

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

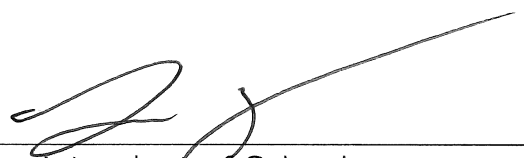
Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, September 10, 2024

Time: 5:00 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



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Superintendent of Schools

Posted and electronically delivered  
to News Media on Wednesday,  
September 5, 2024 and electronically  
delivered to Board Members and School  
Attorney on Friday, September 6, 2024.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 10, 2024

CALENDAR

Sept 10 5:00 p.m. Executive Session, J.C. Rice Educational Services Center  
Sept 10 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center  
Sept 10 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center  
Sept 24 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center  
Sept 24 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. PUBLIC COMMENT
- E. EXCELLENCE OF ELKHART
- F. CONSENT ITEMS:

- Minutes – August 27, 2024 –Regular Board Meeting
- Claims
- Fundraisers
- Extra-Curricular
- Gift Acceptances
- Conference Leaves
- Overnight Trip Request
- Contracts
- Personnel Reports

- G. OLD BUSINESS

Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments – The administration presents proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments for final consideration.

Board Policy 3220.01C – Teacher Appreciation Grant – The administration presents proposed revisions to Board Policy 3220.01C – Teacher Appreciation Grants for final consideration.

H. NEW BUSINESS

Board Policy 5200 – Student Attendance – The administration presents proposed revisions to Board Policy 5200 – Student Attendance for initial consideration.

Administrative Guideline 5200 – Student Attendance – The administration presents proposed revisions to Administrative Guideline 5200 – Student Attendance for initial review.

Administrative Guideline 2623 – Testing Program – The administration presents proposed revision to Administrative Guideline 2623 – Testing Program for initial review.

2024-2025 School Calendar – The administration presents the proposed revision to the 2024-2025 School Calendar for initial consideration.

Recommendation for Award – The administration recommends award of a contract to CORE Construction Indiana, LLC of Schererville, IN for the Addition and Renovations Project at the Elkhart Area Career Center.

Recommendation for Award – The administration recommends award of a contract to CORE Construction Indiana, LLC of Schererville, IN for the Addition and Renovations Project for the Elkhart High School Health and Strength project.

Resolutions of the Board of School Trustees of the Elkhart Community Schools, Elkhart County, Indiana, taking actions regarding a proposed First Amendment to Lease and Approving the Issuance of Bonds by the Elkhart Community Schools Building Corporation and matters related hereunto –

I. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

J. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

August 27, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:01 p.m. Place/Time

Board Members Present:	Troy E. Scott Douglas K. Weaver Anne M. VonDerVellen	Jeffrey S. Bliler Mike Burnett Dacey S. Davis Kellie L. Mullins	Roll Call
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Board President Troy Scott called the regular meeting of the Board of School Trustees to order. Call to Order

Board Member Mike Burnett recited the Elkhart Promise. The Elkhart Promise

Three (3) audience members spoke about the proposed Personal Communications Device Policy. Public Comment

Superintendent Larry Huff informed the Board and audience members the administration will be presenting proposed changes to Board Policy 5136 – Personal Communication Devices (PCDs) during the Board meeting. Dr. Huff and Assistant Superintendent Amy Rauch heard a resounding message from high school students requesting to be permitted to use their PCDs during lunch and on the bus going to and from extra-curricular activities. Dr. Huff expressed his pride in EHS students and how well they have responded to this new Board policy. From the Superintendent

Mr. Scott added the Board agreed during the August 13<sup>th</sup> meeting to take into consideration feedback and make adjustments in an effort to make the policy better for ECS staff and students. He also expressed his pride in the students and how well they have handled this policy change and practiced critical thinking when presenting their case to the Superintendent.

Erin Wagler, Director of Communication, shared some of the wonderful things happening in ECS during the Excellence of Elkhart highlighting Academics, Arts, and Athletics. Excellence of Elkhart

It was great to welcome our students back to our schools! ECS staff have been able to reconnect with returning students, as well as meet many new students. ECS also welcomes a few new administrators who are bringing a vibrancy and energy to live out the Elkhart Schools 2024-2025 theme: Start. Right. Now.

In the area of Arts, the Pride of the Elkhart Marching Band has been hard at work for over a month. Their show is called Azure Symphonia, and the competition season is just around the corner, beginning in September. Watch social media for more details!

In the area of Athletics, EHS Boys Cross Country team had 6 students place in the top 12 in the Early Bird Meet, including 3 Elkhart students placing in the top 3. They also placed 2nd at the NIC STOMP meet. Great job, Lions!

EHS's first home football game and community tailgate is Friday, August 30<sup>th</sup> at 5:00 p.m. Come out to Rice Field for dinner at the tailgate and the game to cheer for the Elkhart Lions.

Some upcoming events across Elkhart Schools include:

- August 30: Annual Tailgating prior to the football game
- September 2: NO SCHOOL–Labor Day
- September 19: eLearning Day for students
- September 28: Conn Selmer 150th Anniversary Marching Band Competition
- October 11: Homecoming

For more information about Elkhart Schools, follow us on social media and the ECS website.

Barb Cripe, Director of Elementary Schools, informed the Board the elementary schools are off to a great start with a fun night for the family at Back to School Night across the district with a 97% attendance rate.

Back to School Update

On August 12<sup>th</sup>, 433 elementary teachers attended LETRS training which focuses on the fundamentals of the Science of Reading, providing teachers with evidence based strategies that can greatly impact student success. ECS also has 10 schools participating in the Indiana Literacy Cadre, another reading initiative. A coach and principal from each school attended training over the summer. This is the third year ECS has participated in the cadre and participating schools have seen an increase in IREAD test scores.

Dr. Rauch informed the Board that secondary buildings are off to a great start hosting Back to School events in all buildings. It was great to see teachers and staff busy welcoming students and families, helping to prepare them for their first days of school.

The middle and high schools have been embracing an initiative called MasteryConnect. Last school year, core subject teachers created assessments to assess the content being taught in the classroom and elective teachers will be working to create similar assessments this year. MasteryConnect training is taking place to ensure these assessments are being utilized.

Dr. Rauch informed the Board the implementation of the PCD policy has gone well in elementary buildings and secondary staff and students have handled the PCD policy positively with very few incidents reported. Students' responses and questions regarding this policy have been very thoughtful.

There will be a new initiative this year as ECS has partnered with Horizon Education Alliance (HEA) to create a full time Career Coach at EHS. The coach will hold career discovery meetings for 11<sup>th</sup> and 12<sup>th</sup> grade students; however, they will be working with all students in grades 9 – 12 to ensure the development of meaningful college and career pathways.

EHS is excited to have almost 200 students at the Freshman Division enrolled in the newly offered Advanced Placement (AP) courses: AP Pre-Calculus and Pre-AP World History.

Dr. Rauch shared that the senior Class of 2025 will be the first class to complete all four years at Elkhart High School. What a neat accomplishment for this year's seniors.

In closing, Dr. Rauch gave a shout out to the amazing cafeteria staff across the district for serving breakfast and lunch to all ECS students. As we all know, kids can't learn when they are hungry.

By unanimous action, the Board approved the following consent items:

Consent Items

Minutes – August 13, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$7,398,955.34 as shown on the August 27, 2024, claims listing. (Codified File 2425-018)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-019)

Fundraisers

Extra-curricular purchase requests: West Side Football Extra-Curricular Account to purchase football helmets and volleyball poles totaling \$5,472.62.

Extra-Curricular Purchase

The following donations were made to Elkhart Community Schools (ECS): \$2,500 from Bob's Discount Furniture, care of

Gift Acceptances

Nicole Ball, to Cleveland as a "Random Act of Kindness" to be used to benefit the students at Cleveland.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 27, 2024 listing. (Codified File 2425-020)

Conference  
Leave  
Requests

Submission of the following grant: Tech Point: After School Robotics Grant – Elementary School (1<sup>st</sup>-5<sup>th</sup>) hosted by Tech Point in the amount of approximately \$5,500 to be used to provide a VEX IQ robot/Field/team registration for Cleveland; Tech Point: After School Robotics Grant – Elementary School (1<sup>st</sup>-5<sup>th</sup>) hosted by Tech Point in the amount of approximately \$5,500 to be used to provide a VEX IQ robot/Field/team registration for Woodland; Title I, Part A hosted by Indiana Department of Education in the amount of \$4,406,664.31 to be used to support student academic success at Title I schools. (Codified File 2425-021)

Grants

Contract recommendations in accordance with Board policy on the August 27, 2024 listing. (Codified File 2425-022)

Contracts

Personnel  
Report

Administrative Appointment of the following one (1) certified staff on dates indicated:

Administrative  
Appointments

Benjamin Kain – Assistant Principal at Pierre Moran, 8/28/24

Employment of the following eight (8) certified staff effective on dates indicated:

Certified  
Employment

Tiara Corkins – Grade 6 at Roosevelt, 8/20/24  
Heather Crouse – Intervention at Title I, 8/14/24  
Tyler Garver – Special Education at Eastwood, 8/15/24  
Bibi Hardrict – Grade 2 at Pinewood, 8/28/24  
Jamita Maddox – Grade 1 at Osolo, 8/14/24  
Abigail Miller – ENL at Osolo, 8/14/24  
Michael Paniccia – Social Studies at North Side, 9/13/24  
Jennifer Robinson – Special Education Intern at Freshman Division, 8/15/24

Resignation of the following three (3) certified staff effective on date indicated:

Certified  
Resignations

Patia Hubbard – Grade 4 at Pinewood, declined 8/9/24  
Brian Jamison – Career Readiness at Pierre Moran, 8/14/24  
Clarence Thomas – Social Studies at Pierre Moran, 8/14/24

<p>Employment of the following six (6) classified employees effective on the date indicated:</p> <ul style="list-style-type: none"> <li>Keishanda Lee – Registered Behavior Technician at Freshman Division, 10/14/24</li> <li>Elva Lehman – Paraprofessional at Monger, 10/14/24</li> <li>Michael Murrell – Reporter at WVPE, 10/15/24</li> <li>Melanie Pallares – Paraprofessional at Cleveland, 10/21/24</li> <li>Ella Szymczak – Paraprofessional at Eastwood, 10/15/24</li> <li>Kira Robinson – Secretary at Pierre Moran, 10/15/24</li> </ul>	Classified Employment
<p>Transfer of the following two (2) classified employees:</p> <ul style="list-style-type: none"> <li>Sarah Castleman – Food Service at Elkhart High to Campus Production Coordinator at Elkhart High</li> <li>Anna Prawat – Paraprofessional at North Side to Technical Assistant at Elkhart Academy</li> </ul>	Classified Transfers
<p>Employment of the following two (2) substitute teachers in the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>Estefani Estrada – Substitute Teacher</li> <li>Cynthia Whittaker – Retired ECS Teacher</li> </ul>	Substitute Teachers
<p>Employment of the following two (2) employees in the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>Shawn Burton – Bus Driver at Transportation</li> <li>Michele Piper – Bus Driver at Transportation</li> </ul>	Claims & Coaches
<p>Retirement of the following one (1) employee effective on date indicated:</p> <ul style="list-style-type: none"> <li>Angela Bails – Secretary at Security, 1/6/25 with 32 Years of Service</li> </ul>	Classified Retirement
<p>Resignation of the following eight (8) classified employee on dates indicated:</p> <ul style="list-style-type: none"> <li>Grace Brubaker – Bus Helper at Transportation, 8/19/24</li> <li>Shawn Burton – Bus Driver at Transportation, 8/16/24</li> <li>Jarrod Canfield – Paraprofessional at West Side, 8/14/24</li> <li>Kiana Dietz – Campus Security at Elkhart High, 8/9/24</li> <li>Darryel Jefferson – Food Service at North Side, 8/19/24</li> <li>Lavon Oke – Substitute Teacher at ESC, 8/14/24</li> <li>Quiana Owens – Food Service at Elkhart High, 8/9/24</li> <li>Brenda Stow – Bus Helper at Transportation, 8/13/24</li> </ul>	Classified Resignations
<p>Termination of the following one (3) classified employee on date indicated:</p> <ul style="list-style-type: none"> <li>Pauline January – Food Service at Freshman Division, 8/12/24 in accordance with Board Policy 3039.01S</li> <li>Kimberly Schrader – Food Service at Riverview, 8/14/24 in accordance with Board Policy 3039.01S</li> </ul>	Classified Termination



Nicole Talley – Food Service at Beardsley, 8/14/24 in accordance with Board Policy 3039.01S

Unpaid leave for the following four (4) classified employee on dates indicated:

Classified  
Unpaid Leave

Olga Aceves – Food Service at Elkhart High, beginning 8/14/24 and ending 8/28/24

Joey Anne Blossom – Food Service at West Side, beginning 8/21/24 and ending 9/3/24

David Bowman – Director of Transportation at Transportation, beginning 7/1/24 and ending 6/30/25

Hannah Litka – Paraprofessional at Hawthorne, beginning 8/16/24 and ending 9/3/24

Extension of unpaid leave for the following two (2) classified employee on dates indicated:

Classified  
Extension of  
Unpaid Leave

Gloria Pace – Bus Driver at Transportation, beginning 8/15/24 and ending 11/15/24

Yalunka Washington – Paraprofessional at North Side, beginning 8/14/24 and ending 11/1/24

By unanimous action, the Board approved proposed revisions to Board Policy 3422.07S – Executive Assistants’ Salary Schedule as presented during the August 27, 2024 Board meeting.

Board Policy  
3422.07S

Doug Thorne, District Counsel/Chief of Staff, presented proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments for preliminary consideration. This policy governs the administration and security of tests which are a component of the statewide Indiana assessment system and proposed revisions serve as an aide to ensure policies and procedures continue to be consistent with the expectations of the State regarding test administration and security.

Board Policy  
2623.01

Mr. Thorne presented proposed revisions to Board Policy 3220.01C – Teacher Appreciation Grant (TAG) for preliminary consideration. This policy governs the procedures for the distribution of TAG funds to teachers who have been rated effective and highly effective based upon their performance evaluations. Each year, the Indiana Department of Education alters the date by which this policy needs to be submitted for approval. The administration plans to bring this policy for approval during the September 10, 2024 Board meeting.

Board Policy  
3220.01C

Mr. Thorne, presented proposed revisions to Board Policy 5136 – Personal Communication Devices (PCDs) allowing students to use PCDs during their lunch period as well as while traveling to and from extra-curricular activities on the school bus.

Board Policy  
5136

By unanimous action, the Board approved proposed revisions to Board Policy 5136 – Personal Communication Devices and waived second reading so said changes can be effective for students on August 28, 2024.

The Board received a financial report from Zac Quiett, Chief Financial Officer, for July 2024 and found it to be in order. Mr. Quiett noted the Education fund cash balance was slightly increased; this is being driven by reduced personnel costs which is expected during the summer months. Mr. Quiett explained there has been a slight decrease in revenue due to the estimated ADM count issued by the State which will continue through the October 1 count date. This count is very conservative and could possibly increase but won't be reflected in reporting until November or December. The Operations fund balance is down. A transfer from the Education fund to Operations fund was reinstated, and low personnel costs over the summer months are sustaining said balance.

Financial Report

Mr. Quiett informed the Board all students were fed breakfast and lunch at no cost to ECS families. Participation is up which, from an operational and financial standpoint, is a great early indicator the program will be successful. There will be a lag time in receiving reimbursement from the State.

The spending down of ESSER funds is moving forward as planned.

In response to Board inquiry, the lag time for reimbursement is about month to a month and a half so early balances may appear skewed.

The Board received an insurance update for the month of July 2024. Mr. Quiett reported an abnormally large claim was reflected on the monthly insurance report. This was a single claimant and research is being done to see if there are potential opportunities to refute any of the costs. This was a one-time cost and should not be a long-term expense going forward. ECS has already been reimbursed by the stop-loss carrier. In response to Board inquiry, it is a function of the stop-loss carrier to provide advanced payment as claims are adjudicated and balanced.

Insurance Report

Dr. Huff informed the Board the Elkhart Area Career Center (EACC) had a ribbon cutting for the new Surgical Program Grand Opening. There was plenty of local media present but the real highlight was to see all of ECS's community partners who came out to ensure students have access to a Surgical Program. There is no program like this one within an hour of Elkhart and it saves the families of participating students between \$16,000 - \$20,000. What a great opportunity for the Elkhart community. Congratulations to Mr. Eakins and his team.

From the Superintendent

Dr. Huff gave a shout out to all administrators and teachers for a smooth start to the school year. He has enjoyed visiting schools and engaging with students. He sends a big thank you to all building principals and their teams for a job well done.

Dr. Huff shared he was pleased the away football game at Concord was very well represented last Friday and invited the Board and community to attend the first home football game against Northridge this Friday, August 30th. The tailgate begins at 5:00 p.m. followed by the football game at 7:00 p.m.

Dr. Huff wished everyone a safe and well deserved long weekend for Labor Day and reminded everyone the next Board meeting is scheduled for September 10, 2024 at 7:00 p.m.

Mr. Scott commented he has already seen the media coverage for the Surgical Program at the EACC and it looked awesome.

From the Board

Board Member Kellie Mullins reminded Board Members and the community to come prepared to support the Elkhart Lions as there will be 50/50 tickets and new Elkhart Lions apparel available for sale.

Board Member Dacey Davis shared that she enjoyed spending time at Mary Beck, Roosevelt, and Pierre Moran the first couple days of school. She praised the teachers and administrators for a smooth start of school.

Miss Davis informed the Board and community that she was not going to pursue a second term on the ECS Board of School Trustees. It was too late to remove her name from the ballot so she encouraged the community to vote for the other candidate. If she were to win the race, she would resign her position. Miss Davis shared that serving on the Board has been a privilege and it was an honor to be a part of the process which brought Superintendent Huff to Elkhart. She has enjoyed working with Dr. Huff and the Board the past couple months.

Board Vice President Doug Weaver thanked Miss Davis for her service and commended her for a job well done.

The meeting adjourned at approximately 7:47 p.m.

Adjournment

APPROVED:

Signatures

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Troy E. Scott, President

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Douglas K. Weaver, Vice President

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Anne M. VonDerVellen, Secretary

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Jeffrey S. Bliler, Member

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Mike Burnett, Member

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Dacey S. Davis, Member

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Kellie L. Mullins, Member







**ELKHART HIGH SCHOOL**  
2608 CALIFORNIA ROAD • ELKHART, IN 46514  
PHONE: 574-262-5600

★ ★

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

**DATE: 08/22/2024**

**TO: Dr. Larry Huff  
Board of School Trustees**

**FROM: Brian Buckley & Jacquie Rost  
Elkhart High School Athletic Department**

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**Re: Purchase Approval - EHS - Athletics**

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**The Softball Team would like to purchase a pitching machine. This item will help with the growth and development of the Softball team.**

**We are requesting approval of the attached quote so that we may purchase this equipment as soon as possible. This purchase will be made using the General Fund.**



**ELKHART**  
COMMUNITY SCHOOLS

Brian Buckley <[bbuckley@elkhart.k12.in.us](mailto:bbuckley@elkhart.k12.in.us)>

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## Thoughts ?

1 message

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**Brian Buckley** <[bbuckley@elkhart.k12.in.us](mailto:bbuckley@elkhart.k12.in.us)>  
To: CHAD STEWART <[sportsarama40@msn.com](mailto:sportsarama40@msn.com)>

Thu, Aug 15, 2024 at 2:23 PM



NEW FOR 2024

# MINI3 SOFTBALL



# PITCHING MACHINE

**\$2,995.00**

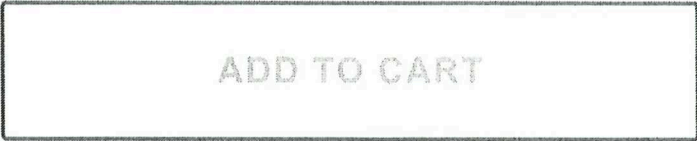
Up to 60 months of financing available >

QTY

(2 reviews)

Write a Review

The JUGS mini3™ is the most portable, versatile, and easy-to-use 3 wheel machine made.



SKU: M1050

--  
Brian "Buck" Buckley

**Team Member**

Elkhart High School Athletics

574-295-4720 (East Campus)

574-262-5633 (West Campus)

"Producing Positive Programs & Promoting Student Athletes and Coaches"



WEST SIDE MIDDLE SCHOOL  
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514  
PHONE: 574-295-4815

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

# Memo

**To:** Dr. Huff

**From:** Kerry Leader 

**Date:** 9/3/2024

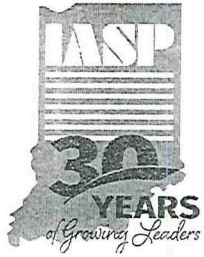
**Re:** Approval of Expenditure for Student Programs & Academic bowls for Extracurricular Funds

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West Side Middle School is requesting approval for the expenditure of WSMS extracurricular funds. The 2023-2024 Dept. of Student Programs, 2023-2024 Junior Spell Bowl, and 2023-2024 Junior Academic Super Bowl fees. These fees were not paid last year through ESSER and are being invoiced to WSMS. The total of this is \$507.00 An invoice is attached to:

Indiana Association of School Principals  
Department of Student Programs  
11025 East 25th Street  
Indianapolis, IN 46229

WHERE LEARNING HAS NO LIMITS



INDIANA ASSOCIATION OF SCHOOL PRINCIPALS  
Department of Student Programs  
11025 East 25th Street  
Indianapolis, IN 46229

## Invoice

West Side Middle School  
**Attention: Treasurer**  
101 South Nappanee Street  
Elkhart, IN 46514

Type	Qty/Team	Cost	Paid	Check #	Date Paid	Balance	PO #
<b>Membership</b>							
2023-24 Dept. of Student Programs	1	\$170.00				\$170.00	
<b>Competition</b>							
Junior Spell Bowl	1	\$171.00				\$171.00	
Junior Academic Super Bowl	1	\$166.00				\$166.00	
<b>Total Owe:</b>						<b>\$507.00</b>	

Make all checks payable to address at top of invoice  
Questions, please contact Chris Hammer at [chammer@iasp.org](mailto:chammer@iasp.org) or 317-947-4115.



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: AUGUST 28, 2024**

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**RE: DONATION APPROVAL - EACC**

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We have received a monetary donation of \$10,000.00 from the Community Foundation of Elkhart County on behalf of the Macumber Family fund.

This donation is to support our Construction Trades program and will be used toward materials, supplies, and opportunities to extend student learning.

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

Mr. & Mrs. Stephen T Macumber  
25290 Aqua Dr  
Elkhart, IN 46514

Community Foundation of Elkhart County  
240 East Jackson Blvd. Ste 104  
Elkhart, IN 46516



**ELKHART HIGH SCHOOL**

2608 CALIFORNIA ROAD • ELKHART, IN 46514  
PHONE: 574-262-5600



**ELKHART COMMUNITY SCHOOLS**

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

**DATE:** 08/22/2024

**TO:** Dr. Larry Huff  
Board of School Trustees

**FROM:** Brian Buckley & Jacquie Rost  
Elkhart High School Athletic Department

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**Re: Donation Approval - EHS - Athletics**

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A donation in the amount of \$10,000 has been given to the Elkhart High School Athletic Department, from the Phyllis Tubbs. These funds will be used to assist with the growth and development of our Student Athletes.

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

Phyllis Tubbs  
71075 Dawn Drive  
Union, MI 49130



**ELKHART HIGH SCHOOL**

2608 CALIFORNIA ROAD • ELKHART, IN 46514  
PHONE: 574-262-5600



**ELKHART COMMUNITY SCHOOLS**

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

**DATE:** 08/22/2024

**TO:** Dr. Larry Huff  
Board of School Trustees

**FROM:** Brian Buckley & Jacquie Rost  
Elkhart High School Athletic Department

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**Re: Donation Approval - EHS - Athletics**

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A donation in the amount of \$710 has been given to the Elkhart High School Girls Soccer Team, from the Elkhart Athletic Club. These funds will be used to assist with the growth and development of our Girls Soccer Team.

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

Elkhart Athletic Club  
2608 California Rd.  
Elkhart, IN 46514



**ELKHART HIGH SCHOOL**  
2608 CALIFORNIA ROAD • ELKHART, IN 46514  
PHONE: 574-262-5600



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

**DATE:** 08/27/2024

**TO:** Dr. Larry Huff  
Board of School Trustees

**FROM:** Brian Buckley & Jacquie Rost  
Elkhart High School Athletic Department

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**Re: Donation Approval - EHS - Athletics**

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A donation in the amount of \$1400 has been given to the Elkhart High School Girls Basketball Team, by Indiana Black Expo from the Alumni Game profits. These funds will be used to assist with the growth and development of our Girls Basketball Team.

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

Indiana Black Expo  
P.O. Box 2719  
Elkhart, IN 46515



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS *BE***

**DATE: AUGUST 28, 2024**

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**RE: DONATION APPROVAL - EACC**

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Hana Trinidad and family have donated a Universal Engine Test Stand, with an owner estimated value of \$2,500,00, to be used in our Diesel Technology Services class.

This Test Stand will be a valuable tool for the students in the Diesel program for training purposes.

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

Hana Trinidad  
5791 Hall Rd  
Muskegon, MI 49442





HUMAN RESOURCES

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

**TO: DR. LARRY HUFF**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: SEPTEMBER 10, 2024**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **New Certified Staff** – We recommend employment of four (4) new certified staff for the 2024-25 school year.

**CLASSIFIED**

- a. **New Classified Staff** – We recommend the employment of six (6) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of three (3) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of three (3) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of nine (9) employees for the 2024-25 school year.
- e. **Retirement** – We report the retirement of one (1) employee who has provided twenty-nine (29) years of service.
- f. **Separation** – We report the separation of ten (10) employees.

Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISION TO TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01
Status	Proposed
Adopted	November 22, 2016
Last Revised	August 22, 2023
Last Reviewed	August 20, 2024

### 2623.01 - TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS

It is the expectation of the Board that all staff complies with the requirements of the Indiana Department of Education (IDOE) regarding the test administration and security of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, performance assessments, and modified/alternate assessments.

The Superintendent shall communicate annually, to all school staff members, the corporation's expectations regarding the appropriate use of test preparation materials and compliance with test security protocols. The administration will annually review school materials and practices related to appropriate strategies used to prepare students for assessments. The Superintendent shall also communicate to all staff the measures used by the corporation to monitor test administration and test security.

The Assessment and Data Coordinator is designated as the Corporation Test Coordinator (CTC). The CTC shall

- A. securely inventory and track all assessment materials in a manner which prohibits the reviewing of any secure test questions, and secure testing materials before, during, and after assessment administration;
- B. control and secure storage, distribution, administration, and collection of tests;
- C. ensure no tests are copied;
- D. follow all procedures located in the testing manuals and those outlined by the IDOE;
- E. prior to the IDOE's established deadline, ensure all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. ensure test administration and test security standards and procedures are monitored by building and District level administrators to assure compliance with this policy and the Code of Ethical Practices and Procedures;
- G. establish procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- H. establish a District window for testing;
- I. communicate guidelines related to appropriate practices for preparation of students for assessments; and
- J. be responsible for the delivery of professional development to School Test Coordinators (STC) sufficient to assure each STC fully understands the responsibilities assigned to STCs.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual and other non-secure materials) more than four (4)

hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each school building principal shall designate an STC. The STC is responsible for security of assessment materials during the time the materials are in his/her school.

The STC responsibilities include, but are not limited to, the following:

- A. developing a testing schedule prior to the testing window which adheres to the testing schedule established by the CTC and shall include assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure all student assessment materials are secured in a centralized locked location when not being administered, ~~and~~ not accessed prior to the administration of the test **and subsequent to the administration of the test**;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. prior to the IDOE's established deadlines, insuring all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. providing other professional development the STC believes is necessary in order for individuals to fully understand the state and district's expectations related to the conduct of assessments and the interpretation of results;
- G. ensure all appropriate staff have knowledge of the Code of Ethical Practices and Procedures prior to the IDOE's established deadline, in addition to local standards, prior to testing;
- H. ensuring staff members who provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- I. describe the monitoring procedures to be utilized to assure compliance and monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and staff are appropriately providing students with accommodations included in the IEPs, ILPs, and Section 504 Plans, CSEPs, or Service Plans;
- J. ensuring staff members who will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
- K. ensuring building staff have complied with the procedures established by the Superintendent for the annual review of materials. CTC will communicate the state's guidelines for appropriate practices for test preparation with building principals. Building principals, along with the STC, will be responsible for ensuring test preparation materials used by school staff are appropriate and do not violate test security protocol; and
- L. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, answer documents, and other assessment materials until returned to the STC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal or cause to be revealed, release or cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing, or using in any manner any portion of any secure assessment book for any reason
- C. altering answer documents during or after a testing session, except to erase stray marks
- D. sharing an actual test instrument in a public forum
- E. deviating from the prescribed administration procedures specified in the Examiner's Manual
- F. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or the Indiana Ethical Practices and Procedures
- G. scoring student responses on the assessment before returning the answer document for official scoring
- H. providing answers to examinees
- I. comment on test content in a public forum
- J. post actual test content or paraphrase test content on social media
- K. take pictures of test materials
- L. Email, text, or instant message actual or paraphrased test content
- M. review test questions prior to, during, or after test administration
- N. any violations outlined in the Indiana Assessment Program Manual

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. Any such investigation shall insure the protection of both the rights of the individuals involved along with the integrity of the assessment. The investigation will be performed in a manner consistent with the expectations set forth in 511 IAC 5-5-4 and include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student Assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings which would impact the reliability or validity of student scores and detail actions which the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires the training of any person associated with testing has occurred, **such training shall include: test security and integrity, test accommodations, where appropriate, etc.** This includes, but is not limited to, the CTC, the STC, test examiners, proctors, and any other person associated with the testing process.

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action up to and including suspension without pay, termination of employment, and/or other applicable remedies available under State and Federal laws.

Revised 9/28/21

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Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED TEACHER APPRECIATION GRANTS
Code	po3220.01C
Status	First Reading
Adopted	September 12, 2017
Last Revised	September 12, 2023
Last Reviewed	August 27, 2024

### 3220.01C - **TEACHER APPRECIATION GRANTS**

The Board of School Trustees adopts this policy for the purpose of determining the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September ~~15, 2023~~ **13, 2024**.

#### **Definitions:**

For purposes of this policy, the following definitions apply:

The term teacher means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term license refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permits issued by the IDOE.

#### **Distribution of Annual Teacher Appreciation Grants:**

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to each teacher with less than five (5) years of service who is rated as highly effective or effective on the most recent performance evaluation;
- B. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- C. A cash stipend in an amount that is twenty-five percent (25%) more than the stipend given to the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

Revised 9/11/18

Revised 9/10/19

Revised 9/8/20

T.C. 8/10/21

Revised 8/23/22

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Legal

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED STUDENT ATTENDANCE
Code	po5200
Status	Proposed
Adopted	November 22, 2016
Last Reviewed	September 4, 2024

## 5200 - ~~STUDENT ATTENDANCE~~

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that being present in the classroom enables students to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel.

**Attendance** shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that school is in session.

Attendance need not always be within Corporation facilities, and a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports, pursuant to program requirement, to an assigned staff member at the program location and regularly demonstrates progress toward the objectives of the course of study.

### **Exceptions to Compulsory Attendance/Excused Absences**

Exceptions to compulsory attendance that shall be recognized by the Corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-16);
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33-2-17.7);
- G. participating in an educationally related non-classroom activity that is consistent with and promotes the educational philosophy and goals of the Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in writing by the school principal (I.C. 20-33-2-17.5).



For any of these exceptions a student shall not be recorded as absent from school.

Additionally, the Board shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the student to receive religious instruction if the student's parent makes a written request for such absence to the school principal and the school principal approves that request, as provided in Board Policy 5223 - Released Time for Religious Instruction. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult or emancipated student who has been absent for any reason, a verbal statement or written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence; and
- B. repeated unexplained absence and tardiness.

The Board considers the following as reasons for excused absences:

- A. illness verified by a **phone call or** note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident verified by a note from a physician or documented by medical records
- D. required court attendance by subpoena or court order
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday verified by a note from the parent
- H. maternity leave for a number of weeks following the birth of the student's child or pregnancy complications, as determined by the student's treating physician, verified by a note from a physician or documented by medical records
- I. military-connected families' absences related to deployment and return
- J. vacation during the school year requested by the student's parent and approved by the Principal
- K. such other good cause as may be acceptable to the Superintendent or permitted by law

### **Unexcused Absences**

**Unexcused Absence** shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

### **Truancy and Habitual Truants**

**Truancy** shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

**Habitual Truant** shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officer appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or

Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

A student who is a habitual truant shall not be permitted to participate in extracurricular activities, unless extenuating circumstances exist, as determined by the Superintendent.

### Truancy Prevention

**Truancy Prevention Measures** shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

For purposes of the Corporation's truancy prevention measures, **absent student** shall mean a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the student's individualized education program (IEP), service plan developed under 511 IAC 7-34, choice scholarship education plan developed under 51 IAC 7-49, or Section 504 plan. When a student is identified as an absent student under this policy, the school that the student attends shall:

- A. Immediately provide written notification to the student's parent that:
  1. The student has been identified as an absent student based on the student's school attendance.
  2. The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory attendance laws.
  3. The school will be initiating truancy prevention measures for the student.
  4. The parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the student.
  5. If the student meets the definition of a habitual truant:
    - a. the Superintendent or Corporation attendance officer is required to report the student to an intake officer of the juvenile court or DCS in accordance with I.C. 20-33-2-25
    - b. the juvenile court may determine that the student is committing a delinquent act as provided under I.C. 31-37-2-3; and
    - c. the student's parent may be subject to prosecution under I.C. 35-46-1-4.
- B. Hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:
  1. A representative of the school.
  2. A teacher of the student.
  3. The student's parent.
  4. A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

- C. At the attendance conference, establish a plan for the student to prevent future absences that may include the following:
  1. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
  2. A specific description of the behavior that is required or prohibited for the absent student.
  3. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
  4. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
  5. If applicable, a referral to counseling, mentoring, or other services for the student.
  6. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.

The school representative shall ask the absent student's parent to sign the plan indicating the parent's agreement to comply with its terms.

- D. Offer additional counseling services to an absent student if the school determines that the student's absences are related to any of the following:
  1. The student's pregnancy.
  2. The student is in foster care (as defined in I.C. 31-9-2-46.7).

3. The student is homeless.
4. The student has a severe or life-threatening illness or related treatment.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. provide a school session that is in conformity with the requirements of the law;
- B. permit students absent for any excusable reason to have an opportunity to make up work they missed;
- C. govern the maintenance of attendance records in accordance with the rules of the State Board;
- D. provide that any student who, due to a physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absences is to be referred for an evaluation to determine eligibility under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Such guidelines shall provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for misconduct. If a student violates the Corporation's attendance policy or other school rules, the student shall be disciplined appropriately for the misconduct, but grades shall be based upon what the student can demonstrate has been learned.

Such guidelines also shall provide for reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, are expelled, or are considered dropouts under I.C. 20-33-2-28.5.

The Superintendent shall develop administrative guidelines on attendance that properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school;
- B. investigates the cause(s) of the student's truant behavior;
- C. considers, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;
- D. provides for the discipline of truant students in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants as provided in I.C. 20-33-2-11.

The Superintendent shall make available to all parents and adult or emancipated students the Board's policy and the Corporation's administration guidelines on attendance.

#### **Legal References:**

I.C. 9-24-2-1  
 I.C. 9-24-2-4  
 I.C. 20-18-2-6.5  
 I.C. 20-26-16  
 I.C. 20-33-2-11  
 I.C. 20-33-2-14  
 I.C. 20-33-2-15  
 I.C. 20-33-2-17  
 I.C. 20-33-2-17.2  
 I.C. 20-33-2-17.5  
 I.C. 20-33-2-17.7  
 I.C. 20-33-2-25  
 I.C. 20-33-2-26  
 I.C. 20-33-2-28.5  
 I.C. 31-9-2-46.7  
 I.C. 31-37-2-3  
 I.C. 35-46-1-4  
 I.C. 36-8-3-7  
 511 IAC 1-3-1  
 511 IAC 6-7.1-8

511 IAC 6-7.1-9

### Cross References

po2370

po5111.01

po5111.03

po5223

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The relationship between regular school attendance and a student's overall success in school is a well established educational principle. While academic achievement is one (1) element of success in school, other measures include demonstrated self discipline, assumption of responsibility and the ability to contribute in a classroom setting. The responsibility and authority for teachers to consider attendance, participation and other behavioral factors in assigning grades to a student is recognized and supported by the Elkhart Community Schools. Students need to be in attendance every day for all hours that school is in session. This regular attendance is the joint responsibility of the student and his/her parent(s) or legal guardian(s). In addition, the parent or legal guardian is responsible for notifying the school of the reasons for a student's absence according to each school's procedures.

Recognizing that not all educational experiences can be replicated if student absences occur, the student is to assume responsibility for contacting his/her teacher(s) regarding missed assignments. Teachers shall have the discretion, subject to the limitations set forth in the District's attendance policies, to determine the nature of make-up work and the possible additional/alternative assignments to be given and will determine the student's course grade. The student shall have the right to ask that the decision of the teacher and/or the building principal regarding make-up work and the grade received for the make-up work be reviewed in an informal hearing before the Superintendent of Schools or his/her designee. In all situations, the terms of the Indiana Compulsory Attendance Law will be followed.

A student who has accrued more than ten (10) unexcused absences during the school year shall be considered to be a habitual truant and, as such, subject to consequences imposed by the laws of the State of Indiana relative to habitual truantcies. Habitual truants will be referred to appropriate local and State agencies.

Book	Policy Manual
Section	5000 Students
Title	Proposed Revision of STUDENT ATTENDANCE
Code	ag5200
Status	First Reading
Last Revised	September 6, 2024
Last Reviewed	September 6, 2024

## 5200 - **STUDENT ATTENDANCE**

### **Elementary Students**

Every student who is enrolled in school shall attend school for all hours school is in session. The Elkhart Community Schools expects all parents/guardians of elementary students to ensure that their children comply with the law and attend school regularly.

Parents/guardians are responsible for their student's attendance.

Any student absence must be explained by the parents and guardians to those responsible for school attendance. Parents or legal guardians are to report each absence in accordance with the procedures of the school which their son or daughter attends within forty-eight (48) hours of the onset of the student's absence. Unexplained absences for any portion of the school day, including tardiness, shall be recorded in the attendance register as unexcused. Students will be considered "tardy" if they are absent for any part of the school day less than one-half (1/2) day.

- A. The building principal shall designate a primary point of contact in the office (e.g. assistant principal, social worker, secretary, etc.) to be responsible for the implementation, monitoring, and regular reporting of the District's attendance policies. The building principal shall report the name and position of the individual serving as the building point of contact for attendance annually to the ~~Assistant Superintendent~~ **Director** of Student Services and the District Attendance Officer.

### **B. ABSENCES**

#### **1. EXCUSED ABSENCES**

An excused absence is an absence which has been verified by the parent/guardian. Examples of excused absences include:

- a. personal illness or injury;
- b. serious illness of a member of the immediate family;
- c. death of a member of the immediate family or relative;
- d. medical or dental appointments, which cannot be cared for other than during school hours, should be limited to one-half (1/2) day when possible and require a note from the physician's or dentist's office for verification;
- e. religious observances; and
- f. other reasons excused by the principal.

The student will have the right to receive make-up work from his/her teacher, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

## 2. NEITHER EXCUSED NOR UNEXCUSED ABSENCES

- a. Suspension
- b. Expulsion
- c. Exclusion pursuant to Board policy
  1. The County Health Officer excludes a student who has a communicable disease.
  2. The Superintendent, with the approval of the State Board, excludes a student who is physically or mentally unfit to attend school.

## 3. ~~STUDENT VACATIONS DURING THE SCHOOL YEAR~~ ~~PARENT REQUEST TO PRINCIPAL TO REMOVE STUDENT FOR FAMILY TRIP~~

~~The Building Principal shall have the authority to determine whether a family trip is excused or unexcused based upon, but not limited to, the following considerations:~~

Students are permitted to go on vacation during the school year without penalty (except the last week in each semester). The purpose of this administrative guideline is to establish standards to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents must discuss it with the principal. The length of absence must be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence

- a. ~~Student's attendance~~ The Board will recognize a student's absence for a vacation as an excused absence only when the student is in the company of the student's own parent(s) (parents of other students are not sufficient) or the student's legal guardian(s), unless there are extenuating circumstances approved by the Principal or designee.

If a student is absent for any other type of vacation, the absence will be unexcused.

- b. ~~Student's grades~~ A student may be given approximate assignments and materials for completion during an excused absence. Assignments will not be given or graded for credit for an unexcused absence.
- c. ~~Timing of trip~~ Separate daily assignments may be given.
- d. ~~Length of trip~~
- e. ~~Impact of absence on student's academic growth~~

## 4. ATTENDANCE EXCEPTIONS

A student who leaves school under an allowed exception will not be counted absent. Examples of exceptions include:

- a. witness in judicial proceeding,
- b. school sponsored educationally related non-classroom activity approved by the principal, and
- c. required attendance at a service club meeting.

The student will have the right to receive make-up work from his/her teacher, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

## 5. STUDENTS SENT HOME ILL WITH A COMMUNICABLE DISEASE OR PARASITE INFESTATION

- a. The principal or the school nurse, as the principal's designee, may send the student home. The parent(s)/guardian(s) will be informed of the nature of the illness or infestation.

- b. The student will be readmitted to school under the following conditions:
  - 1. School nurse determines the student no longer has the illness or infestation
  - 2. Certification from a physician that the student no longer has the illness or infestation or that the disease is not transmissible through normal school contact
  - 3. Certification from a Christian Science practitioner's observation that the student no longer has the illness or infestation
- c. Student absences for parasite infestation will be excused for two (2) days absence. Any subsequent absences will be unexcused.
- d. Repeated chronic infestations may be considered absences of concern.

## 6. UNEXCUSED ABSENCES

Any absence that is neither excused nor an attendance exception shall be considered a truancy. The term truancy applies to the following:

- a. Unexplained absence from school
- b. Absence from a class, study hall, or assigned activity
- c. Leaving a class, study hall, or assigned activity without permission from school authorities
- d. Leaving the building without parental verification of reason for leaving school or signing out in the attendance office

Once a student reenters the school building, verification of the absence must be made by a nurse or an administrator.

A student will have the right to receive make-up work from his/her teacher, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

## 7. TARDINESS

Elementary students are considered to be tardy if they are not seated when the morning bell rings.

## 8. TRUANCY PREVENTION

The Corporation has established a truancy prevention policy for absent students. An "absent student" is a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without a valid excuse. (See Board Policy 5200 - Attendance)

In accordance with that policy, the school will hold an attendance conference to establish a plan for the absent student to prevent future absences. The attendance conference must be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school will make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

The truancy prevention plan may include the following:

- a. Any wraparound services that are able to be provided to the absent student to enable the absent student to attend school.
- b. A specific description of the behavior that is required or prohibited for the absent student.
- c. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.

- d. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
- e. If applicable, a referral to counseling, mentoring, or other services for the absent student.
- f. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the absent student.
- g. Additional counseling or service to an absent student if the school determines that the student's absences are related to any of the following:
  1. The student's pregnancy
  2. The student is in foster care (I.C 31-9-2-46.7)
  3. The student is homeless
  4. The student has a severe or life-threatening illness or related treatment

The school will ask the parent to sign the plan indicating the parent's agreement to comply with its terms.

## 9. HABITUAL TRUANT

A student will be considered a "habitual truant" when the student has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

### C. ABSENCES OF CONCERN FOR STUDENTS SEVENTEEN AND A HALF (17-½) YEARS OF AGE OR YOUNGER

"Absences of concern" include all trancies, non-verified absences, unexcused absences, and absences that are a concern to the school principal/designee.

Students who accumulate absences of concern in a twelve (12) month period in any of Elkhart Community School will proceed through the following levels and may also be subjected to disciplinary consequences. All changes in levels shall be subject to prior approval by a building administrator.

#### LEVEL 1. FORMAL NOTIFICATION TO PARENTS

If a student accumulates four (4) absences of concern, the parent(s)/guardian(s) will be formally notified by letter. Upon receipt of this letter, it becomes the responsibility of the parent(s)/guardian(s) to contact the school to discuss the attendance of his/her student. In the event there is no response from the parent(s)/guardian(s), the school will attempt to contact them by telephone or in person.

#### LEVEL 2. LEGAL NOTICE

If, subsequent to the completion of Level 1 notification, the student accumulates seven (7) absences of concern, a legal notice will be sent by registered mail to the parent(s)/guardian(s) and copied to Juvenile Probation or the Department of Child Services (DCS).

#### LEVEL 3. CONTINUING ABSENCES OF CONCERN

If, subsequent to the completion of Level 2 notification, the student accumulates continuing absences of concern, an Attendance Hearing will be scheduled with the parent(s)/guardian(s), student, hearing officer, school administrator, and any other concerned individual. The hearing officer will review the concerns, identify the factors interfering with regular attendance, and develop interventions to resolve the problem. The hearing officer will submit a written summary with recommendations to the parent(s)/guardian(s), school administrator, Juvenile Probation, Department of Child Services, or Prosecuting Attorney's Office. S/He will also notify the parent(s)/guardian(s) and student that continued absences will result in a referral to the above named agencies. Failure by the parent(s)/guardian(s) and student to attend the Attendance Hearing will result in advancement to Level 4.

#### LEVEL 4. INTERVENTION/REFERRAL TO JUVENILE PROBATION/DEPARTMENT OF CHILD SERVICES/PROSECUTING ATTORNEY

If parent(s)/guardian(s) and student fail to attend the Level 3 Attendance Hearing or, if subsequent to the completion of the Level 3 Attendance Hearing, the student continues to accumulate absences of concern,



parent(s)/guardian(s) will be required to attend a meeting with the Attendance Officer/designee who will assign mandatory interventions. Parent(s)/guardian(s) and school representative(s) will receive written notification of interventions. Failure to comply with interventions and/or to improve school attendance will result in a direct referral to Juvenile Probation, the Department of Child Services, or the Prosecutor's Office. Outcomes could include an investigation by the Department of Child Services, a meeting with Juvenile Probation regarding the compulsory attendance laws, or interventions recommended by the Prosecutor's Office to defer prosecution.

#### **LEVEL 5. COURT**

If, subsequent to the completion of the Level 4 meeting, the student continues to accumulate absences of concern, the school will notify Juvenile Probation, the Department of Child Services, or the Prosecutor's Office. The Prosecutor has the option of charging the student for truancy or the parent(s)/guardian(s) for educational neglect.

#### **D. ADDITIONAL INFORMATION**

Further information on attendance matters will be communicated through the use of letters to parents, newsletters, meetings, phone contacts, meetings with students, and other appropriate measures.

#### **Secondary Students**

Every student who is enrolled in school shall be in attendance for all hours school is in session. The Elkhart Community Schools expects all secondary students to comply with the law and attend school regularly.

Parent(s)/guardian(s) are responsible for their student's school attendance.

All high school students who abide by the secondary students' attendance policies and other rules and regulations shall be guaranteed the opportunity to work toward and to earn credit for the courses in which they are enrolled.

#### **A. ENROLLMENT (high school only)** Students presently attending an Elkhart Community Schools high school will be permitted to enroll

1. Students presently attending an Elkhart Community Schools high school will be permitted to enroll
  - a. for credit in high school classes, or
  - b. when entry is court-ordered.
2. Students seventeen (17) and under who are new to the District may enroll at any time so long as they are eligible to attend, pursuant to State law and applicable policies and regulations of Elkhart Community Schools. The opportunity to earn credit for courses will be dependent upon the date of enrollment and the ability to transfer credit for work already completed pursuant to the district's transfer of credit policy.
3. Students eighteen (18) and older who have not enrolled in Elkhart Community Schools or any other accredited educational institution within three weeks of the start of a term will be considered for alternative educational options until the start of the following term.

#### **B. STUDENT AND PARENT RESPONSIBILITIES**

1. A student must have official permission from the building principal or designee to leave the building at any time during the school day. The attendance office must verify the need to leave by a parent note or phone call. School related activities, including field trips and athletic contests, will be handled by the sponsor and do not count as an absence.
2. A student arriving at school five (5) minutes or later after the official start of the school day shall SIGN IN in the attendance office.
3. A student who comes to school and is not in attendance in an assigned class or study hall is considered to have an unexcused absence even though s/he remains in the building or on school grounds, unless such absence is previously excused by the principal or designee.
4. A student on released time shall leave the school premises immediately following dismissal of his/her last class. Failure to do so shall be cause for canceling released time privileges and/or suspension from school.

5. When a student must be absent from school, the parent/guardian is strongly encouraged to call the attendance office by noon on the day of the absence. Parents/guardians who do not have access to a telephone must write a note explaining the reason for the absence and the date(s) of absence. If a parent/guardian has not telephoned the attendance office by the end of the school day, a computerized call will be made notifying the parent/guardian of the absence and requesting that the parent call the attendance office. Legitimate excused absences that are not verified by a telephone call from the parent/guardian within two (2) school days or by a note written by the parent/guardian within two (2) days of the student's return to school will be considered as trancies. Students who are absent from school for medical appointments are required to bring a note from the doctor or dentist upon return.
- C. The Building Principal shall designate a primary point of contact in the office (e.g. assistant principal, social worker, secretary, etc.) to be responsible for the implementation, monitoring, and regular reporting of the District's attendance policies. The building principal shall report the name and position of the individual serving as the building point of contact for attendance annually to the ~~Assistant Superintendent~~ **Director** of Student Services and the District Attendance Officer.

#### D. ABSENCES

##### 1. EXCUSED ABSENCES

An excused absence is an absence which has been verified by the parent/guardian. Examples of excused absences include:

- a. personal illness or injury;
- b. serious illness of a member of the immediate family;
- c. death of a member of the immediate family or relative;
- d. medical or dental appointments, which cannot be cared for other than during school hours, should be limited to one-half (1/2) day when possible and require a note from the physician's or dentist's office for verification;
- e. religious observance;
- f. required military examinations; and
- g. other reasons excused by the principal.

The student will have the right to receive make-up work from his/her teacher, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

##### 2. NEITHER EXCUSED NOR UNEXCUSED ABSENCES

- a. Suspension
- b. Expulsion
- c. Exclusion pursuant to Board policy
  1. The County Health Officer's exclusion of a student who has a communicable disease.
  2. The Superintendent's exclusion of a student who is physically or mentally unfit to attend school, with the approval of the State Board.

##### 3. **STUDENT VACATIONS DURING THE SCHOOL YEAR** ~~PARENT REQUEST TO PRINCIPAL TO REMOVE STUDENT FOR FAMILY TRIP~~

~~The Building Principal shall have the authority to determine whether a family trip is excused or unexcused based upon, but not limited to, the following considerations:~~

Students are permitted to go on vacation during the school year without penalty (except the last week of each semester). The purpose of this administrative guideline is to establish standards to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents must discuss it with the principal. The length of absence must be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- a. **Student's attendance** The Board will recognize a student's absence for a vacation as an excused absence only when the student is in the company of the student's own parent(s) (parents of other students are not sufficient) or the student's legal guardian(s), unless there are extenuating circumstances approved by the Principal or designee.

If a student is absent for any other type of vacation, the absence will be unexcused.

- b. **Student's grades** A student may be given approximate assignments and materials for completion during an excused absence. Assignments will not be given or graded for credit for an unexcused absence.
- c. **Timing of trip** Separate daily assignments may be given.
- d. **Length of trip**
- e. **Impact of absence on student's academic growth**

#### 4. ATTENDANCE EXCEPTIONS

A student who leaves school under an allowed exception will not be counted absent. Examples of exceptions include:

- a. service as a page for or as an honoree of the general assembly;
- b. service on a precinct election board or for political candidates or a political party on the date of each general, county, city, or town, special or primary election;
- c. witness in judicial proceeding;
- d. duty in Indiana National Guard;
- e. duty in Indiana wing of civil air patrol;
- f. school sponsored educationally related non-classroom activity approved by the principal; and
- g. required attendance at service club meetings.

A student will have the right to receive make-up work from his/her teacher without penalty, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

#### 5. STUDENTS SENT HOME ILL WITH A COMMUNICABLE DISEASE OR PARASITE INFESTATION

- a. The principal or the school nurse, as the principal's designee, may send the student home. The parent(s)/guardian(s) will be informed of the nature of the illness or infestation.
- b. The student will be readmitted to school under the following conditions:
  1. School nurse determines the student no longer has the illness or infestation
  2. Certification from a physician that the student no longer has the illness or infestation or that the disease is not transmissible through normal school contact
  3. Certification from a Christian Science practitioner's observation that the student no longer has the illness or infestation
- c. Student absences for parasite infestation will be excused for two (2) days absence. Any subsequent absences will be unexcused.

- d. Repeated chronic infestations may be considered as absences of concern under paragraph D of this regulation.

## 6. TRUANCY

A student will be considered truant whenever s/he is absent from school, class, study hall, or an assigned activity and the absence is not excused or exempt. Unexplained absences will be recorded as trancies. A student will also be considered truant if s/he leaves a class, a school sponsored activity and/or the school without the permission of school authorities. Once a student has crossed the school's threshold, verification of an absence must be made from a nurse or administrator. Prior to a student leaving the building, s/he must have parental verification of the reason for leaving school and must sign out in the attendance office. Failure to do so will result in a truancy. A pattern of ten (10) unexcused absences will result in a student being declared a habitual truant. Habitual truants, as defined in paragraph G-1, will be reported to the appropriate state agencies, including the Indiana Bureau of Motor Vehicles.

## 7. UNEXCUSED ABSENCES

Any absence that is neither excused nor an attendance exception shall be considered at truancy. The term truancy applies to the following:

- a. Unexplained absence from school
- b. Unexplained absence from a class, study hall, or assigned activity
- c. Leaving a class, study hall, or assigned activity without permission from school authorities
- d. Leaving the building without parental verification of reason for leaving school or signing out in the attendance office

Once a student reenters the school building, verification of an absence must be made by a nurse or administrator.

A student will have the right to receive make-up work from his/her teacher without penalty, but the teacher has the discretion to determine the nature of the make-up work and the grades for the student.

## 8. TARDINESS

- a. Students without a pass signed by appropriate school personnel, who arrive to class after the starting time or leave prior to the ending time, will be considered tardy. The individual school will define when the length of the class period missed is no longer a tardy, but considered to be a period absence.
- b. Students accumulating two (2) incidences of tardiness for any course may be subject to disciplinary action.

## E. ABSENCES OF CONCERN FOR STUDENTS SEVENTEEN AND A HALF (17 ½) YEARS OF AGE OR YOUNGER

"Absences of concern" include all trancies, non-verified absences, unexcused absences, and absences that are a concern to the school principal/designee.

Students who accumulate absences of concern in a twelve (12) month period in any Elkhart Community School will proceed through the following levels and may also be subjected to disciplinary consequences. All changes in levels shall be subject to prior approval by a building administrator.

### LEVEL 1. FORMAL NOTIFICATION TO PARENTS

If, a student accumulates four (4) absences of concern, the parent(s)/guardian(s) will be formally notified by letter. Upon receipt of this letter, the parent(s)/guardian(s) become responsible for contacting the school to discuss the attendance of his/her student. In the event there is no response from the parent(s)/guardian(s), the school will attempt to contact them by telephone or in person.

### LEVEL 2. LEGAL NOTICE

If, subsequent to the completion of Level 1 notification, the student accumulates a total of seven (7) absences of

concern, a legal notice will be sent by registered mail to the parent(s)/guardian(s) and copied to Juvenile Probation or the Department of Child Services (DCS).

### **LEVEL 3. CONTINUING ABSENCES OF CONCERN**

If, subsequent to the completion of Level 2 notification, the student accumulates continuing absences of concern, an Attendance Hearing will be scheduled with the parent(s)/guardian(s), student, hearing officer, school administrator, and any other concerned individual. The hearing officer will review the concerns, identify the factors interfering with regular attendance, and develop interventions to resolve the problem. The hearing officer will submit a written summary with recommendations to the parent(s)/guardian(s) and school administrator. S/He will also notify the parent(s)/guardian(s) and student that continued absences will result in a referral to Juvenile Probation, Department of Child Services, or the Prosecuting Attorney's Office. Failure by the parent(s)/guardian(s) and student to attend the attendance hearing will result in advancement to Level 4.

### **LEVEL 4. INTERVENTION/REFERRAL TO JUVENILE PROBATION/DEPARTMENT OF CHILD SERVICES/PROSECUTING ATTORNEY**

If parent(s)/guardian(s) and student fail to attend the Level 3 Attendance Hearing or, if subsequent to the completion of the Level 3 Attendance Hearing, the student continues to accumulate absences of concern, parent(s)/guardian(s) will be required to attend a meeting with the Attendance Officer/designee who will assign mandatory interventions. Parent(s)/guardian(s) and school representative(s) will receive written notification of interventions. Failure to comply with interventions and/or to improve school attendance will result in a direct referral to Juvenile Probation, the Department of Child Services, or the Prosecutor's Office. Outcomes could include an assessment by the Department of Child Services, a meeting with Juvenile Probation regarding the compulsory attendance laws, or interventions recommended by the Prosecutor's Office to defer prosecution.

### **LEVEL 5. COURT**

If, subsequent to the completion of the Level 4 process, the student continues to accumulate absences of concern, the school will notify Juvenile Probation, the Department of Child Services, or the Prosecutor's Office for further action. The Prosecutor has the option of charging the student with truancy or the parent(s)/guardian(s) with educational neglect.

## **F. ADDITIONAL INFORMATION**

Further information on attendance matters will be communicated through the use of letters to parents, newsletters, meetings, phone contacts, meetings with students, and other appropriate measures.

## **G. DRIVING LICENSE INELIGIBILITY**

1. Under the terms of Indiana Code 20-33-2-11, a habitually truant student (more than ten (10) unexcused absences in a school year), who is between the ages of thirteen (13) and seventeen (17), may not be issued a learner's permit or a driver's license until the student is eighteen (18) years of age.
2. A learner's permit or driver's license may be invalidated if a student is a habitual truant under eighteen (18) years of age. The student and his/her parent(s)/guardian(s) will be given notice of the potential for invalidation.
3. A principal may recommend revalidation for a student under the following circumstances:
  - a. Student has demonstrated a pattern of good school attendance for ninety (90) school days
  - b. Student can demonstrate a hardship need
  - c. Student is attending a program for GED and has demonstrated good attendance

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Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED TESTING PROGRAM
Code	ag2623
Status	First Reading
Last Reviewed	August 27, 2024

## 2623 - TESTING PROGRAM

### **Purpose of Testing**

Assessment, like any other element of the School Corporation's program, should have a definite purpose related to Corporation goals. No test should be given without first defining its purpose and determining how the results will be used.

### **SUGGESTED PURPOSES FOR VARIOUS TESTS**

#### **A. Achievement Tests** (State-mandated testing and assessments and others)

1. to measure a student's progress in achieving Corporation learning outcomes
2. to help determine student learning strengths and weaknesses
3. to help assess the effectiveness of a school's or the Corporation's program and/or identify/diagnose educational strengths and weaknesses
4. to aid in evaluating curriculum and/or instructional strategies and resources
5. to meet State requirements

#### **B. Intelligence Tests**

to measure a student's mental ability as defined by the tests

#### **C. Basic Skills Tests** (State-mandated testing and assessments and others)

1. to help determine the extent to which a student can perform tasks associated with functional literacy
2. to aid in diagnosing problems with literacy task-skills and in providing for appropriate remediation

#### **D. Readiness Tests**

1. to help determine whether a student has prerequisite skills to begin a learning program
2. to help determine the appropriate content for a specific student

#### **E. Interest/Aptitude Tests**

1. to help determine a student's interests or aptitudes for comparison with employees in a particular field
2. to assist in the career and technical counseling of a student

### **Uses of Test Results**



The purpose for giving a test is to use the results to improve learning; to communicate with those concerned about how well a student or group of students are learning; and/or have aptitude for specific coursework or career path. **A student's score on the statewide assessment may not be the primary factor or measure used to determine whether a student is eligible for a particular course or program.**

### **Curriculum and Instruction**

Administrators will be responsible for ensuring that test results are used by the staff to both refine the curriculum and improve instructional strategies and resources. To aid in this process, professional development programs may be necessary to strengthen understanding of how different kinds of tests are designed and how to use test information to diagnose and remediate.

### **Counseling**

Administrators should ensure that teachers and counselors are working cooperatively by sharing information derived from the testing program. The counselors should be using test results and analyses to help students (and their parents) develop a realistic and valid view of their current achievement levels and design and follow through on plans related to both their school and vocational careers. Teachers should also be aware of these plans to help support such plans in the classroom.

### **Communication with Parents**

It is essential parents be kept properly informed of test results, particularly those related directly to academic achievement. In communicating with parents, particularly with regard to standardized tests, the following guidelines should be observed:

- A. Test results should be provided in context, with the purpose of the test(s) clearly stated and the student's measurement compared to standards and/or other student groups.
- B. Ensure parents are aware of the relationship between the test's purpose and the goals of the particular program in which child is participating.
- C. Communicate what the test is designed to measure as well as what it does not attempt to measure.
- D. Share the norms, if applicable, and how such norms and/or standards have been created.
- E. Seek questions, provide or obtain reliable answers, and, if the parent is not satisfied with the answer(s), refer the question to the next level of authority.

### **Use in Remediation and Promotion/Retention**

- A. Interventions shall be provided for students who do not pass the IREAD-3 assessment. A re-assessment on IREAD-3 will be provided during a summer assessment window determined by the Indiana Department of Education. ~~Students who do not pass the re-assessment of IREAD-3 will continue to receive instruction in grade 3 reading the following school year participate in the IREAD-3 assessment. Those students will be officially reported as fourth grade students and will fully participate in State mandated assessments for Grade 4.~~
- B. Intervention shall be provided for all students who do not meet the minimum standards of proficiency as measured by each of State-mandated assessments.
- C. Test results may be used by administrators and/or guidance personnel in making instructional placement decisions regarding particular students; ~~provided, however, a student's score on the statewide assessment may not be the primary factor or measure used to determine whether a student is eligible for a particular course or program.~~
- D. Special education teachers shall assist general education classroom teachers in identification of individual student competency needs and in accommodating instruction to the intervention needs of identified students.

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Legal

I.C. 20-32-5.1-18.4



### SCHOOL CALENDAR 2024-25

**JULY 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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**SEPTEMBER 2024**

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29	30					

**OCTOBER 2024**

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**NOVEMBER 2024**

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**DECEMBER 2024**

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<p><b>JULY</b></p> <p><b>AUGUST</b> 8/12-14 Teacher Pre-Session Days NO STUDENTS 8/15 <b>FIRST DAY OF SCHOOL FOR STUDENTS</b></p> <p><b>SEPTEMBER</b> 9/2 Labor Day ALL BUILDINGS CLOSED 9/19 eLearn Day/staff PD</p> <p><b>OCTOBER</b> 10/11 End of 1<sup>st</sup> Grading Period/ Midterm 10/21-22 Parent/Teacher Conferences (held in evenings) 10/23 eLearn Day <b>Morning Parent / Teacher Conferences</b> 10/24-28 Fall Recess ALL SCHOOLS CLOSED</p> <p><b>NOVEMBER</b> 11/27-29 Thanksgiving Recess ALL SCHOOLS CLOSED</p> <p><b>DECEMBER</b> 12/20 End of 2<sup>nd</sup> Grading Period / Semester 12/23-1/3/25 Winter Recess ALL SCHOOLS CLOSED</p>	<p><b>JANUARY</b> 1/1-1/3 Winter Recess ALL SCHOOLS CLOSED 1/6 School resumes after Winter Recess 1/20 Martin Luther King, Jr. Day ALL SCHOOLS CLOSED.</p> <p><b>FEBRUARY</b> 2/14-2/17 Presidents' Recess ALL SCHOOLS CLOSED</p> <p><b>MARCH</b> 3/5 eLearn Day/staff PD 3/5: SAT Participants are expected to come to school in-person for testing. 3/14 End of 3<sup>rd</sup> Grading Period / Midterm</p> <p><b>APRIL</b> 4/7-11 Spring Break ALL SCHOOLS CLOSED 4/17 Kindergarten Kick-off (Kindergarten Registration runs April 14-May 2)</p> <p><b>MAY</b> 5/26 Memorial Day ALL BUILDINGS CLOSED 5/29 <b>LAST DAY OF SCHOOL FOR STUDENTS</b></p> <p><b>JUNE</b></p>
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**JANUARY 2025**

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**FEBRUARY 2025**

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**MARCH 2025**

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**APRIL 2025**

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY 2025**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JUNE 2025**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

184 Teacher Days/180 Student Days

2<sup>nd</sup> Semester 95 days

1<sup>st</sup> Semester 85 days