

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

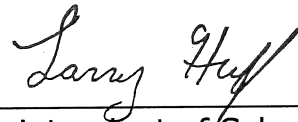
Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, September 24, 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 Thursday,  
September 19, 2024 and electronically  
delivered to Board Members and School  
Attorney on Friday, September 20, 2024.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 24, 2024

CALENDAR

Sept	24	5:00 p.m.	Executive Session, 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
Oct	8	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	8	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. ELKHART EDUCATION FOUNDATION UPDATE
- F. EXCELLENCE OF ELKHART
- G. ELKHART ALUMNI EXCELLENCE
- H. CONSENT ITEMS:

- Minutes – September 10, 2024 – Public Work Session
- Minutes – September 10, 2024 – Regular Board Meeting
- Claims
- Fundraisers
- Gift Acceptances
- Overnight Trip Requests
- Conference Leaves
- Grants
- Contracts
- Personnel Reports

- I. OLD BUSINESS

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

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

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

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

J. NEW BUSINESS

Board Policy 3422.08S – Paraprofessionals’ Compensation Plan – The Administration presents proposed revisions to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan for initial review and requests to waive second reading.

Board Policy 3422.09S – Technical Assistants’ Compensation Plan – The Administration presents proposed revisions to Board Policy 3422.09S – Technical Assistants’ Compensation Plan for initial review and requests to waive second reading.

Resolution – The administration recommends approval of the Resolution regarding the transition of 6<sup>th</sup> grade students attending Elkhart Community Schools to transition from elementary schools to the district’s middle schools effective the beginning of the 2025-2026 school year.

New Course Proposals – The administration presents the following proposed new course offerings for Board review: Principles of Computing; Website and Database Development; Software Development; and Software Development Capstone.

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

Financial Report

Insurance Report

J. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

September 10, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,  
Indiana 46514 – at 6:03 p.m.

Place/Time

Board Members Present: Troy E. Scott                      Mike Burnett  
                                 Douglas K. Weaver                      Dacey S. Davis  
                                 Anne M. VonDerVellen                      Kellie L. Mullins

Roll Call

Via Electronic Communication:                                      Jeffrey S. Bliler

Presenter:                      Dr. Larry Huff

The Board was presented a middle school planning update.

Topics  
Discussed

The meeting adjourned at approximately 6:44 p.m.

Adjournment

APPROVED:

Signatures

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Troy E. Scott, President

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Jeffrey S. Bliler, Member

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Douglas K. Weaver, Vice President

\_\_\_\_\_  
Mike Burnett, Member

\_\_\_\_\_  
Anne M. VonDerVellen, Secretary

\_\_\_\_\_  
Dacey S. Davis, Member

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

September 10, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:00 p.m. Place/Time

Board Members Present:	Troy E. Scott Douglas K. Weaver Anne M. VonDerVellen	Mike Burnett Dacey S. Davis Kellie L. Mullins	Roll Call
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Via Electronic Communication:	Jeffrey S. Bliler
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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 Dacey Davis recited the Elkhart Promise. The Elkhart Promise

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

In the area of Academics, Elkhart High School (EHS) is offering students an amazing internship program pairing our talented students with local business partners. Students are able to explore future career pathways through the support of Elkhart Community Schools' community partners.

Wonder Wheels BMX Stunt Team visited Monger and Beardsley for the Bully Prevention Kick Off sending the message that achieving your goals and dreams requires work hard, never giving up, and always treating others with respect, dignity and kindness!

EHS had twelve (12) students attend the Herff Jones Legacy Leadership Summit at Purdue Fort Wayne. It was a great opportunity to collaborate with sixteen (16) other schools, learn and practice leadership skills, and hear from a phenomenal presenter about empowerment and team building. Students created and presented to their peers an action plan to implement for their school meant to build and leave a legacy for others to follow.

In the area of Arts, a great highlight is the EHS Lions United Music, one of the great beacons of inclusion, community, and support. Neurotypical student musicians are grouped with students who live with disabilities. With the help of highly-qualified instructors, these students work together to create beautiful music. ECS is looking forward to seeing, and hearing, how this ensemble grows this school year.

The EHS Theatre program announced their fall play and held auditions for "Game of Tiaras". It is a hilarious mashup of Disney princesses and Game of Thrones. Be on the lookout for more details on the performance dates and times.

In the area of Athletics, the Elkhart Lions football team hosted the Northridge Raiders in their home season opener and finished strong with a win, followed by an enormous win against Washington this past Friday.

ECS had over two-hundred (200) elementary students compete in this season's first cross country meet.

Some upcoming events across Elkhart Schools include:

- September 11 – Fall High Ability Family Night
- September 19 – eLearning Day for students
- September 25 – Junior/Senior College Fair
- 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.

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

Consent Items

Minutes – August 27, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$7,467,124.73 as shown on the September 10, 2024, claims listing. (Codified File 2425-023)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-024)

Fundraisers

Extra-curricular purchase requests: West Side Extra-Curricular Account to purchase IAPS Membership as well as competition fees for Junior Spell Bowl and Junior Academic Spell Bowl totaling \$507.00; and EHS Athletics to purchase a pitching machine for the softball team totaling \$2,995.00.

Extra-Curricular Purchase

<p>The following donations were made to Elkhart Community Schools (ECS): \$10,000 from the Community Foundation of Elkhart County on Behalf of the Macumber Family fund to the Elkhart Area Career Center (EACC) to support the Construction Trades program; \$10,000 from Phyllis Tubbs to EHS Athletics to assist with the growth and development of EHS Athletes; \$710 from Elkhart Athletic Club to EHS Girls Soccer Team to assist with the growth and development of the team; \$1,400 from Indiana Black Expo/Alumni Game profits to EHS Girls Basketball Team to assist with the growth and development of the team; donation of a Universal Engine Test Stand, with an owner estimated value of \$2,500, from Hana Trinidad and family to the EACC to be used by the Diesel program for training purposes;</p>	<p>Gift Acceptances</p>
<p>Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 10, 2024 listing. (Codified File 2425-025)</p>	<p>Conference Leave Requests</p>
<p>Confirmed overnight trip request for the EHS Air Force Junior Reserve Officer Training Corps (AFJROTC) to travel to Fort Knox United States Air Force Base in Fort Knox, Kentucky on October 25 - 27, 2024 to compete in the All-Service National Championships.</p>	<p>Overnight Trips</p>
<p>Contract recommendations in accordance with Board policy on the September 10, 2024 listing. (Codified File 2425-026)</p>	<p>Contracts</p>
<p>Employment of the following four (4) certified staff effective on dates indicated:  Cami Berkey – Alternative Program at Elkhart Academy, 9/20/24  Daniel Crowder – Grade 4 at Pinewood, 8/26/24  Connie Freel – Grade 4 at Bristol, 9/3/24  Christian Mireles – Special Education Intern at North Side, 9/3/24</p>	<p>Personnel Report</p> <p>Certified Employment</p>
<p>Employment of the following six (6) classified employees pending the successful completion of the probationary period on dates indicated:  Kyla Kirkendoll – Security at Elkhart Academy, 10/29/24  Crystal Law – Security at Elkhart High, 10/29/24  Jenna Parsons – Paraprofessional at HELC, 11/11/24  Kristian Sanchez – Paraprofessional at Monger, 10/29/24  Tiffeine Saunders – Bus Driver at Transportation, 10/23/24</p>	<p>Classified Employment</p>

Jessica Winer – Technical Assistant at Cleveland,  
10/22/24

Transfer of the following three (3) classified employees effective on date indicated: Classified Transfers

- Bethanne Campbell – Paraprofessional at Eastwood to Technical Assistant at Eastwood
- Enrique Guzman – Custodian at Elkhart High to Custodian at West Side
- Jennifer Roberts – Food Service at Elkhart High to Food Service at Freshman Division

Employment of the following three (3) substitute teachers in the 2024-25 school year: Employment Substitutes

- Keely Duehmig – Substitute Teacher
- Kimberly Gallagher – Retired Substitute Teacher
- Elizabeth Smalley – Retired Substitute Teacher

Employment of the following nine (9) employees in the 2024-25 school year: Claims & Coaches

- Wendy Baumgardner – Substitute Custodian at Building Services
- Brenda Centeno Velazquez – Coach at Beck
- Martin Dyer – Fire Fighter Instructor at EACC
- Javarias Jackson – Coach at Elkhart High
- Louise Melander – Dental Instructor at EACC
- Kevin Scott – Professional Services at ESC
- Michael Staninger – Coach at Bristol
- Terrance Taylor – Teacher at Adult Education
- Magali Vergara Lopez – Teacher at Adult Education

Reassignment of the following classified employees to a certified position: Classified Reassignments

- Ashley Bishop – Paraprofessional at Riverview
- Sydney Brown – Technical Assistant at Beck
- Bredi Jones – Paraprofessional at Pinewood
- Zachary Lucchese – Substitute Teacher at ESC
- Yancy McGuire – Technical Assistant at Career Center
- Veronica Velasco Torres – ENL at Elkhart High

Retirement of the following one (1) classified employee on date indicated: Classified Retirement

- Kristine VanZile – Paraprofessional at Feeser, 9/27/24 with 29 Years of Service

Resignation of the following six (6) classified employee on dates indicated: Classified Resignation

- David Amos – Custodian at EHS, 8/27/24
- Wendy Baumgardner – Custodian at Woodland, 8/29/24



Jimena Gomez – Secretary at EHS, 8/23/24  
Perla Vazquez – Paraprofessional at Beck, 8/22/24  
Cheryl Waggoner – Substitute Teacher at ESC, 8/26/24  
Sharun Williams – Bus Driver at Transportation, 8/22/24

Termination of the following four (4) classified employee on dates indicated:

Classified  
Termination

Mark Henderson – Food Service at Bristol in accordance with Policy 3039.01S  
Diamond Kelly – Technical Assistant at EACC in accordance with Policy 3139AC  
Katie Sandefur – Technical Assistant at EACC in accordance with Policy 3139AC  
Cheri Whitmyer – Food Service at Woodland in accordance with Policy 3039.01S

Extension of unpaid leave for the following three (3) classified employee on dates indicated:

Classified  
Unpaid Leave

Janie Halliburton – Custodian at Elkhart High, beginning 8/5/24 and ending 10/27/24  
Tina Helbling – Bus Driver at Transportation, beginning 8/15/24 and ending 9/19/24  
Erika Sullivan – Food Service at Elkhart High, beginning 8/26/24 and ending 9/22/24

By unanimous action via roll call, the Board approved proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments as presented during the August 27, 2024 Board meeting.

Board Policy  
2623.01

By unanimous action via roll call, the Board approved proposed revisions to Board Policy 3220.01C – Teacher Appreciation Grant (TAG) as presented during the August 27, 2024 Board meeting.

Board Policy  
3220.01C

Mr. Thorne presented proposed revisions to Board Policy 5200 – Student Attendance for initial consideration. The proposed revisions include Truancy Prevention Procedures for students in grades K-6 who accumulate five (5) unexcused absences within a ten (10) week period. These procedures combined with the existing Absence of Concern Procedures will work together to address academic challenges that can arise from student absences.

Board Policy  
5200

Mr. Thorne presented proposed revisions to Administrative Guideline 5200 – Student Attendance for initial review. The proposed revisions will provide further guidance related to the implementation of the school district’s Truancy Prevention Procedures as well as a more consistent procedure for the approval of family trips during the school term.

Administrative  
Guideline  
5200

Mr. Thorne presented proposed revisions to Administrative Guideline 2623 – Testing Program for initial review. The proposed revisions address the use of IREAD3 results in decisions related to retention as required by State law.

Administrative  
Guideline 2623

Mr. Thorne presented the proposed revised 2024-2025 School Calendar for initial consideration. The proposed revision is limited to establishing the expectation for students taking the SAT on March 5, 2024 will be physically present in their building.

2024-2025  
School Calendar

By unanimous action via roll call, the Board approved the recommendation to award a contract for the addition and renovation to the Elkhart Area Career Center (EACC), with a guaranteed maximum price of \$5,858,540, to CORE Construction Indiana, LLC for compliance with the plans and specifications prepared by J. Lake Architecture. (Codified File 2324-027)

Recommendation  
for Award

In response to Board inquiry, Tony Gianesi, Chief Operating Officer, informed the Board the estimated completion date is December 31, 2025.

By unanimous action via roll call, the Board approved the recommendation to award a contract for the EHS Health and Strength Addition, with a guaranteed maximum price of \$5,613,441, to CORE Construction Indiana, LLC for compliance with the plans and specifications prepared by J. Lake Architecture. (Codified File 2324-028)

Recommendation  
for Award

In response to Board inquiry, Mr. Gianesi, informed the Board the estimated completion date is December 31, 2025.

Mr. Scott suspended the Board meeting and opened the public 1028 hearing regarding a proposed First Amendment to Lease and Approving the Issuance of Bonds by the Elkhart Community Schools Building Corporation and matters related hereunto. Zac Quiett, Chief Financial Officer, provided information about the projects as well as the funding of said projects. Legal Bond Counsel, Max Adams, was present and responded to Board questions. Mr. Scott asked for public comment and there was none; he then closed the hearing and resumed the Board meeting.

Resolution

By unanimous action via roll call, the Board approved the recommendation 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.

Superintendent Dr. Larry Huff shared several key updates with the Board. He mentioned that he would be attending the Elkhart Chamber of Commerce event, "Breakfast with the Superintendents," on Wednesday, which will give him the opportunity to highlight how Elkhart Community Schools (ECS) is making a positive impact in the community.

From the  
Superintendent

Dr. Huff expressed his thoughts and prayers for the families affected by the recent school shooting in Georgia. He encouraged all ECS families to engage in conversations with their children about gun safety and to ensure items are securely kept at home; additionally, he mentioned the City of Elkhart offers free gun storage to families. Dr. Huff emphasized his commitment to the safety of students and staff, ensuring all feel safe within ECS schools.

Additionally, Dr. Huff congratulated the Elkhart High School (EHS) Unified Flag Football Team for their victory over East Noble. He also praised the EHS Boys Tennis Team for their strong start to the season with six wins and one loss and celebrated the EHS Football Team's victory last Friday.

In closing, Dr. Huff expressed his enthusiasm for the athletic, musical, and academic programs at ECS and considers it an honor to serve as Superintendent. Elkhart is a great place to be.

Board Secretary Anne VonDerVellen highlighted literacy programs available in Elkhart County for different age groups to support students' reading development. These resources are mentioned in the Elkhart County Library's magazine. She also pointed out that the Indiana Department of Education's website has a Parent Hub with grade-level educational resources for parents. Mrs. VonDerVellen encouraged parents to explore these tools.

From the  
Board

The meeting adjourned at approximately 7:40 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: 09/12/2024**

**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 \$1,000 has been given to the Elkhart High School Wrestling Team, from Genesis Products. A portion of these funds will be used for their golf team to play in the wrestling golf outing, and the rest will be used to assist with the growth and development of our Wrestling 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:**

**Genesis Products  
2608 Almac Ct.  
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:** 09/12/2024

**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 \$550 has been given to the Elkhart High School Girls Golf Team, from Hartzler-Gutermuth Inman. These funds will be used to assist with the growth and development of our Girls Golf 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:

**Hartzler-Gutermuth-Inman**  
403 W Franklin St.  
Elkhart, IN 46516



**ELKHART COMMUNITY SCHOOLS**

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

DATE: September 11, 2024

TO: Superintendent  
Board of School Trustees

FROM: Anthony England

RE: Donation Approval

Elkhart Community Schools has received a Pediatric Zippie GS rigid frame wheelchair with a transit package and Whitmyer headrest in excellent condition. The approximate value of the wheelchair is \$565.00. ECS also received an additional donation of a Pediatric Size 2 Crocodile Gait trainer with hand brakes and flip down seat in excellent condition. The approximate value of the trainer is \$222.00.

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.

The Howell Family  
1717 Tudor Lane  
South Bend IN 46614





**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:** 09/12/2024

**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 \$600 has been given from Linda Homo, to Elkhart Elementary Athletics to assist in the elementary cross country timing .

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:

Linda Homo  
20399 State Rd 120  
Bristol, IN 46507



What is the title of the grant?	name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Title III Language Instruction for English Language Learners	Indiana Department of Education	Elkhart Community Schools	Beth A. Williams	245,440.00	Title III funds are supplemental and are used to support academic activities "above and beyond" Elkhart's English language development services provided to English learners to meet federal requirements. Beth Williams and Cindy Bonner will oversee the management of the grant.	<ol style="list-style-type: none"> <li>1. EL District Coach provides professional development and support to all schools.</li> <li>2. EL Technical Assistants at Monger, Roosevelt and Woodland provide additional instructional support to English learners with English proficiency levels between 1.0 - 2.9.</li> <li>3. WIDA and INTESOL professional development conferences</li> <li>4. Professional development stipends for training</li> <li>5. Supplemental supplies for Newcomer Program in both elementary and secondary schools</li> <li>6. Family and community engagement activities</li> </ol> <p>The goal is to increase K-12 LEP students' English language proficiency and academic achievement.</p>	<ol style="list-style-type: none"> <li>1. EL District Coach salary/benefits = 77,359</li> <li>2. EL Technical Assistants (3) salary and benefits = 98,000</li> <li>3. WIDA and INTESOL conference expenses = 5,000</li> <li>4. Professional development stipends/benefits for training = 35,000</li> <li>5. Supplemental supplies for Newcomer Program in both elementary and secondary schools = 6,000</li> <li>6. Family and community engagement = 5,335</li> <li>7. Non-Public (St.Thomas &amp; St. Vincent) equitable share = 9,984</li> <li>8. Indirect costs = 8,762</li> </ol>	9/30/2024
Title II, Part A: Supporting Effective Instruction	Indiana Department of Education	Elkhart Community Schools	Beth A. Williams	652,985.20	<p>Funds will be used to provide professional development in the following:</p> <ol style="list-style-type: none"> <li>1. Coordinator of Professional Learning salary/benefits</li> <li>2. Literacy Cadre Coaches (4) in non-title schools - 33% of salary/benefits</li> <li>3. Solution Tree PLC consultants for district and building administrators to build leadership capacity focused on instruction and student assessment data</li> <li>4. Professional development for strategic planning focused on student achievement models</li> <li>5. Wilson Language Foundations training</li> <li>6. Smekens literacy professional development to support schools in the area of writing.</li> <li>7. Music: Band, orchestra and choir professional development conferences in Chicago, Indianapolis and Ft. Wayne</li> <li>8. Non-Public equitable share</li> <li>9. Indirect costs</li> </ol>	<p>The grant funds support the district goals by providing professional development to administrators and teachers to uphold our promise that we know every student by name, provide a guaranteed and viable curriculum and ensure all students learn at high levels.</p>	<ol style="list-style-type: none"> <li>1. Coordinator of Professional Learning salary/benefits = 142,000</li> <li>2. Literacy Cadre Coaches (4) in non-title schools - 33% of salary/benefits = 136,977</li> <li>3. Solution Tree PLC Consultants for district and building administrators to build leadership capacity focused on instruction and student assessment data 239,800</li> <li>4. Professional development for strategic planning focused on student achievement models = 24,000</li> <li>5. Wilson Language Foundations training = 29,540</li> <li>6. Smekens literacy professional development to support schools in the area of writing = 5,776</li> <li>7. Music: Band, orchestra and choir professional development conferences in Chicago, Indianapolis and Ft. Wayne = 11,854</li> <li>8. Non-Public equitable share = 39,988.20</li> <li>9. Indirect costs = 23,050</li> </ol>	9/30/2024

What is the title of the grant?	name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Title IV, Part A Student Support & Academic Enrichment	Indiana Department of Education	Elkhart Community Schools	Beth A. Williams	333,591.27	Grant funds will be used to provide students access to a well-rounded education, improve school conditions for student learning and improve academic achievement with supports in the areas of literacy and math. Beth Williams will oversee the management of the grant.	Provide all students access to a well-rounded education to help them achieve at high levels during their academic careers.	<ol style="list-style-type: none"> <li>1. Pear Deck (online student assessment) = 10,300</li> <li>2. Five Star Innovative Learning for non-title schools = 110,000</li> <li>3. After school remedial and enrichment targeted instruction teachers salary and benefits = 132,339.95</li> <li>4. Oaklawn Social Work Services = 40,000</li> <li>5. Instructional technology focus (required) Professional development for administrative leaders to enhance their ability to leverage data and technology for improving instruction and tailoring learning experiences for all students = 8,000</li> <li>6. Non-Public Equitable Share = 21,176.32</li> <li>7. Indirect Costs = 11,775</li> </ol>	9/30/2024





**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

**TO: DR. LARRY HUFF**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: SEPTEMBER 24, 2024**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of three (3) administrative appointments.
- b. **New Certified Staff** – We recommend employment of two (2) new certified staff for the 2024-25 school year.
- c. **Certified Staff Transfers** – We recommend the transfer of four (4) certified staff for the 2024-25 school year.
- d. **Retirement** – We report the retirement of two (2) employees who have provided a combined fifty-one (51) years of employment.
- e. **Separation** – We report the separation of two (2) employees.

**CLASSIFIED**

- a. **New Classified Staff** – We recommend the employment of ten (10) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of nine (9) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of six (6) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of five (5) employees for the 2024-25 school year.
- e. **Retirement** – We report the retirement of one (1) employee who has provided eighteen (18) years of service.
- f. **Separation** – We report the separation of four (4) employees.

Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED TESTING PROGRAM
Code	ag2623 (as presented during the 9/10/2024 BST meeting)
Status	Second Reading
Last Reviewed	September 24, 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

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## 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

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.

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## 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 truantcies. 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 truanancies, 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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SCHOOL CALENDAR 2024-25

Calendar grid for July 2024

Calendar grid for August 2024

Calendar grid for September 2024

Calendar grid for October 2024

Calendar grid for November 2024

Calendar grid for December 2024

Monthly event and closure details for July through June

Calendar grid for January 2025

Calendar grid for February 2025

Calendar grid for March 2025

Calendar grid for April 2025

Calendar grid for May 2025

Calendar grid for June 2025

Book Policy Manual  
 Section 3000 Personnel  
 Title PROPOSED REVISED PARAPROFESSIONALS' COMPENSATION PLAN  
 Code po3422.08S  
 Status Proposed  
 Adopted December 13, 2016  
 Last Revised November 28, 2023  
 Last Reviewed September 24, 2024

**3422.08S - PARAPROFESSIONALS' COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedules for paraprofessionals to be effective ~~January~~ August 1, 2024.

**Instructional Paraprofessionals' Wage Schedule**

**Wage Schedule A - ~~No B.A. or B.S. Degree in Education~~ Paraprofessionals without an Education Degree**

Steps	Class A	Class B	Class C
Step 1 - Probationary	\$15.28	\$16.26	\$17.24
Step 2 - 55 days to 1 year	\$15.54	\$16.54	\$17.55
Step 3 - 2 years	\$15.82	\$16.81	\$17.86
Step 4 - 3 years	\$16.09	\$17.09	\$18.17
Step 5 - 4 years	\$16.37	\$17.37	\$18.48
Step 6 - 5 years	\$16.65	\$17.65	\$18.79
Step 7 - 6 years	\$16.93	\$17.92	\$19.10
Step 8 - 7 years	\$17.20	\$18.20	\$19.41
Step 9 - 8 years	\$17.48	\$18.48	\$19.72
Step 10 - 9 years	\$17.76	\$18.76	\$20.03
Step 11 - 10 years	\$18.04	\$19.03	\$20.34
Step 12 - 11 years	\$18.31	\$19.31	\$20.65
Step 13 - 12 years	\$18.59	\$19.59	\$20.96
Step 14 - 13 years	\$18.87	\$19.87	\$21.27
Step 15 - 14 years	\$19.15	\$20.14	\$21.58
Step 16 - 15 years +	\$19.44	\$20.69	\$21.93

Class A	Class B	Class C
Child Care Paraprofessional	APEX	Blind Low Vision
ISS/Detention Paraprofessional	Alternative Program	EACC
Instructional Paraprofessional	ENL Paraprofessional	Elementary Library Media
Mild Intervention Paraprofessional	Emotional Disabilities	Registered Behavior Tech
	Intense Interventions	TAPP

	Secondary Media Center	Technology Instructional
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Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than fifty five (55) days (Probationary Rate)	12.94
2	55 days or more, but less than 1 year	13.31
3	1 year or more, but less than 2 years	13.84
4	2 years or more, but less than 3 years	14.35
5	3 years or more, but less than 4 years	14.85
6	4 years or more, but less than 5 years	15.28
7	5 years or more, but less than 6 years	15.80
8	6 years or more, but less than 7 years	16.29
9	7 years or more, but less than 15 years	16.82
10	15 years or more	17.82

**Wage Schedule B - B.A. or B.S. Degree in Education Paraprofessionals with an Education Degree**

Steps	Class A	Class B	Class C
Step 1 - Probationary	\$15.73	\$17.49	\$18.95
Step 2 - 55 days to 1 year	\$16.02	\$17.83	\$19.29
Step 3 - 2 years	\$16.31	\$18.17	\$19.63
Step 4 - 3 years	\$16.60	\$18.51	\$19.97
Step 5 - 4 years	\$16.89	\$18.85	\$20.31
Step 6 - 5 years	\$17.18	\$19.19	\$20.65
Step 7 - 6 years	\$17.47	\$19.53	\$20.99
Step 8 - 7 years	\$17.76	\$19.87	\$21.33
Step 9 - 8 years	\$18.05	\$20.20	\$21.67
Step 10 - 9 years	\$18.34	\$20.55	\$22.01
Step 11 - 10 years	\$18.63	\$20.89	\$22.35
Step 12 - 11 Years	\$18.92	\$21.23	\$22.69
Step 13 - 12 years	\$19.21	\$21.57	\$23.03
Step 14 - 13 years	\$19.50	\$21.91	\$23.37
Step 15 - 14 years	\$19.79	\$22.25	\$23.71
Step 16 - 15 years	\$20.01	\$22.60	\$24.11

Class A	Class B	Class C
Child Care Paraprofessional	APEX	Blind Low Vision
ISS/Detention Paraprofessional	Alternative Program	EACC
Instructional Paraprofessional	ENL Paraprofessional	Elementary Library Media
Mild Intervention Paraprofessional	Emotional Disabilities	Registered Behavior Tech
	Intense Interventions	TAPP
	Secondary Media Center	Technology Instructional



Step	ECS Experience* as Paraprofessional	Hourly Rate
	*subject to Sections A-5 and B-2	
1	0 days or more, but less than 55 days (Probationary Rate)	13.96
2	55 days or more, but less than 1 year	14.35
3	1 year or more, but less than 2 years	14.85
4	2 years or more, but less than 3 years	15.28
5	3 years or more, but less than 4 years	15.80
6	4 years or more, but less than 5 years	16.29
7	5 years or more, but less than 15 years	16.82
8	15 years or more	17.82

**Wage Schedule C – Exceptional Learners (effective 2021–2022 school year)**

Step	ECS Experience as Paraprofessional	Mild	ED	Intense	Intense PACE	Job Coach	Young Adult Program (YAP)	Para-Alternative Program (Elkhart Academy, Bristol, & Middle Schools)	Registered Behavior Technician (RBT)	PARA (BLV)
	B.S. or B.A. hourly differential	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
	RBT certification hourly differential (paraprofessionals not serving in a RBT position only)*	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
1	0 days or more, but less than 55 days (Probationary Rate)	13.96	16.95	16.95	16.95	16.95	16.95	17.49	18.95	18.95
2	55 days or more, but less than 1 year	14.35	17.40	17.40	17.40	17.40	17.45	18.24	19.40	19.40
3	1 year or more, but less than 2 years	14.85	17.85	17.85	17.85	17.85	17.85	18.91	19.85	19.85
4	2 years or more, but less than 3 years	15.28	18.30	18.30	18.30	18.30	18.30	19.63	20.30	20.30
5	3 years or more, but less than 4 years	15.80	18.75	18.75	18.75	18.75	18.75	20.58	20.75	20.75
6	4 years or more, but less than 5 years	16.29	19.20	19.20	19.20	19.20	19.20	NA	21.20	21.20
7	5 years or more, but less than 15 years	16.82	19.70	19.70	19.70	19.70	19.70	NA	21.70	21.70
8	15 years or more	17.82	20.70	20.70	20.70	20.70	20.70	21.58	22.70	22.70

~~\* effective 2022-2023 school year~~

## Explanation of Schedules

### A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four (4) year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to **Paraprofessionals' Wage Schedule-A** of this Policy.
2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.
3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard-to-fill positions (e.g. emotionally disabled, intense intervention) on steps 4 – 8 of the Paraprofessionals' Wage Schedule at their date of hire.
7. No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.
8. Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than educational shall be eligible for placement on Paraprofessionals' Wage Schedule -B, Paraprofessional Wage Schedule.

### B. Paraprofessional with a B.A. or B.S. Degree

1. Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule-B of this Policy.
2. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.

### C. Wage Differentials

1. Paraprofessionals assigned to duties (not already outlined in their job description) where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate.
2. Instructional Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate.
3. Instructional Paraprofessionals, assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$15.00 for one-half (1/2) day coverage and \$30.00 for a full day coverage.
4. Exceptional Learners paraprofessionals who are RBT certified but not serving in an RBT position are eligible for an hourly wage differential per Wage Schedule C above. In order to receive the wage differential, said paraprofessionals are responsible for providing proof of certification to the Human Resources Department as well as maintaining the certification to continue receiving the differential.

### D. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
five (5) or more, but less than ten (10)	.25
ten (10) or more, but less than fifteen (15)	.50
fifteen (15) or more, but less than twenty (20)	.75
twenty (20) or more	1.00

### **Retention Payment(s)**

Paraprofessionals will be eligible to receive a retention payment of \$250.00 with their second pay of the school term provided the paraprofessional was employed by the school corporation as a paraprofessional for one hundred and twenty (120) days or more during the immediately preceding school term and continues in an active employment status as a paraprofessional.

### **Paraprofessionals' Fringe Benefits**

#### **A. Income Protection and Annuities**

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a company or broker approved by the Board.

#### **B. Insurance**

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one (1) of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

#### **C. Severance Benefits**

Paraprofessionals who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

##### **1. Resignation**

Employees shall be paid for unused personal business leave in the current year of employment at the rate of pay in effect at termination. The effective date of resignation shall be established to include the use of all personal leave.

##### **2. Retirement, Death, or Disability**

The benefits listed below are in addition to those in **Paraprofessionals' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as a resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then returns to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year, and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of the experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one (1) break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a Paraprofessional may select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
  1. Two (2) day's pay for each full year employed by the Elkhart Community Schools, or
  2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Paraprofessional employee booklet.

#### **D. Change in Paraprofessionals Classification**

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy.

#### **Absences**

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when payment is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

#### **Personal Illness/Family Illness Absence**

##### **A. School-year Employees**

1. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

## B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. Immediate family shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
3. An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66 - 2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full payment by using available illness absence, personal business, and/or vacation benefits.

### Bereavement

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court appearance, etc.). Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparent, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

When requested, additional bereavement day(s), with or without pay, may be granted by the Superintendent or designee.

### Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to a temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem payments will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

### Health Leave

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

### **Health Leave - Procedure**

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

- A. After all available benefit days have been exhausted, or
- B. When a physician's statement indicating the inability to perform regular duties for an extended period of time has been provided, or
- C. Upon receipt of a request for placement on such leave by the Director of Human Resources from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

### **Personal Leave**

Regular classified employees are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If an employee does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

### **Personal Leave - Procedure**

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two (2) personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

## **Jury and Witness Duty Pay**

### **Jury Duty**

All paraprofessionals will be granted excused absences when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

### **Witness Duty**

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

### **Paid Parental Leave**

An employee not eligible for maternity leave (e.g. father, adopting parent, surrogate parent, etc.) for whom parental rights have been established, shall be entitled to a paid leave of absence of up to ten (10) work days, for the purpose of bonding with the employee's newborn child, or caring for the newborn child subsequent to delivery. Said leave must be taken within six (6) months of the child's birth or adoption.

### **Parental Leave**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

### **Adoptive Leave**

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave, the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

### **Foster Care Leave**

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the employee's household through foster care placement. In the event of multiple foster placements occurring, no more than ten (10) days shall be granted to an individual employee during a twelve (12) month period.

### **Maternity Leave**

Elkhart Community Schools shall grant three (3) weeks of paid maternity leave for a vaginal birth and four (4) weeks of paid maternity leave for a cesarean birth. This leave time shall be in addition to available illness absence days provided under this policy; it shall not, however, add to the duration of a traditional absence related to childbirth as determined by the treating physician.

### **Paraprofessionals' Holidays**

In order to receive holiday pay, an employee must be in an active pay status on the day before and after the holiday.

#### **A. Definitions**

1. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
2. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

#### **B. Holidays**

School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving Day – two (2) days

Christmas Day (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

Revised 1/1/17

Revised 12/12/17

Revised 10/23/18

Revised 1/8/19

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 4/13/21

Revised 10/12/21

Revised 12/14/21

Revised 6/28/22

Revised 8/9/22

Revised 11/22/22





Book Policy Manual  
 Section 3000 Personnel  
 Title PROPOSED REVISED TECHNICAL ASSISTANTS' COMPENSATION PLAN  
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3422.09S - **TECHNICAL ASSISTANTS' COMPENSATION PLAN**

**Technical Assistants' Wage Schedule without an Education Degree**

The Board of School Trustees hereby adopts the following wage schedule for Technical Assistants to be effective ~~January~~ **August** 1, 2024. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

Steps	Class A	Class B	Class C
Step 1 - Probationary	\$15.28	\$16.26	\$17.24
Step 2 - 55 days to 1 year	\$15.54	\$16.54	\$17.55
Step 3 - 2 years	\$15.82	\$16.81	\$17.86
Step 4 - 3 years	\$16.09	\$17.09	\$18.17
Step 5 - 4 years	\$16.37	\$17.37	\$18.48
Step 6 - 5 years	\$16.65	\$17.65	\$18.79
Step 7 - 6 years	\$16.93	\$17.92	\$19.10
Step 8 - 7 years	\$17.20	\$18.20	\$19.41
Step 9 - 8 years	\$17.48	\$18.48	\$19.72
Step 10 - 9 years	\$17.76	\$18.76	\$20.03
Step 11 - 10 years	\$18.04	\$19.03	\$20.34
Step 12 - 11 years	\$18.31	\$19.31	\$20.65
Step 13 - 12 years	\$18.59	\$19.59	\$20.96
Step 14 - 13 years	\$18.87	\$19.87	\$21.27
Step 15 - 14 years	\$19.15	\$20.14	\$21.58
Step 16 - 15 years +	\$19.44	\$20.69	\$21.93

Class A	Class B	Class C
Child Care Paraprofessional	APEX	Blind Low Vision
ISS/Detention Paraprofessional	Alternative Program	EACC
Instructional Paraprofessional	ENL Paraprofessional	Elementary Library Media
Mild Intervention Paraprofessional	Emotional Disabilities	Registered Behavior Tech
	Intense Interventions	TAPP

	Secondary Media Center	Technology Instructional
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Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than 55 days (Probationary Rate)	17.24
2	55 days or more, but less than 1 year	17.99
3	1 year or more, but less than 2 years	18.66
4	2 years or more, but less than 3 years	19.38
5	3 years or more	20.33

**Technical Assistants' Wage Schedule with an Education Degree**

Steps	Class A	Class B	Class C
Step 1 - Probationary	\$15.73	\$17.49	\$18.95
Step 2 - 55 days to 1 year	\$16.02	\$17.83	\$19.29
Step 3 - 2 years	\$16.31	\$18.17	\$19.63
Step 4 - 3 years	\$16.60	\$18.51	\$19.97
Step 5 - 4 years	\$16.89	\$18.85	\$20.31
Step 6 - 5 years	\$17.18	\$19.19	\$20.65
Step 7 - 6 years	\$17.47	\$19.53	\$20.99
Step 8 - 7 years	\$17.76	\$19.87	\$21.33
Step 9 - 8 years	\$18.05	\$20.20	\$21.67
Step 10 - 9 years	\$18.34	\$20.55	\$22.01
Step 11 - 10 years	\$18.63	\$20.89	\$22.35
Step 12 - 11 Years	\$18.92	\$21.23	\$22.69
Step 13 - 12 years	\$19.21	\$21.57	\$23.03
Step 14 - 13 years	\$19.50	\$21.91	\$23.37
Step 15 - 14 years	\$19.79	\$22.25	\$23.71
Step 16 - 15 years	\$20.01	\$22.60	\$24.11

Class A	Class B	Class C
Child Care Paraprofessional	APEX	Blind Low Vision
ISS/Detention Paraprofessional	Alternative Program	EACC
Instructional Paraprofessional	ENL Paraprofessional	Elementary Library Media
Mild Intervention Paraprofessional	Emotional Disabilities	Registered Behavior Tech
	Intense Interventions	TAPP
	Secondary Media Center	Technology Instructional

**Wage Differential**

Elementary Library and Technology Instructional Technical Assistants with an assigned preparation period, will be entitled to the current period substitution rate set forth in the Master Contract when the technical assistant covers a teacher's class during their preparation period.

EACC Technical Assistants assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$15.00 for one-half (1/2) day coverage and \$30.00 for a full day coverage.

<b>Years regularly employed by Elkhart Community Schools</b>	<b>Amount of Hourly Career Increment</b>
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five (5) or more, but less than ten (10)	.25
ten (10) or more, but less than fifteen (15)	.50
fifteen (15) or more, but less than twenty (20)	.75
twenty (20) or more	1.00

\*Step placement shall be determined on verified past experience, but in no case will any new employee be placed higher than Step 4 following the probationary employment period.

### **Additional Course Work Increment**

A Technical Assistant who completes a forty-five (45) contact hour, pre-approved course related directly to his or her position and receives a final course grade of C+ or better in graded courses, will receive a 10¢ increase in hourly rate for each such approved course which is completed, up to a maximum of 30¢ per hour. The request must be submitted to the Director of Human Resources in writing for his/her approval.

### **Fringe Benefits**

#### **A. Income Protection and Annuities**

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

#### **B. Insurance**

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees may select one (1) of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

#### **C. Severance Benefits**

Technical Assistants who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

##### **1. Resignation**

Employees shall be paid for unused personal business leave in the current year of employment at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

##### **2. Retirement, Death, or Disability**

The benefits listed below are in addition to those in **Technical Assistants' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.

- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a Technical Assistant who has ten (10) years of service and is at least fifty-five (55) years of age may select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
  - 1. Two (2) days' pay for each full year employed by the Elkhart Community Schools, or
  - 2. at least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Technical Assistants employee booklet.

#### **D. Change in Classification**

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy.

#### **Absences**

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

#### **Personal Illness/Family Illness Absence**

##### **A. Full-Time Technical Assistants**

Full-time Technical Assistants will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness days.

##### **B. School-year Technical Assistants**

1. Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

#### **Family Illness**

The number of hours equal to two (2) workdays may be used for family illness in the immediate family, two (2) workdays may be used for either family illness in the immediate family or personal illness, and the balance may be used for personal illness.

As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

### **Job-Related Injury**

An employee injured in the performance of his or her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

### **Attendance Incentive Program**

Beginning January 1, 2020, the following attendance incentive program will be effective for all technical assistants. For the purpose of this program, the year will run from January 1st through December 31st.

During the month of January, any technical assistant who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days during the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

### **Bereavement**

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court appearance, etc.). Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

When requested, additional bereavement day(s), with or without pay, may be granted by the Superintendent or designee.

### **Military Leave**

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to a temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem

pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

### **Health Leave**

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

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The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

### **Health Leave - Procedure**

An employee with at least one (1) year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

- A. After all available benefit days have been exhausted, or
- B. When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or
- C. Upon receipt of a request for placement on such leave by the Director of Human Resources from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

### **Personal Leave**

Technical Assistants who work a regular workday of four (4) or more hours are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If the Technical Assistant does not elect to roll two (2) personal business benefit days into the following year, all unused personal leave will accumulate for retirement.

A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

### **Personal Leave - Procedure**

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

### **Jury and Witness Duty Pay**

#### **Jury Duty**

All Technical Assistants will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

#### **Witness Duty**

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

### **Paid Parental Leave**

An employee not eligible for maternity leave (e.g. father, adopting parent, surrogate parent, etc.) for whom parental rights have been established, shall be entitled to a paid leave of absence of up to ten (10) work days, for the purpose of bonding with the employee's newborn child, or caring for the newborn child subsequent to delivery. Said leave must be taken within six (6) months of the child's birth or adoption.

### **Parental Leave**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of



the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

### **Adoptive Leave**

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

### **Foster Care Leave**

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the employee's household through foster care placement. In the event of multiple foster placements occurring, no more than ten (10) days shall be granted to an individual employee during a twelve (12) month period.

### **Maternity Leave**

Elkhart Community Schools shall grant three (3) weeks of paid maternity leave for a vaginal birth and four (4) weeks of paid maternity leave for a cesarean birth. This leave time shall be in addition to available illness absence days provided under this policy; it shall not, however, add to the duration of a traditional absence related to childbirth as determined by the treating physician.

## **Holidays and Vacations**

### **A. Definitions**

1. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
2. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

### **B. Holidays**

In order to receive holiday pay, an employee must be in active pay status on the day before and after the holiday.

Full-time Technical Assistants shall be paid for the following holidays when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

1. New Year's - two (2) days
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Memorial Day
5. Independence Day - two (2) days
6. Labor Day
7. Thanksgiving Day - two (2) days
8. Christmas Day - two (2) days

- C. During the winter break (when schools are closed) four (4) days will be allowed as follows:
1. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to the approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to the approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such a request to the immediate supervisor no later than December 10.
  2. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.
  3. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless the school is in session.
  4. Thanksgiving Day and the day following will be paid holidays.
  5. Presidents' Day will be a paid holiday.
- D. Technical Assistants shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:
1. Martin Luther King, Jr. Day
  2. Presidents' Day
  3. Memorial Day
  4. Labor Day
  5. Thanksgiving Day and the following Friday (two (2) days)
  6. Christmas Day - (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

## Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- F. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is *only applicable for the purpose of vacation benefits*. This computation does *not* replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to the nearest whole number.

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- G. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.
- H. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

Revised 1/1/17

Revised 12/12/17

Revised 12/18/18

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 12/14/21

Revised 8/9/22

Revised 11/22/22

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**August 2024**

**CASH:**

Petty Cash	\$	500.00
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**BANK ACCOUNTS:**

Everwise Credit Union	\$	3,011,963.16
Lake City Bank – Accounts Payable		(2,685,006.68)
Lake City Bank – Payroll Account		(491,341.30)
Lake City Bank – Flex Account		77,399.17
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		234,656.22
Lake City Bank – Deposit Account		36,853,020.58

**INVESTMENTS:**

Certificate of Deposit		-
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**\$ 37,001,191.15**

### ESSER III - Utilization Review

YTD Expenditures as of August 2024	Total % of Allocation Expended	Account	Budget	% of Total Budget
5,346,418.03	100.12%	Instruction - Regular Programs	\$5,340,049.08	20.22%
606,952.33	99.60%	Instruction - Special Programs	\$609,361.00	2.31%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
782,469.85	103.58%	Instruction - Summer School Programs	\$755,433.00	2.86%
645,839.86	107.96%	Instruction - Remediation Programs	\$598,217.00	2.27%
1,637,190.40	99.78%	Support Services Students	1,640,792.00	6.21%
4,736,301.63	102.72%	Support Services - Instruction	4,610,864.00	17.46%
160,663.56	100.00%	Support Services - General Admin	160,663.00	0.61%
514,259.93	100.00%	Operations and Maintenance	514,258.00	1.95%
463,361.48	100.06%	Student Transportation	463,084.00	1.75%
584,114.48	96.44%	Community Service Operations	605,664.00	2.29%
9,235,771.05	94.24%	Facilities Acquisition and Construction	\$9,799,781.29	37.11%
750,562.97	59.12%	Non-Programmed Charges/Transfer	\$1,269,650.00	4.81%
<b>\$25,500,332.51</b>	<b>96.58%</b>		<b>\$26,404,090.37</b>	<b>100.00%</b>

Expenditures for August 2024 consisted of salaries/benefits, summer school, construction, and supplies for budgeted programming.

### ESSER III - Expenditure to Budget as of 8/31/2024

