, a student may use a PCD to notify parents of pickup and drop off times when returning from an extra-curricular activity.

Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the

emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Except when authorized by this policy, possession of a PCD by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

LEGAL REFERENCES:

I.C. 20-26-5-40.7

CROSS REFERENCES

po0100

po5517.01

po5771

po7540.03

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Legal I.C. 20-26-5-40.7

Cross References
po0100 - DEFINITIONS
po5517.01 - BULLYING
po5771 - SEARCH AND SEIZURE
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

| | |
|---------|---|
| Book | Neola Guideline Templates for Processing |
| Section | 5000 Students |
| Title | BEING REPLACED - PERSONAL COMMUNICATION DEVICES |
| Code | ag5136 |
| Status | First Reading |

5136 - **PERSONAL COMMUNICATION DEVICES**

Possession and/or use of a personal communication device (PCD) by a student while at school is governed by the Guidelines for a Safe Learning Community. See AG 5600A

"Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type.

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Being Replaced

| | |
|---------------|---|
| Book | Neola Guideline Templates for Processing |
| Section | 5000 Students |
| Title | PROPOSED REPLACEMENT - PERSONAL COMMUNICATION DEVICES |
| Code | ag5136 |
| Status | First Reading |
| Last Reviewed | July 23, 2024 |

5136 - PERSONAL COMMUNICATION DEVICES

Possession/use of a personal communication device (PCD) by a student before and after school hours, on School Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of Board Policy 5136, this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required.

If a teacher or administrator observes a violation of Board Policy 5136 - Personal Communication Devices or this guideline, they are required to confiscate the device, and keep it in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device that is taken to the building principal will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will be returned only to the parents/guardians.

Students are required to comply with a teacher or administrator's directive to relinquish their PCD for a violation of Policy 5136 - Personal Communication Devices or this guideline. Failure to comply with such a directive may result in disciplinary action, as outlined in this guideline:

Expectations

1. Cell phones (personal communication devices) are to be powered off and remain out of sight during the school day unless you have permission by a classroom teacher or administrator.
2. Recording, creating, or sharing videos or pictures of other people while at school is strictly prohibited.

Consequences

Step 1.

- Warning
- Parent Conversation

Step 2.

- In-person conference with parents
- Detention

Step 3.

- One (1) day ISS

Step 4.

- ISS - up to 5 days
- Loss of privileges for semester (check in/check out process if deemed necessary)

Depending on the severity of a cell phone violation, consequences may be accelerated at the discretion of administration.

If a student refuses to relinquish the PCD to the teacher or administrator when directed, the teacher or administrator must direct the student to go to the building principal's office, and the building principal will contact the student's parent, who will be informed of the violation and asked to come to school to retrieve the PCD, unless the violation is one that requires notification of law enforcement, in which case local law enforcement will be called to come to the school to retrieve the PCD.

CROSS REFERENCES:

po0100
po5136
po5517.01
po5771
po7540.03

I.C. 20-26-5-40.7

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Legal

I.C. 20-26-5-40.7

Cross References

po0100 - DEFINITIONS

po5136 - PERSONAL COMMUNICATION DEVICES

po5517.01 - BULLYING

po5771 - SEARCH AND SEIZURE

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ACCOUNT BALANCES/INVESTMENT DETAIL
June 2024

CASH:

| | |
|------------|-----------|
| Petty Cash | \$ 500.00 |
|------------|-----------|

BANK ACCOUNTS:

| | |
|-----------------------------------|-----------------|
| Everwise Credit Union | \$ 3,009,605.17 |
| Lake City Bank – Accounts Payable | (1,970,152.50) |
| Lake City Bank – Payroll Account | (14,948.98) |
| Lake City Bank – Flex Account | 81,721.72 |
| Lake City Bank – Merchant Account | - |
| Lake City Bank – Prepaid Lunch | 1,285,204.64 |
| Lake City Bank – Deposit Account | 46,589,211.91 |

INVESTMENTS:

| | |
|------------------------|---|
| Certificate of Deposit | - |
|------------------------|---|

\$ 48,981,141.96

ESSER III - Utilization Review

| YTD Expenditures as of June 2024 | Total % of Allocation Expended | Account | Budget | % of Total Budget |
|----------------------------------|--------------------------------|--|------------------------|-------------------|
| 5,019,845.87 | 94.00% | Instruction - Regular Programs | \$5,340,049.08 | 20.22% |
| 606,952.33 | 99.60% | Instruction - Special Programs | \$609,361.00 | 2.31% |
| 36,426.94 | 100.42% | Instruction - Adult/Continuing Ed Programs | \$36,274.00 | 0.14% |
| 628,144.12 | 83.15% | Instruction - Summer School Programs | \$755,433.00 | 2.86% |
| 645,839.86 | 107.96% | Instruction - Remediation Programs | \$598,217.00 | 2.27% |
| 1,570,201.19 | 95.70% | Support Services Students | 1,640,792.00 | 6.21% |
| 4,645,646.54 | 100.75% | Support Services - Instruction | 4,610,864.00 | 17.46% |
| 160,663.56 | 100.00% | Support Services - General Admin | 160,663.00 | 0.61% |
| 514,259.93 | 100.00% | Operations and Maintainance | 514,258.00 | 1.95% |
| 463,361.48 | 100.06% | Student Transportation | 463,084.00 | 1.75% |
| 558,449.79 | 92.20% | Community Service Operations | 605,664.00 | 2.29% |
| 8,012,173.05 | 81.76% | Facilities Acquisition and Construction | \$9,799,781.29 | 37.11% |
| 748,962.97 | 58.99% | Non-Programmed Charges/Transfer | \$1,269,650.00 | 4.81% |
| \$23,610,927.63 | 89.42% | | \$26,404,090.37 | 100.00% |

Expenditures for June 2024 consisted of salaries/benefits and supplies for budgeted programming.

ESSER III - Expenditure to Budget as of 6/30/2024

