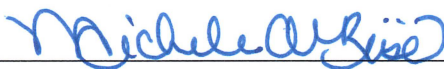


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

Date: Tuesday, August 25, 2026
Time: 5:00 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered to News Media on Wednesday, August 20, 2026, and electronically delivered to Board Members and School Attorney on Friday, August 21, 2026.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 25, 2026

CALENDAR

Aug	25	6:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sept	22	5:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sept	22	6:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. PUBLIC COMMENT
- E. EXCELLENCE OF ELKHART
- F. CONSENT ITEMS:
 - Minutes – August 11, 2026 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Gift Acceptances
 - Conference Leave Requests
 - Grants
 - Contracts
 - Personnel Report
- G. OLD BUSINESS
- H. NEW BUSINESS

Resolution to Authorize the Disposal of Surplus Property – The administration presents a resolution to authorize the disposal of surplus personal property resulting from the recent consolidation of schools. This action will be executed in strict accordance with applicable state law and established Board policy.

Resolution to Discontinue the Use of IDOE School Code 1752 for Alternative Education Data Reporting and Reassign Reporting to Students' Home Schools – The administration presents a resolution to discontinue the use of IDOE School Code 1752 for Alternative Education data reporting and reassign such reporting to students' home schools.

Resolution to Authorize the Use of Imitation Firearms and Low-Velocity Pellet Rifles – The administration presents a resolution to authorize the limited use of imitation firearms for Elkhart Area Career Center Criminal Justice program simulations and low-velocity pellet rifles for the Elkhart High School AFJROTC Marksmanship Program.

Board Policies – The administration presents proposed revisions to Board policies within the following sections for initial consideration:

- 0000 – Bylaws
- 1000 – Administration
- 2000 – Program
- 3000 – Professional Staff
- 4000 – Support Staff
- 5000 – Students
- 6000 – Finances
- 7000 – Property
- 8000 – Operations
- 9000 – Relations

I. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

J. ADJOURNMENT



Excellence of Elkhart

AUGUST 25, 2026





EXCELLENCE OF ELKHART

Academics

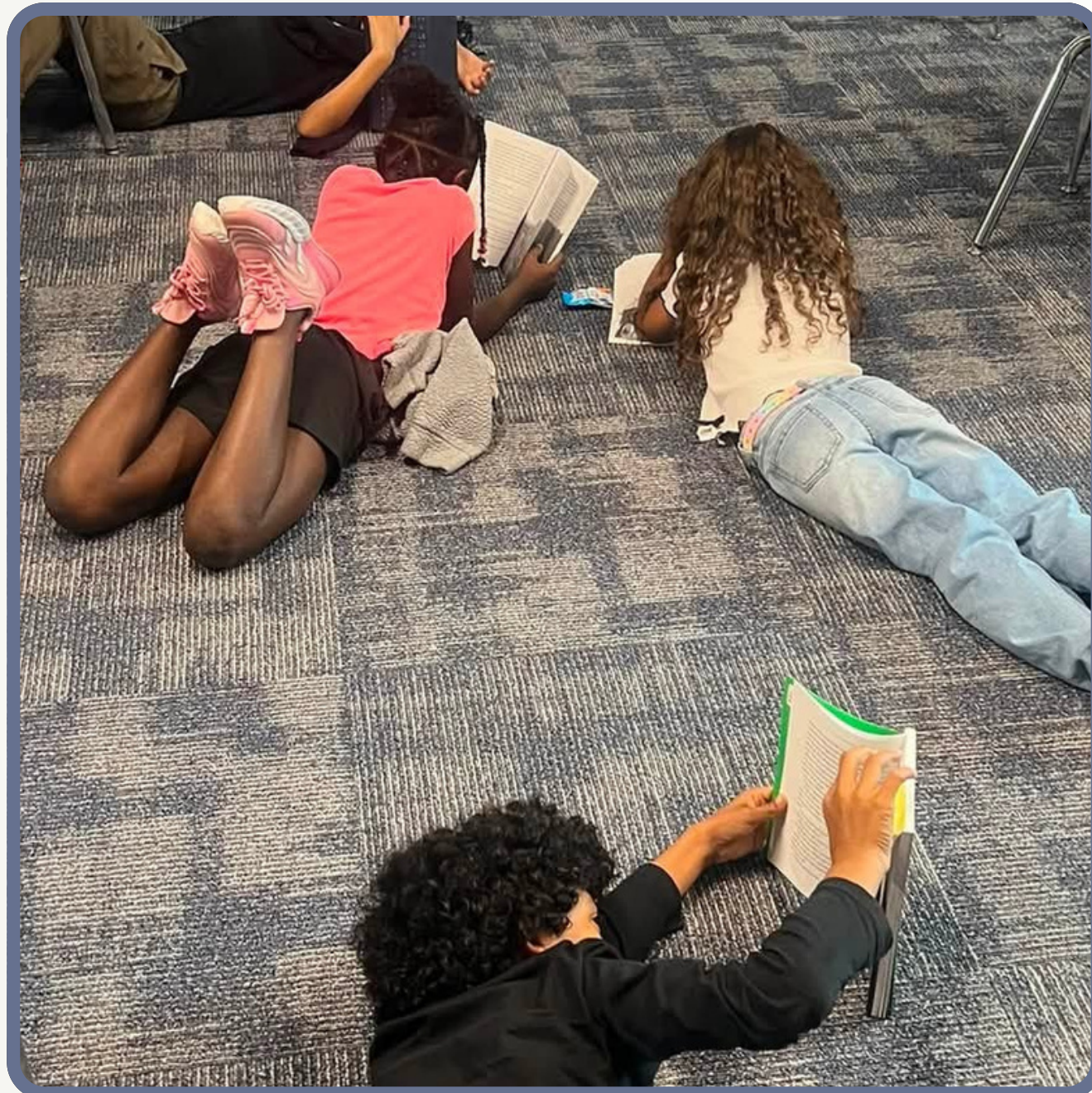


EHS interns at THOR

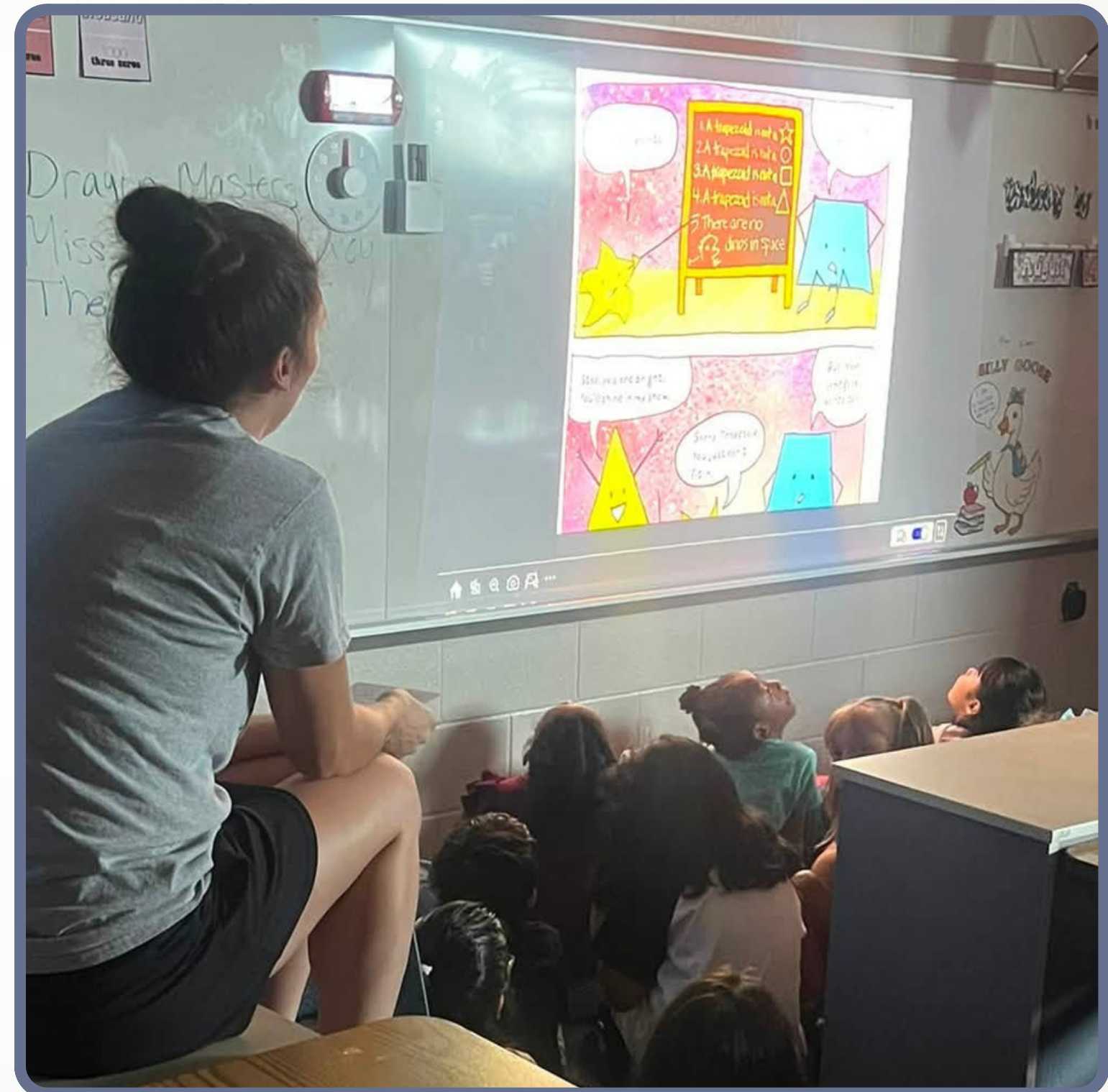


EXCELLENCE OF ELKHART

Academics



Reading at Roosevelt





EXCELLENCE OF ELKHART

Academics



Monger Math





EXCELLENCE OF ELKHART

Athletics




**ELKHART
LIONS**

5

FINAL SCORE

0

**JIMTOWN
JIMMES**





Boys Tennis



EXCELLENCE OF ELKHART

Athletics



Girls Golf



EXCELLENCE OF ELKHART

Staff



100th Career Win!



EXCELLENCE OF ELKHART

UPCOMING EVENTS

- **September 7:** Labor Day
- **September 10:** Full Service Community Schools Resource Fair
- **September 18:** Homecoming

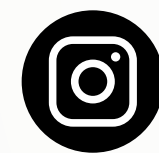


EXCELLENCE OF ELKHART

As always, you can stay-up-to-date by following us on social media and ParentSquare.



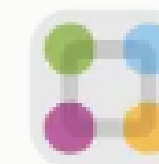
ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



ParentSquare

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

August 11, 2026

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 6:05 p.m.			Place/Time
Board Members Present:	Troy E. Scott Kellie L. Mullins Mike Burnett	Dacey S. Davis Eric Ivory Anne M. VonDerVellen Douglas K. Weaver	Roll Call
Board President Troy Scott called the regular meeting of the Board of School Trustees to order.			Call to Order
Board President Troy Scott recited the Elkhart Promise.			The Elkhart Promise
Director of Communications Wendy Wood presented the District Communication Plan, designed to ensure families, staff, and community members receive clear, reliable, timely, and accessible information. She explained that the plan focuses on establishing a predictable communication schedule, providing language accessibility and ADA-compliant digital communications, and maintaining streamlined procedures for urgent and emergency notifications.			Communications Plan
Mrs. Wood identified ParentSquare as the District’s primary platform for family engagement, noting that it integrates with PowerSchool to maintain current contact information and automatically translates communications into families’ preferred languages. Families may choose to receive non-emergency communications through a daily digest, while urgent messages will be delivered immediately through text, email, and push notifications. Staff will receive updates following Board meetings, families will receive monthly newsletters, and community and business partners will receive quarterly communications focused on District initiatives, strategic growth, and budget stewardship. The District website and official social media channels will also provide ongoing news, student and staff celebrations, and important announcements.			
Mrs. Wood outlined the District’s procedures for weather-related events and emergency situations, explaining notifications will be coordinated through ParentSquare, the District website, social media, and local news outlets. Weather communications will include information			

regarding delays or closures, the type of learning day, transportation, meal services, and extracurricular activities when applicable. During emergency situations, information will be verified before District-level communications are issued to ensure families and staff receive accurate and consistent information, followed by a final communication when the situation has been resolved.

She further noted the District will work toward full digital ADA compliance by April 2027, encourage families to update their PowerSchool contact information annually, conduct an annual community communication survey, and maintain consistent branding and publication standards across the District.

General Counsel Monica Conrad presented an overview of the District's existing Policy 9130 and the newly developed complaint process and flowchart. Mrs. Conrad explained no revisions to the policy were being proposed; rather, the administration's goal was to increase awareness of the existing policy and provide a clearer, more accessible process for addressing concerns. The flowchart identifies the appropriate process based on the nature of the complaint, including concerns involving support staff, operations staff, administrative or professional staff, the Superintendent, or educational programs. Complaints generally begin with the appropriate supervisor and proceed through the levels established by Board policy, with matters reaching the Board only after the preceding steps have been exhausted.

Parent
Complaint
Process

Mrs. Conrad demonstrated the new "Report Concerns" link available on the District's website. Individuals are guided through the appropriate reporting process based on the nature of their concern. Certain matters, such as bullying, are redirected to the District's existing reporting system, while other complaints proceed through the Policy 9130 process. The form allows individuals to provide contact information, describe the concern, identify witnesses and supporting documentation, explain how students may have been affected, identify the employee or department involved, and state the requested resolution. The information is then reviewed and directed to the appropriate level of the complaint process.

Board Member Dacey Davis asked about expected response times and suggested general information regarding response expectations be included on the website. Mrs. Conrad explained timelines vary depending upon the nature of the complaint and applicable policies or procedures, but the new process will allow the District to better monitor required timelines and compliance.

Mr. Scott asked where electronically submitted complaints are received and whether individuals would receive confirmation that their complaint had been received. Mrs. Conrad explained submissions are reviewed to determine the appropriate process, timeline, and personnel responsible for addressing the matter, and communication would be provided to the complainant.

Board Member Anne VonDerVellen asked whether individuals could upload documents, photographs, or other supporting evidence with their complaint. Mrs. Conrad confirmed the process was intended to allow for supporting information and indicated the administration would review that functionality. Board Member Doug Weaver suggested including information directing individuals to call 911 in the event of an immediate or life-threatening emergency.

Mr. Scott noted communication and parent complaints had been recurring concerns raised during recent Board meetings and expressed appreciation to the administration for reviewing the existing policy and developing a clearer process for individuals to know where to direct concerns and how to receive a response. Superintendent Michele Riise thanked Mrs. Conrad and Mrs. Wood for their work and stated the administration had heard the concerns regarding communication and the complaint process. She asked for patience and flexibility as the District implements and continues to refine the process throughout the school year.

Four (4) audience members addressed the Board during public comment regarding District finances, transportation and class sizes, concerns regarding the treatment of students of color, and the High Ability Program.

Public Comment

Mrs. Wood shared some of the wonderful things happening in Elkhart Community Schools (ECS) during the Excellence of Elkhart, highlighting Academics, Arts, and Athletics.

Excellence of Elkhart

She began by recognizing employees for their dedication and flexibility in preparing for the start of the new school year. Throughout the summer, staff assumed new roles, transitioned to new buildings, unpacked and organized classrooms and workspaces, and provided support wherever needed. Special recognition was given to Monger Elementary staff, who transitioned to a new building on a short timeline and worked to create a welcoming environment for students despite not having had the opportunity to pack their own materials.

Operations, Technology, and Security staff were also recognized for their extensive work supporting building transitions and preparing facilities for the opening of school. Security staff assisted beyond their traditional responsibilities, including mowing lawns, unloading supplies, and helping with building transitions. The District expressed appreciation to all employees who worked beyond their job titles, supported one another, and remained focused on ensuring students and families were welcomed and supported for the start of the school year.

In the area of Arts, the Elkhart High School (EHS) Marching Band and Color Guard were recognized for their preparations for the upcoming season. Students are continuing to build their skills, strengthen teamwork, and prepare to represent ECS with pride.

In the area of Athletics, the EHS Girls Golf Team placed eighth (8th) out of thirteen (13) teams at the NorthWood Invitational with a team score of 418. The EHS Cheerleading Team was also recognized for its outstanding performance at the Elkhart County 4-H Fair Cheer Competition.

Some upcoming events across Elkhart Schools include:

- August 13: First Day of School

For more information about Elkhart Schools, follow the ECS Website and social media pages as the Excellence of Elkhart Schools is shared each day.

Prior to consideration of the Consent Agenda, Mr. Scott requested the Consent Agenda be amended to include a contract with Community Services With All Deaf (CSAD), a Division of United Health Services subject to General Counsel's approval. The motion was seconded by Mr. Weaver. By unanimous action, the Board approved the amendment.

Consent Items

The Board, by unanimous action, approved the following amended Consent Agenda items:

Minutes – July 28, 2026 – Regular Board Meeting

Minutes

Payment of claims totaling \$2,193,041.00 as shown on the August 11, 2026, claims listing. (Codified File 2627-018)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2627-019)

Fundraisers

ECS received the following donation: \$500 from Purdue University to the Elkhart Area Career Center (EACC) Robotics & Engineering Technology program to be used for student related activities; \$500 from The Shyft Group USA to EACC for the Silver Level Sponsorship program; and \$500 from Tube Form Solutions to EACC for the Silver Level Sponsorship program.

Gift Acceptances

Confirmation of the following Overnight Trip Requests: EHS Girls' Cross Country Team to travel to Terre Haute, Indiana on September 4 – 5, 2026 to participate in the State Preview Cross Country Meet.

Overnight Trip Requests

Confirmed submission of the following grants: Lilly-Sponsored Opportunity to Learn Project, hosted by Lilly, for an amount to be determined by Lilly based on the number of applications received, and will be used by ECS to pay for grant writing, needs analysis (which MAZI can lead) to later compete for grants at \$600,000 and up for implementation. (Codified File 2627-020)

Grants

Contract recommendations in accordance with Board policy on the August 11, 2026 listing, including the addition of the Community Services With All Deaf (CSAD), a Division of United Health Services contract, subject to General Counsel's approval. (Codified File 2627-021)	Contracts
	Personnel Report Certified
Administrative appointment of the following two (2) certified administrative staff effective August 3, 2026: Jamie Krempec – Elementary Principal at Riverview Jennifer Roden – Assistant Principal at Freshman Division	Administrative Appointments
Administrative appointment of the following three (3) certified administrative staff effective on date indicated: Courtney King – Elementary Assistant Principal at Riverview, 8/13/26 Bakari Posey – Elementary Principal at Daly, 8/11/26 Sara Tackett – Dean of Students at Pinewood, 8/10/26	Administrative Appointments
Administrative reassignment of the following one (1) certified administrative staff effective on date indicated: Dennis Trigg, Jr. – Dean of Students at Elkhart High to Dean of Students at Freshman Division, 8/3/26	Administrative Reassignments
Employment of the following nineteen (19) certified staff effective on date indicated: David Amaya – Grade 3 at Pinewood, 8/10/26 Krystal Bedsaul – Kindergarten at Beardsley, 8/10/26 Kelly Burrridge – Grade 5 (AH) at Roosevelt, 8/10/26 Vilma Carrocio Ortiz – Mathematics at West Side, 8/10/26 Brent Curry – Computer Science at West Side, 8/10/26 Brayden Decker – Social Studies at North Side, 8/10/26 Eden Finer – Grade 1 at Pinewood, 8/10/26 Tiasia Helton – Special Education at North Side, 8/10/26 Victoria Hughes – Grade 1 at Beardsley, 8/10/26 Krystina Hullinger – Biology at Freshman Division, 8/10/26 Bella Ibarra Escobar – Grade 6 Language Arts at West Side, 8/10/26 Alivia Jensen – Language Arts at North Side, 8/10/26 Jennifer Langer – Grade 6 Science at North Side, 8/10/26 Katrina Lawrence – Grade 3 at Feeser, 8/10/26 Madison Nunez – Grade 2 at Riverview, 8/10/26 Lindsay Soard – Art at West Side, 8/10/26 Amy Watson – Grade 1 at Riverview, 8/10/26 Terry Wood – Business Education at Elkhart High, 8/10/26 Tracy Zellers – Science at North Side, 8/10/26	Employment

Resignation of the following four (4) certified administrative staff effective on date indicated: Brandon Cavanaugh – Elementary Principal at Eastwood, 6/15/26 Holly Conley – Elementary Principal at Riverview, 6/15/26 Joseph Fairbotham – Assistant Principal at Freshman Division, 6/15/26 Benjamin Kain – Dean of Students at Pierre Moran, 6/15/26	Administrative Resignations
Reassignment of the following three (3) classified employees to a certified position for the 2026-2027 school year: Heather Dills – Social Worker at Pierre Moran Teresa Garcia Ponce – Social Worker at Elkhart High Danielle Weaver – Social Worker at Pierre Moran	Reassignments
Resignation of the following eleven (11) certified staff effective on date indicated: Rebecca Banas – Kindergarten at Roosevelt, 5/29/26 Lyndel Borener – Music at Pinewood, 5/29/26 Brenda Cruz – ENL at Elkhart High 5/29/26 Melissa Hertsel – Computer Application at Career Center, 5/29/26 Alexandria Hollingsworth – Kindergarten at Pinewood, 5/29/26 Elisabeth Hutts – Grade 2 at Beardsley, 5/29/26 Michael Marchi – Grade 4 at Monger, 5/29/26 Jessica McIntyre – Grade 4 at Daly, 5/29/26 Sarah Oman – Kindergarten at Beardsley, 5/29/26 Helen Stutsman – Language Arts at North Side, 5/29/26 Andrea Yeager – Special Education at Alternative School, 5/29/26	Resignations
Rescission of the following one (1) certified staff: Jeffery VanLue – Science at Pierre Moran	Rescission
Retirement of the following one (1) certified staff effective on the date indicated: Sabrina Wickens – Grade 6 Mathematics at West Side, 5/29/26 with 3 Years of Service	Retirements
Additional days beyond the one hundred eighty-four (184) day contract for the following forty-two (42) certified staff: Timothy Adams – Counselor at Pierre Moran, 7 Additional Days Jennifer Andrews – Counselor at Elkhart High, 10 Additional Days Joshua Bamber – C&T Agriculture at Elkhart High, 5 Additional Days Wendy Bernth – Counselor at North Side, 7 Additional Days	Additional Days

Laura Blair – Veterinary at Career Center, 5 Additional Days
 Mary Bowers – Counselor at Elkhart High, 10 Additional Days
 Joshua Bowling – Music at Elkhart High, 10 Additional Days
 Nora Chavez-Morales – EL Fam/Community Specialist at Elkhart High, 10 Additional Days
 Jeffrey Dorman – AF JROTC at Elkhart High, 36 Additional Days
 David Elliott – Music at Elkhart High, 10 Additional Days
 Heidi Elonich – Counselor at Freshman Division, 10 Additional Days
 Camille Evans – Counselor at Elkhart High, 10 Additional Days
 Carol Fish – Psychologist at Exceptional Learners, 3 Additional Days
 Jennifer Garcia – Counselor at Career Center, 10 Additional Days
 Riley Girton – Music at Elkhart High, 10 Additional Days
 Alezander Holtz – District Instructional Coach at West Side, 5 Additional Days
 Natalie Kant – Counselor at Pierre Moran, 7 Additional Days
 Heather Kidder – C&T Agriculture at Elkhart High, 5 Additional Days
 Kelly Krider – Counselor at Elkhart High, 10 Additional Days
 Gail Leister – Counselor at Career Center, 10 Additional Days
 Allison Makowski – Counselor at Elkhart High, 10 Additional Days
 Sylesta Morgan – Counselor at West Side, 7 Additional Days
 Christina Morris-Campbell – Psychologist at Exceptional Learners, 3 Additional Days
 Laura Reverman – Diagnostician at Exceptional Learners, 3 Additional Days
 Ashley Robertson – Horticulture at Career Center, 5 Additional Days
 Nancy Rodman – Coordinator at Career Center, 10 Additional Days
 Scott Rutledge – AF JROTC at Elkhart High, 36 Additional Days
 Riana Sass – Autism Coordinator at Exceptional Learners, 10 Additional Days
 Dawn Settles – Counselor at North Side, 7 Additional Days
 Ivette Sifuentes – EL Fam/Community Specialist at Elkhart High, 10 Additional Days

Cara Starzyk – Counselor at Elkhart High, 10 Additional Days
 Jennifer Tashijan – Counselor at North Side, 7 Additional Days
 Guy Tatay – Counselor at West Side, 7 Additional Days
 Michele Tibbs – Counselor at West Side, 7 Additional Days
 Jesse Tindle – Construction Trades at Career Center, 10 Additional Days
 Leigh Todd – Diagnostician at Exceptional Learners, 3 Additional Days
 Lindsey Walters – Media at Woodland, 10 Additional Days
 Cory Watt – Special Needs Coordinator at Career Center, 5 Additional Days
 Kyle Weirich – Coordinator at Elkhart High, 13 Additional Days
 Christina Werbiansky – Counselor at Elkhart High, 10 Additional Days
 Bret Winternheimer – Music at Elkhart High, 10 Additional Days
 Elizabeth Yoder – Counselor at Freshman Division, 10 Additional Days

Classified

Employment of the following one (1) classified employee effective on date indicated:

Employment

Lania Kieft – FSCG Data Management Coordinator at ESC, 9/25/26

Transfer of the following seven (7) classified employees effective with the 2026 – 2027 school year:

Transfers

Alexia Smith – Paraprofessional at North Side to Paraprofessional at Daly
 Kim Fultes – Custodian at Elkhart High to Safety & Security at Campus Security
 Michelle Kline – Paraprofessional at North Side to Paraprofessional at Daly
 Richard Lancaster – Paraprofessional at Feeser to Paraprofessional at Daly
 Heidi Pawling – Assistant Secretary at Cleveland to Secretary to the Principal at Cleveland
 Kathaleen Stebbins – Head Custodian at Freshman Division to Head Custodian at Riverview
 Taylor Rodriguez – Paraprofessional at Elkhart High to Paraprofessional at Roosevelt

Employment of the following one (1) claim employee in the 2026 – 2027 school year:

Claims

Ruby Flores – Support Technician at Tech Services

Employment of the following six (6) coach employees in the 2026 – 2027 school year:	Coaches
- Jyrron Cooper – Assistant 6th Grade Football at Freshman Division - Katelyn Crothers – Assistant Girls Volleyball at Elkhart High - Janice Fuller – Head 6th Grade Girls Volleyball at Pierre Moran - Julius Henderson – Assistant Football at Elkhart High - Tyrique House – Assistant Football at Elkhart High - Albert White – Head 7th Grade Football at Pierre Moran	
Reassignment of the following one (1) certified staff to a classified position effective on date indicated:	Reassignments
Melissa Hertsel – Technical Assistant at Career Center, 10/6/26	
Reassignment of the following five (5) classified employees to a certified position:	Reassignments
- Heather Dills – Social Worker at Pierre Moran - Teresa Garcia Ponce – Social Worker at Elkhart High - Tiasia Helton – Paraprofessional at North Side - Jordan Smith – Substitute Teacher at ESC - Danielle Weaver – Social Worker at Pierre Moran	
Resignation of the following sixteen (16) classified employees effective on date indicated:	Resignations
- Kristin Carpenter – Substitute Teacher at ESC, 5/29/26 - Deanna Foster – Guidance Secretary at West Side, 5/29/26 - Brooke Grenier – Paraprofessional at Cleveland, 5/29/26 - Esther Hargrove – Paraprofessional at Beck, 5/29/26 - Riley Keppler – Substitute Teacher at ESC, 5/29/26 - Sharon Kirkpatrick – Custodian at Pierre Moran, 7/31/26 - Jillian Mann – Substitute Teacher at ESC, 5/29/26 - Breanna Miranda – Bus Driver at Transportation, 5/29/26 - Louis Morales – Technical Assistant at Career Center, 5/29/26 - Kathryn Nichols – Registered Nurse at West Side, 6/1/26 - Courtney Pierce – Paraprofessional at West Side, 5/29/26 - Cassey Saupe – SLPA at North Side, 5/29/26 - Tracy Sheppard, Jr. – Bus Driver at Transportation, 5/29/26	

Jennifer Smeltzer – Secretary to the Principal at Daly,
6/11/26
Jennifer Smith – Data & Assessment Manager at ESC,
8/10/26
Eric Tucker – Safety & Security at Campus Security,
8/4/26

Retirement of the following three (3) classified employee effective on date indicated: Retirements

Barbara Malone – Paraprofessional at Career Center,
9/4/26 with 25 Years of Service
Christina Romanetz – Executive Assistant at ESC,
8/31/26 with 17 Years of Service
Wesley Turner – Bus Driver at Transportation, 8/26/26
with 11 Years of Service

Rescission of the following one (1) classified employee: Rescissions
Casey Saupe – SLPA at North Side

Unpaid leave request for the following one (1) classified employee effective on dates indicated: Leaves

Jennifer Ruvalcaba – Technical Assistant at Career Center, beginning 8/10/26 and ending 11/24/26

Approval of the following two (2) classified job description revisions: Job Description Revisions

Executive Assistant (Superintendent’s Office)
Executive Assistant Employee Group

Corporation Test Coordinator (Formerly Data & Assessment Manager)
Miscellaneous Employee Group

Administrative appointment of the following one (1) certified administrator effective on the date indicated: Administrative Appointments

Cambria Neely – Principal at Eastwood, 8/3/26

By unanimous action, the Board approved the proposed 2027 Board Meeting Schedule and waived second reading. (Codified File: 2627-022) 2027 Board Meeting Schedule

Mrs. Conrad presented a resolution regarding the reorganization and renaming of Mary Beck Elementary School to Monger Elementary School, the dedication of the Mary Beck Memorial Library, and the continued preservation of Mary Beck’s historical memorabilia Resolution

In response to Board inquiry, Mrs. Riise explained that the Monger school identity is being maintained to preserve existing student and school data with the State, as Monger was not closed through the

consolidation process. She noted that retaining the Mary Beck school name could create confusion with State reporting and historical data.

Mrs. Riise further emphasized that Mary Beck's legacy will continue to be honored through the dedication of the Mary Beck Memorial Library, including a plaque and the preservation and display of Mary Beck historical memorabilia.

By unanimous action, the Board approved a resolution regarding the reorganization of Mary Beck Elementary School to Monger Elementary School, the dedication of the Mary Beck Memorial Library, and the continued preservation of Mary Beck's historical memorabilia. (Codified File 2627-023)

Chief Financial Officer Ronda Ross presented a recommendation for adult meal prices for the 2026-2027 school year.

Adult Meal Prices
for 2026 – 2027
School Year

In response to Board inquiry, Ms. Ross explained that adults in District buildings may purchase meals through Chartwells and that the State established a minimum adult meal price of \$5.32 for the 2026-2027 school year. The administration recommended setting the adult meal price at \$5.50 to simplify cash transactions. Ms. Ross indicated that information regarding the number of staff members who purchase meals would be provided as part of the food service update at the next Board meeting.

It was also noted, due to the District's Community Eligibility Provision (CEP) status, students will continue to receive breakfast and lunch at no cost during the 2026-2027 school year.

By unanimous action, the Board approved the adult meal price of \$5.50 for the 2026-2027 school year. (Codified File 2627-024)

Director of Transportation TJ Spencer provided the Board with an update regarding transportation operations for the 2026-2027 school year. Mr. Spencer recognized the Transportation Department staff for their work in preparing for the school year and reported that twenty (20) large bus routes had been consolidated following an evaluation of District routes. He explained the consolidation improved operational efficiency and driver staffing, moving the department from a shortage of seventeen (17) drivers to a surplus of two (2) drivers. He also noted the reduction in routes is expected to decrease fuel and diesel exhaust fluid (DEF) consumption.

Transportation
Update

Mr. Spencer reported the department's back-to-school training included partnerships with the Indiana State Police and the Indiana Department of Education, with an emphasis on transportation laws, compliance, and safety. He also discussed plans to pilot driver-safety technology, including outward- and inward-facing camera systems.

In response to Board inquiries, Mr. Spencer provided an overview of his professional background in transportation and safety, including experience with Chicago Public Schools, the Chicago Transit Authority, and rail safety operations across the country.

The Board discussed anticipated bus ride times, particularly in areas affected by school consolidation and ongoing construction. Mr. Spencer explained additional time has initially been built into routes to allow the department to evaluate actual operating conditions at the beginning of the school year. Routes will be adjusted as the transportation system stabilizes, with an emphasis on getting students to school on time and minimizing the loss of instructional time.

Mr. Spencer also addressed bus capacity and efficiency, noting most District buses accommodate approximately seventy-seven (77) passengers, with approximately twenty-five (25) to thirty (30) buses accommodating eighty-four (84) passengers. Average route ridership has been approximately thirty (30) to thirty-five (35) students, providing opportunities to improve utilization of existing equipment.

The Board further discussed the District's Transfinder routing system and Stopfinder parent application. Mr. Spencer stated additional staff training is planned and the department intends to expand the use of Stopfinder features, including communication and bus arrival notifications. He estimated approximately forty percent (40%) of families currently use the application and emphasized the department's goal of providing greater assistance to families using the technology.

Mr. Spencer clarified that, although the department currently has a surplus of two (2) drivers, additional substitute drivers remain necessary to respond to absences, route adjustments, and potential capacity issues. He indicated approximately ten (10) substitute drivers would be operationally appropriate for a District of this size.

Mrs. Riise thanked Mr. Spencer and the Transportation Department for their work and acknowledged the significant operational changes made since his arrival.

Ms. Ross presented the monthly financial report for June 2026. She began with a review of the Education Fund, noting June receipts of approximately \$7.6 million, net revenue of approximately \$400,000, and an ending cash balance of approximately \$1.8 million. She reported wages and benefits represented approximately ninety-two percent (92%) of Education Fund expenditures to date, compared with eighty-five percent (85%) budgeted, and noted the fund continues to experience financial pressures. Ms. Ross further explained the Education Fund cash balance remains below the District's prudent twelve percent (12%) guideline of approximately \$10 million.

Finance
Report

Ms. Ross reviewed the Operations Fund and reported the District received its property tax distribution in June. She stated the fund was

within budget at the midpoint of the year and noted approximately \$2.7 million in encumbrances, primarily for anticipated fuel expenditures. Quarterly and annual insurance premiums also contributed to increased purchased services expenditures during the month.

Board Member Anne VonDerVellen emphasized the June property tax distribution significantly increased the Operations Fund cash balance but cautioned that the balance will decline as the District incurs approximately \$3.1 million in monthly expenditures prior to the next property tax distribution. She stressed the importance of continuing to monitor expenditures and remaining within budget as the District implements organizational and financial adjustments intended to improve its financial position.

Ms. Ross also reviewed the Rainy Day Fund and the District's combined cash balances for funds reviewed by the Department of Local Government Finance (DLGF), reporting a combined cash balance of approximately \$24.8 million.

Ms. Ross presented updated financial projections and discussed the impact of declining Average Daily Membership (ADM) on District revenue. She reported the Education Fund is currently projected to end the year with an approximately \$2 million deficit based on the adjusted budget and certain previously implemented reductions. She noted the projections do not yet incorporate the District's most recent reductions and organizational changes and will be updated as those savings are realized. Without additional mitigating measures, prior projections reflected an approximately \$12 million Education Fund deficit for 2027.

Ms. Ross concluded with an update on District savings initiatives, including reductions in central office and building-level staffing, controls on overtime and compensatory time, implementation of time clocks, and savings from unfilled vacancies. She reported payroll expenditures decreased approximately \$4.9 million when comparing the 2024-2025 and 2025-2026 periods presented. Additional savings associated with school consolidation, recent budget alignments, and food service management will be included in future financial updates.

Ms. Ross presented an update on the District's health insurance plan, reporting, although the plan's performance for June was less favorable than June of the prior year, the year-to-date loss ratio improved to seventy-nine percent (79%), compared with eighty-seven percent (87%) for the same period last year. Ms. Ross also reviewed plan trends and areas being monitored and indicated the report would be posted on the District's website following the meeting.

Insurance
Report

In closing, Mrs. Riise provided a follow-up regarding the District's updated complaint process, explaining the process is intended to improve efficiency by ensuring concerns are directed to the appropriate individual and addressed thoroughly and in a timely manner. She

From the
Superintendent

thanked the Board and community for their support as the new process is implemented.

Mrs. Riise recognized Chris Romanetz for her service to ECS and expressed appreciation for her contributions and support to District leadership and the Superintendent's Office.

Mrs. Riise reported the updated Average Daily Membership (ADM) information and projections would be presented at the next Board meeting. Addressing concerns regarding projected class sizes, she explained actual enrollment and class sizes cannot be accurately determined until students are in attendance. She noted the administration has worked collaboratively with the Elkhart Teachers Association (ETA) and will evaluate enrollment and make adjustments as necessary after actual student counts are available.

Mrs. Riise also reported the administration is finalizing a comprehensive list of District savings initiatives that will be shared with the Board and community. She indicated additional savings are anticipated beyond the approximately \$4.9 million in payroll savings reported during the Finance Report.

In preparation for the opening of the 2026-2027 school year, Mrs. Riise expressed appreciation to District employees for their resilience, flexibility, and dedication throughout the summer. She recognized administrators, teachers, support staff, and employees who assumed additional responsibilities and worked to ensure District buildings were safe, clean, welcoming, and prepared for students.

Mrs. Riise concluded by expressing enthusiasm for the start of the new school year and the opportunities for student growth and learning, emphasizing the District's commitment to working together as "Elkhart Strong."

The meeting adjourned at approximately 7:26 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Kellie L. Mullins, Vice President

Mike Burnett, Secretary

Dacey S. Davis, Member

Eric Ivory, Member

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

man

[illegible]

Grant Approvals to Board of School Trustees - 8/25/26

What is the title of the grant?	What is the name of the granting agency/ entity?	Please list school/entity applying.	Individual/ contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Friends of NRA State Fund Grant Program	Friends of NRA	Elkhart High School AFJROTC	SMSgt Scott Rutledge	Equipment and Supplies valued approx \$5,000	Grant is for equipment and supplies. No funds will be distributed	Equipment and supplies will be used to grow our fledgling marksmanship program. Cadets at each grade level will get training and the ability to improve in the area of self discipline, following the rules, patience, friendly competition and camaraderie.	It is up to the organization to determine what items they will be willing to send us. The largest ticket item we are requesting is for a computer program and scanner to score targets, as well as training supplies, spotting scopes, kneeling pads, pellet rifles, and targets. In the past we received about 3,000 dollars in equipment to get us started, and now we are in need of more items to build the activity.	12/3/2026

Michelle Austin
8/20/26



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES

FROM: MONICA CONRAD
GENERAL COUNSEL

MC

DATE: AUGUST 25, 2026

RE: CONTRACTS RECOMMENDED FOR BOARD APPROVAL

The Administration recommends approval of the following contracts. These contracts have been reviewed by the District Counsel prior to submission to the Board.

Contractor	Requesting Administrator	Description	Funding Source	Amount
Goshen Health	Kristin Sederberg	Recommendation to approve partnership agreement with Goshen Health to provide one tower garden for use by students and staff. The garden will provide hands-on learning experience and aims to increase student and staff knowledge about food, nutrition, and health.	No cost to ECS	
IXL Learning, Inc.	DJ Rhoades	Recommendation to approve data sharing agreement between ECS and IXL Learning with regards to receiving and protecting ILEARN test results and student performance data.	No cost to ECS	

Contractor	Requesting Administrator	Description	Funding Source	Amount
KidsCare, a division of Boys & Girls Clubs of Elkhart County	Dr. Amy Rauch	Recommendation to approve Memorandum of Understanding (MOU) with Kids Care for before and after school care for ECS students.	Operations and reimbursement from state for after school snacks	\$55/hour plus \$1 per mile excess mileage rate
PowerSchool	DJ Rhodes	Recommendation to approve renewal subscriptions with PowerSchool. The cloud-based K-12 education software unifies student records, instruction, registration, and district operations into a single connected platform.	Operations	\$130,495.81
Secure W2	DJ Rhoades	Recommendation to approve renewal subscription with Secure W2. The subscription provides end users with a streamlined and secure way of connecting their devices to the ECS wireless network.	Operations	\$25,350.84

MJC/crr

Cc: Michele Riise, Superintendent
Dr. Amy Rauch, Deputy Superintendent
Erica Purvis, Controller





Human Resources Department

2720 California Road • Elkhart, IN 46514

Phone: 574-262-5500

TO: MRS. MICHELE RIISE
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 25, 2026

MAR

REVISED

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – We recommend one (1) administrator appointment effective August 24, 2026.
- b. **Termination of Administrator** – We report the termination of one (1) administrator effective August 14, 2026.
- c. **New Certified Staff** – We recommend the approval of twenty-three (23) new certified staff for the 2026-27 school year.
- d. **Certified Staff Transfers** – We recommend two (2) certified staff for transfers effective August 10, 2026.
- e. **Certified Staff Transfer** – We recommend one (1) certified staff for a transfer effective August 17, 2026.
- f. **Certified Staff Transfers** – We recommend two (2) certified staff for transfers effective August 21, 2026.
- g. **Reassignment** – We recommend the reassignment of three (3) staff from classified positions to certified positions.
- h. **Separation** – We report the resignation of seven (7) certified staff.
- i. **Retirement** – We report the retirement of one (1) certified staff that provided eighteen (18) years of service.

CLASSIFIED

- a. **Administrative Appointment** – We recommend two (2) administrator appointments effective August 17, 2026.
- b. **Administrative Appointment** – We recommend two (2) administrator appointments effective August 17, 2026.
- c. **New Classified Staff** – We recommend the approval of three (3) new certified staff for the 2026-27 school year.
- d. **Classified Staff Transfers** – We recommend the transfer of two (2) classified staff for the 2026-27 school year.

- e. **Substitutes** – We recommend two (2) substitute teachers for employment in the 2026-27 school year.
- f. **Coaches** – We recommend the employment of five (5) coaches for the 2026-27 school year.
- g. **Reassignment** – We recommend the reassignment of three (3) classified staff to certified positions for the 2026-27 school year.
- h. **Separation** – We report the separation of fourteen (14) classified staff.
- i. **Retirement** – We report the retirement of one (1) classified staff who has provided a total of thirty-one (31) years of service.
- j. **Rescission** – We report the rescission of one (1) classified staff.
- k. **Termination** – We report the termination of two (2) classified staff.



Human Resources Department

2720 California Road • Elkhart, IN 46514

Phone: 574-262-5500

TO: MRS. MICHELE RIISE
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 11, 2026

MAR

ADDENDUM TO PERSONNEL REPORT

CERTIFIED

- a. **Administrative Appointment** – We recommend one (1) administrator appointment effective August 3, 2026.

A RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES REGARDING THE DISPOSAL OF SURPLUS PROPERTY

WHEREAS, Elkhart Community Schools (“ECS”) has determined that it no longer needs the items of personal property on the attached in Exhibit A, and such items are surplus properties.

THEREFORE, BE IT RESOLVED, that ECS declares that the items on the attached Exhibits to be surplus property; and

BE IT FURTHER RESOLVED that, if the cost of disposal, sale, and transportation of the items is more than they are worth, then the items are declared worthless and may be sold, demolished, recycled, donated, or gifted.

BE IT FURTHER RESOLVED that, if the items have an individual value of \$1,000.00 or an aggregate value over \$5,000.00, the items shall be sold either in an advertised public sale by sealed bids or by auction pursuant to IC 5-22-22-4 or IC 5-22-22-5.

BE IT FURTHER RESOLVED that the surplus property may be transferred to another government agency or unit pursuant to Indiana statutes.

NOW THEREFORE BE IT RESOLVED that ECS are hereby authorized to dispose of property identified in Exhibit A in a manner consistent with Indiana law as set forth above.

[SIGNATURES ON NEXT PAGE]

ADOPTED at a meeting of the Elkhart Community Schools' Board of School Trustees held on August 25, 2026, at 2720 California Road, Elkhart, Indiana 46514.

**ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES**

Troy E. Scott, President

ATTEST:

Michael A. Burnett, Secretary

EXHIBIT A

Surplus Sheet			
Date: August 20, 2026 Name: Elkhart Community Schools Address: 2720 California Rd Elkhart IN 46514			
Qty	Item	Description	Value
30	18" blue chairs	Used	\$ 500.00
30	Student desks	Used	\$1,500.00
Notes: Items listed above have reached their useful life span and are to be sold to Trinity Lutheran School.			

**A RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES OF ELKHART
COMMUNITY SCHOOLS TO DISCONTINUE THE USE OF IDOE SCHOOL CODE
1752 FOR ALTERNATIVE EDUCATION DATA REPORTING AND REASSIGN SUCH
REPORTING TO STUDENTS' HOME SCHOOLS**

WHEREAS, the Board of School Trustees ("Board") of Elkhart Community Schools ("ECS") is responsible for maintaining accurate educational records, data collection, and state reporting in accordance with statutes and regulations established by the Indiana Department of Education (IDOE); and

WHEREAS, the ECS has previously utilized Indiana Department of Education ("IDOE") School Building/Location Code 1752 as a secondary or non-operating administrative entity for tracking and reporting data for students enrolled in alternative education programs; and

WHEREAS, the IDOE and state reporting frameworks emphasize that alternative education programs operate to serve enrolled students while maintaining alignment, accountability, and enrollment connections with their primary public home schools; and

WHEREAS, transitioning student data reporting from Code 1752 directly to each student's designated IDOE home school building number will improve data integrity, streamline attendance and assessment reporting, simplify state funding allocation tracking, and ensure individual home schools retain direct visibility over student academic progress.

THEREFORE, BE IT NOW RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF ELKHART COMMUNITY SCHOOLS THAT:

- 1. Discontinuation of Code 1752:** Effective for the 2026-2027 School Year school year and all subsequent reporting periods, the Corporation hereby officially discontinues the use of IDOE School Code 1752 for student reporting and accountability submission purposes.
- 2. Reassignment to Home Schools:** All state reporting for students participating in alternative education programs—including, but not limited to, enrollment, attendance, course completion, graduation tracking, assessment data, and special education information—shall henceforth be reported under the IDOE school code corresponding to each individual student's assigned home school within the district.
- 3. Authorization of Administration:** The Superintendent, Director of Technology/Data Reporting, and designated administrative staff are hereby authorized and directed to execute all administrative adjustments in the local Student Information System (SIS), coordinate with the IDOE Data Exchange system, and issue any necessary notifications to affect this reporting realignment seamlessly.

ADOPTED AND APPROVED by the Board of School Trustees of Elkhart Community Schools meeting held on the 25th day of August, 2026.

President, Board of School Trustees

ATTEST:

Secretary of Board of Trustees

**RESOLUTION OF THE GOVERNING BOARD OF
ELKHART AREA CAREER CENTER PROGRAMS AUTHORIZING USE
OF IMITATION FIREARMS FOR
CRIMINAL JUSTICE PROGRAM SIMULATIONS
AND THE USE OF LOW-VELOCITY PELLET RIFLES FOR ITS AFJROTC
MARKSMANSHIP PROGRAM**

WHEREAS, the Board of Trustees for the Elkhart Community Schools (the “Board”) recognizes the importance of including simulations of real-world situations in the curriculum for certain career and technical education programs such as Criminal Justice with the Elkhart Area Career Center (“EACC”);

WHEREAS, the Board also recognized the importance of including training for its Air Force Junior Reserve Officer Training Corps (“AFJROTC”) program at Elkhart High School (“EHS”) in the area of gun safety; and

WHEREAS, EHS supports and sponsors an AFJROTC program at the EHS 10-12 Campus, which includes a Marksmanship Team; and

WHEREAS, the AFJROTC Marksmanship Team participation includes competitions against other AFJROTC teams and requires students to use a shooting range for practice and competitions.

WHEREAS, for this extra-curricular participation, the ECS maintains a shooting range and equipment, including low-velocity pellet rifles that operate by compressed air, and are maintained in a designated locked area; and

WHEREAS, AFJROTC participants must go through prerequisite safety training which includes a safety test and an exam as part of the program under the direction of a formally certified instructor;

WHEREAS, all use of air rifles with the AFJROTC are under the supervision and direction of certified instructors;

WHEREAS, the EACC Criminal Justice program simulations are conducted in a safe, controlled educational environment by appropriately credentialed instructors;

WHEREAS, Indiana Code § 35-47-9-2 makes it a Class B misdemeanor for a person to possess an imitation firearm on school property;

WHEREAS, Indiana Code § 35-47-9-1 establishes an exemption to the application of Indiana Code § 35-47-9-2 where the school board authorizes such possession;

WHEREAS, the Board wishes to apply this school board authorization exemption to the use of imitation firearms in EACC Criminal Justice program simulations as well as the use of pellet rifles for the AFJROTC program;

WHEREAS, local law enforcement and the Elkhart County Prosecutor’s Office have been consulted and do not object to this exemption;

NOW THEREFORE, BE IT RESOLVED, by the Board, after careful consideration and evaluation of the information before it, that the EACC Criminal Justice program instructors and students are authorized to limited possession of imitation firearms for the sole purpose of completing simulations conducted by appropriately credentialed instructors in the controlled educational environment of the EACC Criminal Justice program and, similarly, the AFJROTC Marksmanship program instructors and students are authorized to limited possession of low-velocity pellet rifles for purposes of its program.

Approved by the Board of School Trustees of Elkhart Community Schools meeting held on the 25th day of August, 2026.

President, Board of School Trustees

ATTEST:

Secretary of Board of School Trustees

ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Bylaws Templates

8 policies

August 19, 2026

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BYLAWS TEMPLATES

po0100

Proposed Revised - DEFINITIONS

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

0100 - DEFINITIONS

As used in the School Board's ~~() bylaws and policies~~ (x) bylaws and policies and the Superintendent's administrative guidelines - ~~[END OF OPTION]~~, the following terms shall have the meaning set forth below:

Administrative Guideline

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

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The Board of School Trustees (or Education), which is the governing body of the School Corporation as defined in I.C. 20-18-2-5.

Bylaw

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

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Classified Employee

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

Corporation

The Elkhart Community Schools. **[Insert name of Corporation.]**

Due Process

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

Executive Session

A meeting from which the public is excluded, except the Board may admit those persons necessary to carry out its purpose. The Board also may admit an individual who has been elected to the Board but has not been sworn in as a member of the Board.

Full Board

All members of the Board.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

1
2 A. How a student will access the general education curriculum, if appropriate.

3
4 B. The special education and related services needed to participate in the
5 educational environment.

6
7 The required components of an IEP are contained in 511 IAC 7-42-6.

8
9 A transition IEP is an IEP that is:

10
11 A. developed in accordance with 511 IAC 7-43-4; and

12
13 B. in effect when the student enters into grade 9 or becomes fourteen (14) years of
14 age, whichever occurs first, or earlier if determined appropriate by the CCC.

15 **Information Resources**

16
17 The Board defines Information Resources to include any data or information in
18 electronic, audio-visual or physical form, or any hardware or software that makes
19 possible the storage and use of data or information. This definition includes but is
20 not limited to electronic mail, voice mail, social media, text messages, databases,
21 CD-ROMs, DVDs, websites, motion picture film, recorded magnetic media,
22 photographs, digitized information, or microfilm. This also includes any
23 equipment, computer facilities, or online services used in accessing, storing,
24 transmitting or retrieving electronic communications.

25 **May**

26
27 A statement providing that an action is permitted but not required.

28 **Meeting**

29
30 A gathering of a majority of the Board for the purpose of taking official action
31 upon public business. It does not include any of the following:

32
33 A. Any social or chance gathering not intended to avoid the Open Door Law.

34
35 B. Any on-site inspection of any:

36
37 1. project;

38
39 2. program; or
40
41
42

3. facilities of applicants for incentives or assistance from the Board.

C. Traveling to and attending meetings of organizations devoted to the betterment of government.

D. A caucus.

E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.

F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.

G. A gathering for the sole purpose of administering an oath of office to an individual.

H. Collective bargaining discussions that the Board engages in directly with bargaining adversaries, provided that the Board has not appointed an agent or agents to conduct collective bargaining on its behalf.

See Indiana Code 5-14-1.5-2(c), (d), (e) and -3.5.

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

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

Parent

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents shall be considered to have equal rights unless a court terminates or otherwise limits parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") are any portable wireless devices that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipment with computer technology, gaming devices, and/or other web-enabled devices of any type. Depending on the election made in Policy 5136 – Personal Communication Devices, smartwatches are not considered PCDs unless connected to a cellular telephone, a cell tower, or the Internet. If not connected, smartwatches and smart glasses are electronic equipment regulated pursuant to Policy 5136.01 - Personal Electronic Equipment Other Than Personal Communication Devices rather than Policy 5136 – Personal Communication Devices.

Policy

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

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0171.1).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional

Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

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

Relative

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

Secretary

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0171.3).

Shall

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

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including but not limited to text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Corporation-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments, and WIDA) for which the participation of all Indiana students is required.

Student

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

Superintendent

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

Support Employee

A non-certificated employee as the term is used in Indiana Code 20-29-2- 11, and as defined in these definitions.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of School Trustees (or Education) (see Bylaw 0171.2).

Voting

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

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

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

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in Thompson Reuters North Eastern Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume

number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

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Legal

I.C. 5-14-1.5-2(c), (d), (e)

I.C. 5-14-1.5-3.5

I.C. 20-26-5-40.7(c)

BYLAWS TEMPLATES

po0123

Proposed Revised - PHILOSOPHY OF THE BOARD

ADOPTED Nov 22, 2016

0123 - PHILOSOPHY OF THE BOARD

A School Corporation is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by and is governed by, State statutes.

The School Board has the dual responsibility for implementing the Corporation's legal obligations pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the Corporation, and the citizens shall be urged to bring their aspirations and concerns about the Corporation and its schools to the Board's attention.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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BYLAWS TEMPLATES

po0132.1

Proposed Revised - SELECTION OF SUPERINTENDENT

ADOPTED Nov 22, 2016

0132.1 - SELECTION OF SUPERINTENDENT

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of this Board.

Before entering into a contract of employment with a Superintendent, the Board shall comply with the requirements of I.C. 20-26-5-4.3 regarding notice and hearing. See also Board Policy 1220 regarding Employment of the Superintendent. After entering into a contract of employment with the Superintendent, the Board shall comply with the requirements of I.C. 20-26- 5-4.3 regarding posting the Superintendent's contract. See also Board Policy 8311 regarding Public Access to Employee Contracts.

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BYLAWS TEMPLATES

po0142

Proposed Revised - ELECTION AND ELIGIBILITY TO SERVE

ADOPTED Nov 22, 2016

0142 - ELECTION AND ELIGIBILITY TO SERVE

Plan

Members of the School Board shall be qualified and elected in accordance with the School Corporation's organization plan on file with the State Board of Education (I.C. 20-23-8-22).

Before August 1st of each school year (July 1 to June 30), the Superintendent shall file with the Secretary of Education a listing of the:

- A. names and addresses of members of the Board;
- B. names and addresses of the Board's officers;
- C. expiration dates of the terms of the Board's officers.

Should a change occur in Board membership during the term of one or more members of the Board, the School Corporation shall file the change with the Secretary of Education within thirty (30) days after the change occurs. (I.C. 20-23-8-22)

Eligibility

- A. A person is not qualified to run for a school board office unless the person is registered to vote in the election district the person seeks to represent not later than the deadline for filing the declaration or petition of candidacy or certificate of nomination. (I.C. 3-8-1-1)
- B. A candidate for a school board office must have resided in the Corporation for at least one (1) year before the election. A candidate for school board office seeking to represent an election district that consists of less than the entire

Corporation must have resided in the election district for at least one (1) year before the election. (I.C. 3-8-1-34)

C. A person may not hold more than one (1) lucrative office at a time, as provided in Article 2, Section 9 of the Constitution of the State of Indiana. (I.C. 3-8-1-3)

D. A person is disqualified from assuming or being a candidate for school board office if:

1. the person gave or offered a bribe, threat, or reward to procure the person's election, as provided in Article 2, Section 6 of the Constitution of the State of Indiana;
2. the person does not comply with I.C. 5-8-3 because of a conviction for a violation of the Federal laws listed in that statute;
3. in a
 - a. jury trial, a jury publicly announces a verdict against the person for a felony;
 - b. bench trial, the court publicly announces a verdict against the person for a felony; or
 - c. guilty plea hearing, the person pleads guilty or nolo contendere to a felony;
4. the person has been removed from the office the candidate seeks under Article 7, Section 11 or Article 7, Section 13 of the Constitution of the State of Indiana;
5. the person is a member of the United States armed forces on active duty and prohibited by the United States Department of Defense from being a candidate;
6. the person is subject to 5 U.S.C. 1502 (the Little Hatch Act) or 5 U.S.C. 7321-7326 (the Hatch Act) and would violate either Federal statute by becoming or remaining the candidate of a political party for nomination or election to an elected office or a political party office; or
7. the person is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political

party for nomination or election to an elected office or a political party office. (I.C. 3-8-1-5)

E. An individual who is at least eighteen (18) years of age and is otherwise eligible to assume office as a member of a governing body may not be disqualified on the basis of age (I.C. 20-26-4-9)

F. Ownership of property shall not be a qualification to serve as a Board member (I.C. 20-26-4-10).

G. An individual who is employed by the Corporation as a teacher or as a noncertificated employee (as defined in I.C. 20-29-2-11) may not be a member of the Board. If a teacher or a noncertified employee (as defined in I.C. 20-29-2-11) employed by the Corporation is elected or appointed to the Board, the employee must resign from employment by the Corporation before serving on the Board (I.C. 20-26-4-11).

The petition of nomination for a School Board office must state all of the following:

A. The name of each candidate as:

1. the candidate wants the candidate's name to appear on the ballot; and
2. the candidate's name is permitted to appear on the ballot under I.C. 3-5-7.

B. The address of each candidate, including the mailing address, if different from the residence address of the candidate.

C. The School Board office that each candidate seeks.

D. Each petitioner is a qualified registered voter and desires to be able to vote for the candidates listed on the petition.

E. One (1) of the following:

1. The candidate's political party affiliation.
2. The candidate is an independent candidate.
3. The candidate elects not to disclose any affiliation with a political party or that the candidate:

- a. is not affiliated with a political party; and
- b. does not identify as an independent candidate.

Unless a candidate who states a political party affiliation under E.1. above is challenged the candidate's statement must be indicated on the ballot in the manner determined by the county election board.

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- I.C. 3-8-1-1
- I.C. 3-8-1-3
- I.C. 3-8-1-5
- I.C. 3-8-1-34
- I.C. 5-8-3
- I.C. 20-23-8-22
- I.C. 20-25-3-4
- I.C. 20-26-4-9
- I.C. 20-26-4-10
- I.C. 20-26-4-11
- I.C. 20-29-2-11

Article 7, Section 11 of the Constitution of the State of Indiana
Article 7, Section 13 of the Constitution of the State of Indiana
5 U.S.C. 1502
5 U.S.C. 7321-7326

BYLAWS TEMPLATES

po0142.2

Proposed Revised - OATH

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

0142.2 - OATH

Each newly elected, re-elected, appointed, or re-appointed School Board member shall take the following oath of office administered by a notary public or other qualified person no later than thirty (30) days after beginning the term of office. (I.C. 5-4-1-1.2) However, the governing body may provide additional provisions to the oath that the governing body considers appropriate for the office.

[DRAFTING NOTE: Adjust the oath below to include any additional provisions adopted by the Corporation.]

"I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Indiana, and the laws of the United States and the State of Indiana. I will faithfully execute the duties of my office as a member of this governing body, so help me God."

I.C. 20-26-4-2

In addition, each Board member shall take other oaths which may be required for transactions connected with or related to the educational program of the School Corporation.

The oath shall be signed by the Board member and the person who administers it and filed in the circuit court clerk's office of the county containing the greatest percentage of the population of the Corporation. (I.C. 5-4-1-4)

I.C. 5-4-1-1.2

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I.C. 5-4-1-1.2

1	I.C. 5-4-1-4
2	I.C. 20-26-4-2
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BYLAWS TEMPLATES

po0151.1

Proposed Revised - BOARD OF FINANCE OF THE ELKHART COMMUNITY SCHOOL CORPORATION

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

0151.1 - BOARD OF FINANCE OF THE Elkhart Community SCHOOL CORPORATION

The School Board shall establish a Board of Finance for the Corporation consisting of the members of the School Board. The Corporation's Board of Finance shall meet at least once each calendar year during the period after the first Monday and on or before the last day of January. At the first meeting in each calendar year, the Board of Finance shall elect a President and a Secretary from its membership. These officers shall hold office until their successors are elected and qualified.

In addition to its annual meeting in January of each calendar year, the President of the Board of Finance shall convene the Board whenever requested to do so by one (1) of the members of the Board, and as necessary to perform the Board's statutory duties. A majority of the Board shall constitute a quorum for the transaction of the Board's business. All meetings of the Board of Finance shall be open to the public and the Secretary shall keep a record of the proceedings of the Board which shall be approved and signed by the President and attested to by the Secretary. This record of proceedings shall be a public record covered by I.C. 5-13-1.

During the annual meeting of the Board of Finance in January of each calendar year, the Corporation's investment officer shall make a written report to the Board summarizing the Corporation's investments during the preceding calendar year and naming each institution or entity in which the Corporation's money was deposited in the preceding year. The Board of Finance shall receive and review the report and the overall investment policy of the Corporation.

Also, during the annual meeting, the Board of Finance shall review the report submitted by the Superintendent which must assess the financial condition of the School Corporation using the fiscal and qualitative indicators determined under I.C. 20-19-7-4.

The Board of Finance shall designate and commission one or more financial institution(s) meeting the statutory standards for a depository of Corporation funds to

1 serve as a depository for these funds. The Board is authorized to revoke the
2 commission of a depository for Corporation funds. In its consideration of a proposal to
3 revoke the commission of a depository to receive and hold Corporation funds, the
4 Board of Finance shall apply the statutory standards and follow the statutory procedure
5 for its consideration of this decision.
6

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9 **Legal**

10 State Board of Accounts Public Schools Part 14

11 I.C. 5-13-7-5, 5-13-7-6, 5-13-7-8, 5-13-8-9
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BYLAWS TEMPLATES

po0172

Proposed Revised - LEGAL COUNSEL

ADOPTED Nov 22, 2016 · REVISED Sep 8, 2020

0172 - LEGAL COUNSEL

The School Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel also shall represent the Board where required by law.

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I.C. 20-26-5-44

BYLAWS TEMPLATES

po0175.1

Proposed Revised - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

ADOPTED Nov 22, 2016

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The School Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at Corporation expense.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the Corporation within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

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ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Administration Templates

10 policies

August 19, 2026

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ADMINISTRATION TEMPLATES

po1113

Proposed Revised - SCHOOL DIRECTORY

ADOPTED Nov 22, 2016

1113 - SCHOOL DIRECTORY

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, addresses, and telephone numbers of all professional and support staff as well as the Board and Superintendent.

Directories shall be distributed to all Corporation personnel, but shall not be available to individuals and/or firms for commercial or private gain unless, in the judgment of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

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ADMINISTRATION TEMPLATES

po1130

Proposed Revised - CONFLICT OF INTEREST

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

1130 - CONFLICT OF INTEREST

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the Corporation.

To accomplish this, the School Board has adopted the following guidelines which apply to all Corporation employees, officers, agents, and Board members to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive; nor are they intended to substitute for good judgment on the part of all Corporation employees, officers, agents, and Board members.

~~[] SELECT EITHER OPTION 1 OR OPTION 2~~

~~[] Option 1~~

~~An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~

~~OR~~

☒ Option 2

An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1- 4.

~~[END OF OPTIONS]~~

1. No employee, officer, agent, or Board member shall engage in or have a financial or other interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with the individual's Corporation responsibilities.
2. Employees, officers, agents, and Board members shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the Corporation.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or professional relationship with the Corporation through their access to Corporation records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner; if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member, or any business or professional practitioner with whom any employee, officer, agent, or Board member has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees, officers, agents, and Board members shall not make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 4. Employees, officers, agents, and Board members of the Corporation may neither solicit nor accept gratuities, favors, or anything of monetary value

1 from contractors.

- 2
- 3 5. No employee, officer, agent, or Board member with a real or apparent
- 4 conflict of interest may participate in the selection, award, or
- 5 administration of a contract supported by the Federal award. A conflict of
- 6 interest includes when the employee, officer, agent, or Board member, or
- 7 any member of their immediate family, their partner, or an organization
- 8 that employs or is about to employ any of the parties indicated herein,
- 9 has a financial or other interest in or a tangible personal benefit from an
- 10 entity considered for a contract.
- 11

12 This includes contracts between the Corporation and an entity in which

13 the individual has a pecuniary interest, as defined in I.C. 35-44.1-4(a)(3),

14 or from which the individual derives a profit, or in which a dependent, as

15 defined in I.C. 35-44.1-4(a)(1), of the individual has a pecuniary interest or

16 derives a profit.

- 17
- 18 B. No conflict of interest will be deemed to be present if the individual's interest in
- 19 the contract or purchase and all other contracts and purchases made by the
- 20 Corporation during the twelve (12) months before the date of the contract or
- 21 purchase was less than \$250.
- 22
- 23 C. Should exceptions to this policy be necessary in order to provide mandatory
- 24 services through a private relationship to students or clients of the Corporation,
- 25 all such exceptions will be made known to the individual's supervisor, or to the
- 26 School Board if there is no supervisor, and will be disclosed to the
- 27 Superintendent before entering into any private relationship.
- 28
- 29 D. To the extent that the Corporation has a parent, affiliate, or subsidiary
- 30 organization that is not a State, local government, or Indian tribe, the
- 31 Corporation may not conduct a procurement action involving the parent,
- 32 affiliate, or subsidiary organization if the Corporation is unable, or appears to be
- 33 unable, to be impartial.
- 34
- 35 E. Employees, officers, agents, and Board members must disclose any potential
- 36 conflict of interest that may lead to a violation of this policy to the Corporation.
- 37 Upon discovery or notification of any potential conflict of interest, the
- 38 Corporation will disclose, in writing, the potential conflict of interest to the
- 39 appropriate Federal awarding agency or, if applicable, the pass-through entity.

40 The Corporation will promptly disclose whenever, in connection with the Federal

41 award (including any activities or subawards thereunder), it has credible

42

evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The Corporation is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200.

F. Employees, officers, agents, and Board members found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

~~[DRAFTING NOTE: The Corporation has discretion over the appropriate disciplinary actions. For example, the Corporation may suspend or terminate the individual's employment, transfer the individual, end the Corporation's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]~~

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I.C. 20-26-3-4

I.C. 20-26-5-4

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5

2 C.F.R. Part IV

2 C.F.R. 200.112, 200.113, 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42

ADMINISTRATION TEMPLATES

po1210

Proposed Revised - BOARD - SUPERINTENDENT RELATIONSHIP

ADOPTED Nov 22, 2016 · REVISED Jun 9, 2020

1210 - **BOARD - SUPERINTENDENT RELATIONSHIP**

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the Corporation.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the Superintendent is appointed the chief representative of the School Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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ADMINISTRATION TEMPLATES

po1241

Proposed Revised - NON-REEMPLOYMENT OF THE SUPERINTENDENT

ADOPTED Nov 22, 2016

1241 - NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board has an obligation to employ professional leadership best trained and equipped to meet the educational needs of the children. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, the Superintendent shall be notified in writing by the President, as approved by the Board, that his/her contract will expire upon the expiration date set forth in the contract.

Notification of its intent not to renew his/her services shall be delivered to the Superintendent in person or by registered mail not later than January 1 of the year in which the contract expires.

Further, the Superintendent's contract can terminate on any date that is mutually agreeable to the Board and the Superintendent.

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I.C. 20-28-8-7

ADMINISTRATION TEMPLATES

po1411

Proposed Revised - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

ADOPTED Nov 22, 2016

1411 - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

The School Board recognizes that its employees teach its students by example and serve as a role model for students. It, therefore, requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law and Board policies and administrative guidelines in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the Superintendent. If the words or acts that violate this policy are the Superintendent's words or acts, the report shall be made to the Board President. An employee also may report suspected malfeasance, misfeasance or nonfeasance by a public officer to the State Board of Accounts.

Employees are subject to disciplinary action, up to and including termination, for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor will direct the reporting employee to put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported

at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

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I.C. 5-11-1-9.5

I.C. 36-1-8-8

ADMINISTRATION TEMPLATES

po1520.08

Proposed Revised - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

1520.08 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ members of the administration as coaches or activity sponsors. The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new

information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for

each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored athletic activity must complete one (1) or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

1. concussions in sports;
2. heat illness prevention; and
3. sudden cardiac arrest.

Additional requirements for coaches of IHSAA athletic teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

~~[] Additionally, the Board requires that:~~

- A. ~~[] All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at~~

1 least once during a two (2)-year period that:

- 2
- 3 1. contains player safety content on concussion awareness;
- 4 2. includes content for prevention of or response to heat-related medical
- 5 issues that may arise from a student athlete's training;
- 6 3. requires a coach to complete a test demonstrating comprehension of the
- 7 content of the course; and
- 8 4. awards a certificate of completion to a coach who successfully completes
- 9 the course.

10 If the coach receives notice from the Corporation that new information has been
11 added to the course before the end of the two (2)-year period, the coach shall
12 complete instruction and successfully complete a test concerning the new
13 information.

- 14 B. ~~[] All coaches () and athletic activity sponsors [END OF OPTION] of~~
15 ~~interscholastic or intramural sports for students of any age shall receive training~~
16 ~~about () concussions () and sudden cardiac arrest () and heat-related~~
17 ~~medical issues [END OF OPTION] at least once during a two (2)-year period.~~
- 18 C. ~~[] All coaches () and athletic activity sponsors [END OF OPTION], other than~~
19 ~~football coaches, shall be required to complete a coaching education course that~~
20 ~~contains player safety content on concussion awareness, equipment fitting, heat~~
21 ~~emergency preparedness, and proper technique. The course shall be completed~~
22 ~~prior to coaching or serving as an athletic activity sponsor. Each coach () and~~
23 ~~athletic activity sponsor [END OF OPTION] shall complete a course not less~~
24 ~~than once during a two (2)-year period.~~

25 **[END OF OPTIONS]**

26
27 The Superintendent shall require that each person employed as a coach or athletic
28 activity sponsor is qualified, has cleared a background check required by State law and
29 Policy 1521 - Personal Background Checks, References and Mandatory Reporting or
30 Policy 8120 - Volunteers, and has received the training required by State law and this
31 policy. Additionally, before the Corporation hires or allows an individual to coach an
32 IHSAA-recognized sport, the Corporation shall take the following steps:

33
34 A. ask the individual:

- 35
- 36 1. whether the individual is or has been accredited by the IHSAA; and
- 37
- 38 2. if the individual is or has been accredited by the IHSAA, whether the
- 39 individual's accreditation has ever been suspended or revoked;
- 40

41 B. request references from the individual;

C. contact the references that the individual provides to the Corporation; and

D. contact the IHSAA to determine whether the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if an administrator who is a coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the IHSAA when an administrator who is a coach accredited by the IHSAA:

A. has been convicted of an offense described in I.C. 20-28-5-8(c) (☒) or I.C. 20-26-5-11.2(b) **[END OF OPTIONS]** - or of a known comparable offense in another state.

B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE BOARD WISHES TO INCLUDE THIS REPORT IN THE POLICY]

☒ The Corporation shall report to local law enforcement any suspected misconduct by an administrator who is a coach that may constitute a crime.

[END OF OPTIONS]

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I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

ADMINISTRATION TEMPLATES

po1530

Proposed Revised - EVALUATION OF ADMINISTRATORS

ADOPTED Nov 22, 2016

1530 - EVALUATION OF ADMINISTRATORS

Policy 3220 provides for annual performance evaluations as required by I.C. 20-28-11.5-4 for each "certificated employee" as defined in I.C. 20-29-2-4. This definition of "certificated employee" is a person whose contract with the Board requires that the person hold a license or permit from the division of professional standards of the Indiana Department of Education under I.C. 20-28.

Because the Board's administrative staff is covered by the definition of "certificated employee", the evaluation plan developed pursuant to Policy 3220 shall include the evaluation of administrators. The evaluation plan for administrators may be combined with or separate from the plan for the evaluation of "school employees" as defined in I.C. 20-29-2-13 and may be amended as necessary to accomplish its purpose.

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I.C. 20-28-11.5-4, 20-29-2-4, 20-29-2-13

ADMINISTRATION TEMPLATES

po1537

Proposed Revised - MILITARY SERVICE

ADOPTED Nov 22, 2016

1537 - **MILITARY SERVICE**

The School Board recognizes that military service by administrative staff members is a service benefiting the entire school community and the Board is committed to supporting this service by providing military leave to eligible administrative staff members. The Board reserves the right to establish conditions for leaves of absence for military service and reemployment in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, and Indiana law.

As used in this policy, "military service" means the performance of duty on a voluntary or involuntary basis in a uniformed service of the United States, including:

- A. Federal active duty including Reserve and Guard members who have been called up;
- B. Federal active duty for training;
- C. initial Federal active duty for training;
- D. inactive duty drills and annual training;
- E. State active duty for the Indiana National Guard;
- F. absence from work for an examination to determine a person's fitness for Federal or State duty; and
- G. funeral honors duty.

An administrative staff member on leave for military service shall receive compensation in accordance with applicable law during the period of leave and shall continue to accrue seniority subject to any applicable collectively bargained agreement during the period of leave for military service. Administrative staff members on leave for military

1 service are entitled to continued health insurance coverage as if they were not on leave
2 during absences for drills and absences for annual training. During leave for drills and
3 annual training of not more than fifteen (15) consecutive or non-consecutive days per
4 calendar year, the administrative staff member shall be entitled to continue to receive
5 his/her pay from the School Corporation and retain their military pay.

6
7 For other absences for military service, an administrative staff member may elect to
8 continue health insurance coverage for the administrative staff member and
9 dependents under the following conditions. For periods of up to thirty (30) days of
10 military training or service, the administrative staff member shall be required to pay
11 only the normal administrative staff member's share of the premium for this continued
12 coverage. For longer periods of military service, the administrative staff member shall
13 have the option to continue health insurance coverage by paying 102% of the full
14 employer and employee premium. If the administrative staff member elects to take this
15 coverage, the right to that coverage ends on the earlier of the day after the deadline for
16 the administrative staff member to apply for reemployment or twenty-four (24) months
17 after the absence for military leave began. An administrative staff member on leave for
18 military service is entitled to all additional rights provided to administrative staff
19 members for non-military leaves of absence.

20
21 An administrative staff member's right to re-employment under USERRA is subject to a
22 cumulative five (5) year total for all federal active duty except where the administrative
23 staff member's military obligation is involuntarily extended. Annual training and drills
24 for reserve component and National Guard members are not included in computing the
25 service for purposes of the five (5) year cap.

26
27 Where an administrative staff member has options as to when to take military leave,
28 the administrative staff member shall make every effort to schedule the leave to
29 minimize the absence from their duties for the School Corporation. Administrative staff
30 members shall include a copy of any applicable military orders in their application for
31 leave for military service. The administrative staff member shall submit notice of the
32 need for this leave to the Superintendent or a designee as soon as the administrative
33 staff member learns of the need for the leave unless giving advance notice is
34 impossible, unreasonable, or precluded by military necessity as determined by the
35 Department of Defense.

36
37 Credit for periods of leave for military service by administrative staff members for
38 purposes of the Public Employees' Retirement Fund shall be governed by the statutes
39 applicable to that retirement fund and the rules adopted by the Fund. See Ind. Code 5-
40 10.4-4-8(b).

41 **© Neola 2013**

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Legal

I.C. 10-16-7

I.C. 10-17-4

USERRA, 38 U.S.C. 4301 et seq.

ADMINISTRATION TEMPLATES

po1619.03

Proposed Revised - PATIENT PROTECTION AND AFFORDABLE CARE ACT

ADOPTED Nov 22, 2016

1619.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the School Corporation. Such obligations may include the following:

- A. The Corporation shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the Corporation have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Corporation enrolls in the Health Insurance Marketplace and receives a subsidy, then the Corporation may be liable for a penalty.

In the event that the Corporation concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Corporation shall incur the potential penalty.

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29 U.S.C. 218B

26 U.S.C. 4980H

ADMINISTRATION TEMPLATES

po1662.01

Proposed Revised - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

ADOPTED Nov 22, 2016

**1662.01 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF
MEMBERS**

The School Board believes that administrators should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate administrators or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to an administrator made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal or, if the administrator is located in the School Corporation's central office or administration center, to the Superintendent and to local law enforcement, and the individual making the threat may be subject to discipline or further action.

State law requires that any member of the staff of a school who has reason to believe that a school employee:

- A. has received a threat;
- B. is the victim of intimidation;
- C. is the victim of battery;
- D. or is the victim of harassment

by any individual immediately shall notify the principal, and the principal immediately shall make an oral report to the local law enforcement agency. Where the administrator is located in the Corporation's central office or administration center, any Corporation employee with a duty to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment, including the Superintendent

1 if a report has been made to the Superintendent, shall make an oral report immediately
2 to the local law enforcement agency. An administrator further is obligated to report to
3 local law enforcement a threat to, intimidation of, battery of, or harassment of the
4 administrator on the administrator's own behalf, unless a report has already been
5 made to the best of the administrator's belief.
6

7 Harassment based on a protected class shall be investigated under Policy 2266 -
8 Nondiscrimination on the Basis of Sex Education in Programs or Activities or Policy
9 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as
10 applicable. Related policies can be found at Policy 3122 - Nondiscrimination, Equal
11 Employment Opportunity, and Anti-Harassment, Policy 4122 - Nondiscrimination,
12 Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-
13 Harassment.
14

15 The Superintendent shall implement guidelines whereby students and employees
16 understand this policy and appropriate procedures are established for prompt and
17 effective action on any reported incidents.
18

19 **© Neola 2026**
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21 **Legal**

22 I.C. 20-33-9-1 et seq.

23 I.C. 35-42-2-1

24 I.C. 35-45-2-1

25 I.C. 35-45-2-2
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ELKHART COMMUNITY SCHOOLS

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13 policies

August 21, 2026

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PROGRAM TEMPLATES

po2110

Proposed Revised - STATEMENT OF PHILOSOPHY

ADOPTED Nov 22, 2016

2110 - **STATEMENT OF PHILOSOPHY**

The School Board believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for him/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The school program, which should reflect the formal aspect of the enculturation process, needs, therefore, to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

- A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
- B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

- A. see the procedures modeled;
- B. learn what the procedures are;
- C. practice using the procedures and correct ineffective use of them;
- D. apply the procedures to a variety of relevant situations.

The Corporation is committed to making adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the Corporation's mission.

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PROGRAM TEMPLATES

po2131

Proposed Revised - EDUCATIONAL OUTCOMES FOR STUDENTS

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2026

2131 - EDUCATIONAL OUTCOMES FOR STUDENTS

Since the mission of the School Corporation is to provide a quality education for all of the students, the School Board believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

During and upon completion of the educational program of the Corporation, an educated student should achieve the following learning outcomes at desired levels of quality.

A. Communication and Collaboration Skills

The student demonstrates that they:

___X___ are independently efficient in solving life problems that require the use of both oral and written language;

___X___ can logically examine and subsequently use information from various appropriate resources;

___X___ understand and respond appropriately to the communication of others and to their feelings and attitudes;

___X___ are capable of selecting, adopting, and using the most appropriate language forms to achieve their communication purpose;

___X___ are able to give and receive constructive feedback;

___X___ can apply empathetic listening skills to enhance their understanding of what the other person is saying;

___X___ can work as part of a team to achieve a common objective;

___X___ can exchange information and intentions in a way that is clear and understood by the intended audience.

B. General Education

The student demonstrates that they:

___X___ have sufficient fundamental knowledge and skills in traditional school subjects to enable them to meet their responsibilities as a participating member of society;

___X___ can establish and pursue educational, vocational, and/or avocational goals of their own, including choosing a pathway based on enrollment, employment or enlistment and service;

___X___ develop good work and study habits, including attendance, communication skills, collaboration skills, and work ethic;

___X___ seek to learn continuously using appropriate informational resources.

C. Pride and Ethics

The student demonstrates that they:

___X___ have pride in their work, based on a realistic assessment of their abilities and accomplishments;

___X___ display responsible, ethical, and moral behavior consistent with societal standards and reflecting a commitment to use their capabilities to achieve and maintain a purposeful and productive life.

D. Interaction and Cooperation

The student demonstrates that they:

___X___ interact effectively with individuals, treating their ideas and ideals with thoughtfulness and respect;

___X___ are willing to cooperate with others to accomplish endeavors beneficial to society.

E. Citizenship

The student demonstrates that they:

___X___ understand and are committed to the ideas and ideals upon which our democratic society was founded;

☒ consider it a responsibility and a privilege to participate, in appropriate ways, in democratic processes at local, State, and National levels.

F. Arts and Culture

The student demonstrates that they:

☒ appreciate and support artistic endeavors and natural beauty;

☒ cultivating their own creative self-expression and talents in one or more art forms.

G. Social Change

The student demonstrates that they:

☒ understand the nature of societal change;

☒ adjust to change by evaluating current social conditions and events; assessing alternative courses of action in terms of feasibility and potential consequences, and selecting or recommending those actions that permit them and others to function appropriately in society.

H. Health

The student demonstrates that they:

☒ understand and care about their and other persons' physical and mental well-being through selected involvement in personal and public programs which promote acceptable levels of health and safety.

I. Resource Management

The student demonstrates that they:

☒ effectively manage money, property, and resources to meet their needs so as to contribute positively to meeting the economic and environmental needs of society.

J. Career Planning

The student demonstrates that they:

☒ effectively use a variety of personal and public resources to further their

knowledge of career opportunities;

_____ are committed to developing the knowledge, attitudes, and skills needed to qualify for and perform effectively in his/her chosen employment.

K. **Leisure Time**

The student demonstrates that they:

___X___ use leisure time constructively to fully realize their physical, intellectual, and/or creative potentials.

The Board believes that all students in the Corporation will be able to demonstrate these applied learnings at a level commensurate with their age and capabilities.

The Superintendent is charged with the responsibility for providing, through the Corporation's curriculum and appropriate administrative guidelines, opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.

Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

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I.C. 20-26-5-1

I.C. 20-33-8-4

511 IAC 6-7.1-4

511 IAC 6-7.2

PROGRAM TEMPLATES

po2250

Proposed Revised - INNOVATIVE PROGRAMS

ADOPTED Nov 22, 2016 · REVISED Mar 12, 2024

2250 - INNOVATIVE PROGRAMS

The School Board wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement.

An innovative program design shall address the steps below when appropriate to the project:

- A. rationale
- B. specific objectives
- C. supportive research
- D. cost factors
- E. in-service requirements
- F. plans for broader implementation
- G. methods for evaluation

Each innovative program shall be consistent with the Corporation’s objectives and long-range plans. Programs designed for special education students must comply with Federal and State guidelines.

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PROGRAM TEMPLATES

po2370.01

Proposed Revised - INDEPENDENT STUDY

ADOPTED Nov 22, 2016 · REVISED Nov 25, 2025

2370.01 - INDEPENDENT STUDY

The School Board recognizes that a course of independent study for a properly qualified student may help that student develop judgment and self-reliance; draw upon community resources as well as school resources for his/her educational program; include a greater variety of learning experiences within educational programs; identify and explore an area of particular interest; and set personal learning goals and work with appropriate staff toward achieving them.

The Superintendent shall prepare appropriate guidelines for implementing such programs including criteria for approval, guidelines for staff to plan and supervise such study programs, and determination of the amount of credit to be awarded.

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PROGRAM TEMPLATES

po2435

Proposed Revised - DRIVER EDUCATION [OPTIONAL POLICY]

ADOPTED Nov 22, 2006

2435 - DRIVER EDUCATION [OPTIONAL POLICY]

If the School Corporation offers a driver education program, it shall be provided in conformance with applicable laws and the Department of Education rules.

The standards for participation and credit in driver education shall be defined clearly and followed consistently. Enforcement of these standards shall include an appeal procedure to provide recourse for any student who feels that the student has been treated unfairly.

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I.C. 20-19-2-8,9

511 IAC 6-6-1 et seq.

PROGRAM TEMPLATES

po2460

Proposed Revised - CHILD FIND AND SPECIAL EDUCATION

ADOPTED Nov 22, 2016

2460 - CHILD FIND AND SPECIAL EDUCATION

The Board shall provide for the location, identification and evaluation of all students at least three (3) years of age but less than twenty-two (22) years of age, who are in need of special education and related services, regardless of the severity of their disabilities, including students who:

- A. have legal settlement within the service area of the Board;
- B. attend a nonpublic school, are served by the Board, or live in an institution located within the service area of the Board;
- C. are homeless students, as defined at 511 IAC 7-32-46;
- D. are wards of the State;
- E. are highly mobile students, including migrant students; and
- F. are suspected of being students, with disabilities in need of special education even though they are advancing from grade to grade.

The Board directs the Superintendent to establish, maintain and implement written procedures to ensure the location, identification and evaluation of these students.

The Board shall provide a free and appropriate public education ("FAPE") to all students who are at least three (3) years of age, have legal settlement in the Board's service area, have been identified as a student with a disability, and have not been enrolled in a charter school or parentally-placed in a non-public school until they graduate with a high school diploma, or the end of the school year in which they become twenty-two (22) years of age, unless the case conference committee determines that the student will leave school earlier.

The Board shall provide special education and related services and supplemental aids and services as may be necessary for a student with a disability to receive a FAPE in the general education classroom if that is the least restrictive environment appropriate for the student.

The Board directs the Superintendent to plan, implement, and coordinate a comprehensive special education program in accordance with Federal and State law.

The Board may enter into an agreement with other school boards to form a special education cooperative to provide all or any part of the special education program required by this policy.

The Superintendent shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program maintained pursuant to this policy.

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20 U.S.C. 1400 et seq.

I.C. 20-26-5-1

I.C. 20-26-10

I.C. 20-35-4

I.C. 20-35-5511 IAC 7

PROGRAM TEMPLATES

po2460.01

Proposed Revised - SURROGATE PARENTS FOR DISABLED STUDENTS

ADOPTED Nov 22, 2016

2460.01 - SURROGATE PARENTS FOR DISABLED STUDENTS

The School Board establishes the following policy to assure procedural safeguards of disabled students with regard to the involvement of their parents.

This policy affects disabled students of the Corporation whose parents are unknown, or cannot be identified, or whose parents are unavailable or cannot be located. (A student's parents are considered to be "unavailable" if they cannot be located after a "reasonable effort" on the part of the Corporation.) It also affects disabled students who are wards of the State and whose parent or guardian has not retained the right to make educational decisions for the student.

Upon determination that a student is in need of a surrogate parent, the Superintendent shall, within thirty (30) days, appoint a surrogate parent who will be sent a formal letter of appointment. A copy of the appointment shall be placed in the student's permanent records.

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20 U.S.C. 1415(b)(1)(B)

511 IAC 7-24-1

PROGRAM TEMPLATES

po2460.03

Proposed Revised - EXTENDED SCHOOL YEAR SERVICES FOR DISABLED STUDENTS

ADOPTED Nov 22, 2016

2460.03 - EXTENDED SCHOOL YEAR SERVICES FOR DISABLED STUDENTS

The School Board shall provide extended school year services to a disabled student when the case conference decides it is necessary to prevent substantial regression or loss of a critical skill, or if the student is beginning development of a breakthrough skill.

The Superintendent shall implement administrative guidelines which are in compliance with Federal and State requirements.

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511 IAC 7-17-35

511 IAC 27-6(a)(8)

PROGRAM TEMPLATES

po2461

Proposed Revised - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

ADOPTED Nov 22, 2016

2461 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

Pursuant to State law, the School Board shall not adopt a policy or otherwise prevent the parent of a student from recording a meeting concerning the student's individualized education program (IEP).

In order to facilitate the parent's ability to fully participate in the IEP process, parents of students with disabilities are permitted to record IEP Team meetings or case conferences in accordance with the procedures set forth below.

A. Parent(s) wishing to record an IEP Team meeting or case conference shall utilize their own recording device and tapes or disks and are requested to provide notice to the School Corporation that they will record the meeting prior to the date of the scheduled IEP Team meeting or case conference.

B. If the parent(s) elect(s) to record an IEP Team meeting or case conference, the Corporation also shall record the meeting/case conference.

For purposes of this policy, a recording is defined as the capture of a person's or a group of persons' voice(s) and/or image(s) through audio and/or video tape, digital, or other electronic means.

The requirements of this policy shall not be interpreted to be in conflict with the provisions of Policy 5136 - Use of Personal Communication Devices as it pertains to recordings. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competitions, plays, musical performances, awards ceremonies, and graduation ceremonies. See Policy 9160 - Public Attendance at School Events for additional information about restrictions on recording at such events.

If the Corporation audio or video records or otherwise digitally records an IEP Team meeting or case conference, the resulting recording shall become a part of the student's

educational record and shall be maintained in accordance with State and Federal law.

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I.C. 20-26-5-45

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PROGRAM TEMPLATES

po2462

Proposed Revised - DYSLEXIA SCREENING AND INTERVENTION

ADOPTED Nov 22, 2016

2462 - DYSLEXIA SCREENING AND INTERVENTION

The School Corporation shall provide dyslexia screening and intervention as required by State law. The following procedures shall be utilized in complying with State law.

Screening Process:

The Corporation's reading plan developed under 511 IAC 6.2-3.1 shall include indicators to screen for risk factors of dyslexia, using a screening tool approved by the Indiana Department of Education that screens for characteristics of dyslexia. The mandatory universal screener approved by the IDOE that includes indicators for dyslexia shall be reported in the Corporation's kindergarten through grade 2 reading plan. Until the IDOE approves the mandatory universal screener, the School Board directs the Superintendent to develop and utilize an appropriate screener that includes indicators for dyslexia which shall include, as developmentally appropriate, the following:

- A. Phonological and phonemic awareness
- B. Sound-symbol recognition
- C. Alphabet knowledge
- D. Decoding skills
- E. Rapid naming skills
- F. Encoding skills

Students shall be screened for risk factors for dyslexia using the aforementioned screening tool:

- A. in kindergarten, grade 1, and grade 2;

B. when a student in kindergarten through grade 2:

1. transfers to a new school; and
2. has not been screened previously during the school year;

C. when a student in grade 3 or higher has difficulty, as noted by a classroom teacher, in:

1. phonological and phonemic awareness;
2. sound-symbol recognition;
3. alphabet knowledge;
4. decoding skills;
5. rapid naming skills; and
6. encoding skills;

D. when a student from another state enrolls for the first time in kindergarten through grade 2 in Indiana unless the student presents documentation that the student:

1. had the dyslexia screening or a similar screening during the school year; or
2. is exempt from screening.

If a student is determined to be at risk, or at some risk, for dyslexia after this screening, the Corporation shall administer a level I dyslexia screening of the student, as defined below. If the Corporation determines that a level II dyslexia screening should be administered, the Corporation may administer a level II dyslexia screening to the student, as defined below. A level II dyslexia screening shall be completed consistent with the Indiana dyslexia resource guide developed by the IDOE.

The level I dyslexia screening and the level II dyslexia screening of a student shall include the following components, as developmentally appropriate:

- A. Phonological and phonemic awareness.
- B. Sound-symbol recognition.
- C. Alphabet knowledge.
- D. Decoding skills.

E. Rapid naming skills.

F. Encoding skills.

If a universal screener, level I dyslexia screening, or level II dyslexia screening indicates that a student has characteristics of dyslexia, the Corporation shall use the response to intervention process to address the needs of the student.

Exceptions:

The Corporation is not required to administer a universal screener to a student if:

- A. the parent of the student objects to the screening; or
- B. the student is receiving intervention services for dyslexia.

Before the Corporation administers a level I dyslexia screening or level II dyslexia screening to a student, the parent of the student shall consent to the screening.

If a parent objects to an initial dyslexia screening or does not consent to a level I dyslexia screening or level II dyslexia screening, the Corporation may not administer the initial dyslexia screening, level I dyslexia screening, or level II dyslexia screening, whichever is applicable, to the student.

Notification and Services:

If a student's performance on an initial dyslexia screening, level I dyslexia screening, or level II dyslexia screening indicates a need for dyslexia intervention services, the Corporation shall:

- A. Notify the student's parent of the results of the dyslexia screening.
- B. Provide the student's parent with information and resource material that includes the following:
 - 1. Characteristics of dyslexia.
 - 2. Appropriate classroom interventions and accommodations for students with dyslexia.
 - 3. A statement that the parent may elect to have the student receive an educational evaluation by the school.

Instructional Approaches:

If a student's level I dyslexia screening or level II dyslexia screening indicates the need for dyslexia intervention services for the student, the dyslexia intervention may include:

- A. explicit, direct instruction that is systematic, sequential, and cumulative and follows a logical plan of presenting the alphabetic principle that targets the specific needs of the student without presuming prior skills or knowledge of the student;
- B. individualized instruction to meet the specific needs of the student in a setting that uses intensive, highly concentrated instruction methods and materials that maximize student engagement;
- C. meaning-based instruction directed at purposeful reading and writing with an emphasis on comprehension and composition;
- D. instruction that incorporates the simultaneous use of two or more sensory pathways during teacher presentations and student practice; and
- E. other instructional approaches as determined appropriate by the Corporation.

Reporting:

In accordance with the Corporation's reading plan developed under 511 IAC 6.2-3.1, the Superintendent shall report annually to the IDOE the number of students who were:

- A. administered an initial dyslexia screening during the school year; and
- B. determined to be at risk, or at some risk, for dyslexia.

Before July 15, 2019, and before July 15 of each year thereafter, the Corporation shall report on its Internet website the following information:

- A. The dyslexia intervention programs that were used during the previous school year to assist students with dyslexia.
- B. The number of students during the previous school year who received dyslexia intervention under this article.
- C. The total number of students identified with dyslexia during the previous school year.

Reading Specialist Trained in Dyslexia:

Not later than the 2019-2020 school year, the Corporation shall employ at least one individual to serve as an authorized reading specialist trained in dyslexia. The Corporation

may enter into an agreement with a service provider or another school corporation or charter school to obtain or share services provided by an authorized reading specialist trained in dyslexia.

The Corporation may petition the secretary of education, or the secretary's designee, for a waiver necessary to hire an individual that does not meet the training requirements established by the IDOE to be an authorized reading specialist trained in dyslexia. The written petition shall be submitted to the IDOE on a form and in a manner prescribed by the IDOE and shall specify the reasons the Corporation is seeking the waiver. A waiver may be sought if:

- A. the individual is unable to meet the training requirements to become an authorized reading specialist trained in dyslexia within the required time period; or
- B. an authorized reading specialist trained in dyslexia leaves the specialist's position with the Corporation and the Corporation is not able to timely employ or designate another authorized reading specialist trained in dyslexia.

Definitions:

"Authorized reading specialist trained in dyslexia" means an employee of a school corporation or public school, including a charter school, who has successfully completed training in a dyslexia program approved by the IDOE. The term includes:

- A. a reading specialist trained in dyslexia;
- B. a teacher who has successfully completed the training in a dyslexia program approved by the IDOE; and
- C. a tutor or paraprofessional working under the supervision of a teacher described in section (2) above.

"Dyslexia program" means explicit, direct instruction that is:

- A. systematic, sequential, and cumulative and follows a logical plan of presenting the alphabetic principle that targets the specific needs of a student without presuming prior skills or knowledge of the student;
- B. research-based; and
- C. offered in a setting to teach a student the components of reading instruction, including:
 - 1. phonemic awareness to enable a student to detect, segment, blend, and manipulate sounds in spoken language;

2. graphophonemic knowledge for teaching the letter sound plan of English;
3. the structure of the English language that includes morphology, semantics, syntax, and pragmatics;
4. linguistic instruction directed toward proficiency and fluency with the patterns of language so that words and sentences are carriers of meaning; and
5. strategies that a student uses for decoding, encoding, word recognition, fluency, and comprehension.

"Level I dyslexia screening" means a process, as determined by the Corporation, for gathering additional information to determine if characteristics of dyslexia are present.

"Level II dyslexia screening" means a detailed process, as determined by the Corporation, for identifying a pattern of strengths and weaknesses documenting the characteristics of dyslexia and includes the administration of diagnostic tools designed to measure the underlying cause, characteristics, and outcomes to identify the characteristics of dyslexia.

"Reading specialist trained in dyslexia" means a professional who:

A. has expertise in and either has or is working toward an endorsement or certification, as determined by the IDOE, in providing training for:

1. phonological and phonemic awareness;
2. sound and symbol relationships;
3. alphabet knowledge;
4. decoding skills;
5. rapid naming skills; and
6. encoding skills;

B. is fluent in the response to intervention process; and

C. has been trained in the identification of and intervention for dyslexia.

"Universal screener" means a diagnostic assessment used to aid educators in understanding the causes for student performance, learning strengths, and the needs that underlie student performance. The diagnostic assessment is conducted to identify or

predict students who may be at risk for poor learning outcomes and is typically brief and conducted with all students at a particular grade level.

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I.C. 20-35.5-1-1 et seq.

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PROGRAM TEMPLATES

po2464

Proposed Revised - PROGRAMS FOR HIGH ABILITY STUDENTS

ADOPTED Nov 22, 2016

2464 - PROGRAMS FOR HIGH ABILITY STUDENTS

In accordance with State law, the School Board shall develop and periodically update a plan to provide appropriate educational experiences to high ability students in the School Corporation in grades kindergarten through twelve (12).

The plan must include the following components:

- A. A broad-based planning committee that meets periodically to review the Corporation's plan for high ability students with committee representatives selected from diverse groups representing the school and community.
- B. A student identification system's multifaceted assessments to ensure students not identified by traditional assessments due to economic disadvantage, cultural background, underachievement, or disabilities are included. The assessments must identify students with high abilities in the general intellectual domain and specific academic domains.
- C. Professional development.
- D. Development and implementation of local services for high ability students including appropriately differentiated curriculum and instruction in core academic areas for each grade.
- E. Evaluation of the local program for high ability students.
- F. Best practices to increase the number of participants in high ability student programs who are from racial and ethnic groups that have been underrepresented in those programs.

The program must be approved by the School Board and the plan must be available for public inspection as well as filed with the Indiana Department of Education.

High ability students shall be considered those who, through valid assessment:

A. perform at or show potential for performing at an outstanding level of accomplishment in at least one (1) of the following domains: general intellectual, general creative, specific academic, technical and practical arts, visual and performing arts, and interpersonal; and

B. is characterized by exceptional gifts, talents, motivation, or interests.

The Superintendent shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.

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511 IAC 6-9.1

I.C. 20-36-2

PROGRAM TEMPLATES

po2600

Proposed Revised - SCHOOL ACCOUNTABILITY

ADOPTED Nov 22, 2016

2600 - SCHOOL ACCOUNTABILITY

In keeping with its philosophy that the purpose of education is to facilitate the development of the potential of each student, the Board encourages the implementation of a strategic and continuous school improvement and achievement plan.

The principal of each school must coordinate the development of an initial three (3) year strategic and continuous school improvement and achievement plan and coordinate an annual review of the plan. The initial plan and annual review must be made with input from a committee of persons interested in the school including administrators, teachers, parents, and community and business leaders. Members of the committee shall be appointed by the principal, except teacher representatives shall be appointed according to state statutes.

The committee must submit a school’s initial plan to the Superintendent by March 1st prior to the school year of implementation. The Superintendent:

- A. shall review the plan to ensure it aligns with the School Corporation’s goals, objectives, and expectations;
- B. may make written recommendation for modifications to the plan;
- C. return the plan and any recommendations to the committee by April 1st.

The school committee may modify the plan to comply with the recommendations of the Superintendent and submit the final recommended plan to the Superintendent for Board approval by May 1st.

The plan shall lay out objectives for a three (3) year period and must be reviewed annually and revised to accomplish the achievement objectives of the school. The achievement objectives must be consistent with State academic standards and include improvement in at least the following areas:

- A. attendance rate

B. the percentage of students meeting academic standards under the State-mandated assessment program

C. the graduation rate

The plan must address the learning needs of all students, including programs and services for exceptional students.

The plan must specify how and to what extent the school expects to make continuous improvement in all educational areas where results are measured by setting benchmarks on an individual school basis.

The plan is to note specific areas where improvement is needed immediately.

In developing a school's plan, the school's committee shall consider methods to improve the cultural competency of the school's teachers, administrators, staff, parents, and students.

The committee shall:

- A. identify the racial, ethnic, language-minority, cultural, exceptional learning, and socioeconomic groups that are included in the school's population;
- B. incorporate culturally appropriate strategies for increasing educational opportunities and educational performance for each group in the school's plan;
- C. recommend areas in which additional professional development is necessary to increase cultural competency in the school's educational environment.

The committee shall update annually the information identified in (A) above.

If a school has developed materials that are substantially similar to a component of the State mandated plan, the school may substitute those materials for the component of the mandated plan.

The Superintendent shall establish administrative guidelines for use in the development of the strategic and continuous school improvement and achievement plan.

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I.C. 20-29-1-1, 20-32-2-2, 20-31-5-4

PROGRAM TEMPLATES

po2605

Proposed Revised - PROGRAM ACCOUNTABILITY

ADOPTED Nov 22, 2016

2605 - **PROGRAM ACCOUNTABILITY**

The School Board believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the Corporation, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by complying with the standards established by the State Department of Education.

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I.C. 20-1-1-6.3

ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Professional Staff Templates

20 policies

August 19, 2026

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PROFESSIONAL STAFF TEMPLATES

po3111

Proposed Revised - CREATING A POSITION

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

3111 - CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Corporation in achieving the education goals set by the Board. The Corporation employs only U.S. citizens and others lawfully authorized to work in the United States.

☒ The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. ☒ create new positions; ☒ and provide each with a job description clearly descriptive of the duties for which the position was created; ☒ and provide each with a title that conforms with the appropriate certification insofar as possible; - **END OF OPTIONS**
- B. ~~() specify the number of persons to be employed with each job category;~~
- C. ☒ set the initial salary for a new position not currently covered by a valid salary schedule.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. ☒ the number of students enrolled;
- B. ☒ the special needs of the community;
- C. ☒ the special needs of the students;
- D. ☒ the operational services of the Corporation.

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2 E. () _____
3

4 [x] The Board shall seek the advice of its administrative staff in creating a new position
5 or increasing the number of professional staff members in an existing position, but the
6 Board reserves the right to act unilaterally.
7

8 [x] The Board shall, upon the advice of the Superintendent, consider the advisability of
9 creating a new position or of increasing the number of professional staff members in
10 an existing position.
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14 **Legal**

15 I.C. 20-26-5-4

16 Federal Immigration Reform and Control Act of 1986, 8 U.S.C. 1255a
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PROFESSIONAL STAFF TEMPLATES

po3112

Proposed Revised - BOARD-STAFF COMMUNICATIONS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3112 - BOARD-STAFF COMMUNICATIONS

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the Corporation. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

PROFESSIONAL STAFF TEMPLATES

po3113

Proposed Revised - CONFLICT OF INTEREST

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

3113 - CONFLICT OF INTEREST

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees, officers (that is, all members of the School Board), and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the Corporation.

To accomplish this, the School Board has adopted the following guidelines which apply to all Corporation employees, officers, agents, and Board members, to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive; nor are they intended to substitute for good judgment on the part of all Corporation employees, officers, agents, and Board members.

SELECT EITHER OPTION 1 OR OPTION 2**☐ OPTION 1**

~~An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~

OR**☒ OPTION 2**

An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-4.

END OF OPTIONS

1. No employee, officer, agent, or Board member shall engage in or have a financial or other interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with the individual's Corporation responsibilities.
2. Employees, officers, agents, and Board members shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the Corporation.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or professional relationship with the Corporation through their access to Corporation records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member, or any business or professional practitioner with whom any employee, officer, agent, or Board member has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees, officers, agents, and Board members shall not make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 4. Employees, officers, agents, and Board members of the Corporation may neither solicit nor accept gratuities, favors, or anything of monetary value

from contractors.

5. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, or any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.

This includes contracts between the Corporation and an entity in which the individual has a pecuniary interest, as defined in I.C. 35-44.1-4(a)(3), or from which the individual derives a profit, or in which a dependent, as defined in I.C. 35-44.1-4(a)(1), of the individual has a pecuniary interest or derives a profit.

- B. No conflict of interest will be deemed to be present if the individual's interest in the contract or purchase and all other contracts and purchases made by the Corporation during the twelve (12) months before the date of the contract or purchase was less than \$250.
- C. Should exceptions to this policy be necessary in order to provide mandatory services through a private relationship to students or clients of the Corporation, all such exceptions will be made known to the individual's supervisor, or to the School Board if there is no supervisor, and will be disclosed to the Superintendent **before** entering into any private relationship.
- D. To the extent that the Corporation has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the Corporation may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the Corporation is unable, or appears to be unable, to be impartial.
- E. Employees, officers, agents, and Board members must disclose any potential conflict of interest that may lead to a violation of this policy to the Corporation. Upon discovery or notification of any potential conflict of interest, the Corporation will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The Corporation will promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible

evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The Corporation is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200.

F. Employees, officers, agents, and Board members found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

~~[DRAFTING NOTE: The Corporation has discretion over the appropriate disciplinary actions. For example, the Corporation may suspend or terminate the individual's employment, transfer the individual, end the Corporation's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]~~

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I.C. 20-26-3-4

I.C. 20-26-5-4

I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5

2 C.F.R. 200.112, 200.113, 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42

PROFESSIONAL STAFF TEMPLATES

po3120.07

Proposed Revised - EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3120.07 - EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the operations and education funds of the School Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the School Corporation may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

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PROFESSIONAL STAFF TEMPLATES

po3120.08

Proposed Revised - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

3120.08 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

1
2 If the coach receives notice from the School Corporation that new information has
3 been added to the course before the end of the two (2) year period, the coach
4 shall complete instruction and successfully complete a test concerning the new
5 information.
6

7 B. Prior to coaching students in grades 5-12, all head and assistant coaches of
8 interscholastic sports other than football, including cheerleading, shall complete
9 a certified coaching education course approved by the IDOE at least once during
10 a two (2) year period that:
11

- 12 1. contains player safety content on concussion awareness;
- 13
- 14 2. includes content for prevention of or response to heat-related medical
15 issues that may arise from a student athlete's training;
- 16
- 17 3. requires a coach to complete a test demonstrating comprehension of the
18 content of the course; and
- 19
- 20 4. awards a certificate of completion to a coach who successfully completes
21 the course.

22
23 If the coach receives notice from the Corporation that new information has been
24 added to the course before the end of the two (2) year period, the coach shall
25 complete instruction and successfully complete a test concerning the new
26 information.
27

28 C. A head or assistant coach of an intramural sport other than football who is
29 coaching students in grades 5-12 may elect to complete the above-referenced
30 certified coaching education course. If compliance with I.C. 20-34-7 is required
31 by the coaching certification requirements for the intramural sport that the head
32 or assistant coach is coaching, the coach shall complete the above-referenced
33 certified coaching education course.

34 D. A head coach or assistant coach of an athletic activity, marching band leader,
35 drama or musical leader, or sponsor of an extracurricular activity in which
36 students have an increased risk of sudden cardiac arrest as determined by the
37 IDOE shall complete the sudden cardiac training course offered by a provider
38 approved by the IDOE. The sudden cardiac arrest training course shall include
39 training in the use of an automated external defibrillator (AED). The coach,
40 marching band leader or extracurricular activity sponsor shall complete this
41 required sudden cardiac arrest training prior to coaching or leading the activity.
42

The Corporation shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored athletic activity must complete one (1) or more certified coaching course(s) approved by the IDOE at least once during a two (2) year period that includes the following:

1. concussions in sports;
2. heat illness prevention; and
3. sudden cardiac arrest.

Additional requirements for coaches of IHSAA athletic teams:

Any paid or volunteer coach of a program must be rostered with the IHSAA and accredited prior to having any athletic contact with a student (physical athletic activities or conditioning). In addition to courses already required by Indiana law on concussions, heat illness and prevention, and sudden cardiac arrest, coaches will have to complete offerings on protecting students from abuse as well as student mental health and suicide prevention or the equivalent of those courses already offered by the Indiana Department of Education. To remain accredited, an individual must retake each of the five (5) courses every two (2) years.

[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

[] Additionally, the Board requires that:

- A. **[]** All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading,

shall complete a certified coaching education course approved by the (IDOE) at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

- B. ~~[] All coaches (-) and athletic activity sponsors [END OF OPTION] of interscholastic or intramural sports for students of any age shall receive training about (-) concussions (-) sudden cardiac arrest (-) and heat-related medical issues [END OF OPTION] at least once during a two (2) year period.~~
- C. ~~[] All coaches (-) and athletic activity sponsors [END OF OPTION] , other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach (-) and athletic activity sponsor [END OF OPTION] shall complete a course not less than once during a two (2) year period.~~

[END OF OPTIONS]

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 3121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an IHSAA-recognized sport, the Corporation shall take the following steps:

A. ask the individual:

1. whether the individual is or has been accredited by the IHSAA; and
2. if the individual is or has been accredited by the IHSAA, whether the individual's accreditation has ever been suspended or revoked;

1 B. request references from the individual;

2
3 C. contact the references that the individual provides to the Corporation; and

4
5 D. contact the IHSAA to determine whether the individual's accreditation has ever
6 been suspended or revoked.

7
8 The Corporation shall make a report to the Department of Child Services if a
9 professional staff member who is a coach has engaged in suspected child abuse or
10 neglect.

11
12 The Corporation shall report to the IHSAA when a professional staff member who is a
13 coach accredited by the IHSAA:

14
15 A. has been convicted of an offense described in I.C. 20-28-5-8(c) (☒) or I.C. 20-26-
16 5-11.2(b) - **[END-OF-OPTIONS]** - or of a known comparable offense in another
17 state.

18
19 B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

20
21 **[☒] THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE**
22 **BOARD WISHES TO INCLUDE THIS REPORT IN THE POLICY]**

23
24 **[☒]** The Corporation shall report to local law enforcement suspected misconduct by a
25 professional staff member who is a coach that may constitute a crime.

26
27 **[END-OF-OPTIONS]**

28
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30 **Legal**

31 I.C. 20-26-5-11.2(b)

32 I.C. 20-26-14-9

33 I.C. 20-28-5-8(c)

34 I.C. 20-34-7

35 I.C. 20-34-8

PROFESSIONAL STAFF TEMPLATES

po3120.10

Proposed Revised - JOB SHARING

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3120.10 - **JOB SHARING**

The School Board recognizes the value to the Corporation to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The Corporation will consider job share requests only if the cost (including benefits) of employing two (2) staff members on a half-time basis does not exceed the cost of employing one full-time staff member.

Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position. Each staff member will be given credit for one (1) full year of seniority for this half-time job assignment.

The Board authorizes the Superintendent to create a job-sharing program provided it does not impact adversely on the Corporation or any current staff member.

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PROFESSIONAL STAFF TEMPLATES

po3124

Proposed Revised - EMPLOYMENT CONTRACTS WITH PROFESSIONAL EMPLOYEES

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3124 - EMPLOYMENT CONTRACTS WITH PROFESSIONAL EMPLOYEES

The School Board requires that each employee it employs in a certificated position sign a Regular Teacher's Contract, a Supplemental Service Teacher's Contract, or a Temporary Teacher's Contract using the form contract promulgated by the Secretary of Education pursuant to I.C. 20-28-6-3, unless the teacher is taking a leave of absence or has been employed to serve in the absence of a teacher who is taking a leave of absence.

Contracts employing professional employees shall be approved by a majority of the full Board and shall be signed by the professional employee and the President and Secretary of the Board in compliance with I.C. 20-28-6-5 and I.C. 20-26-4-8. In the absence of either the President or Secretary of the Board, the Vice President shall sign the contracts with the Board officer who is present.

A contract between the Board and a teacher is void if the teacher, at the time of signing the contract, is bound by a previous contract to teach in a public school and the contract is entered into at any time during the school year or less than fourteen (14) days before the day on which the teacher reports for work. Provided, however, that the Board may offer another contract to the teacher that shall be effective if the teacher:

A. furnishes the principal a release by the first employer; or

B. shows proof that thirty (30) days' written notice was delivered by the teacher to the first employer.

A teacher who has entered into a contract with the Board shall provide a thirty (30) day written notice if s/he takes a teaching job with another school corporation after the school year has started or less than fourteen (14) days before the day on which the teacher reports for work.

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Legal

I.C. 20-26-4-8

I.C. 20-28-6-2

I.C. 20-28-6-3

I.C. 20-28-6-4

I.C. 20-28-6-5

I.C. 20-28-6-6

I.C. 20-28-6-7

I.C. 20-28-7.5-8

I.C. 20-28-10-1

PROFESSIONAL STAFF TEMPLATES

po3139

Proposed Revised - STAFF DISCIPLINE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3139 - STAFF DISCIPLINE

The School Board believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment.

If the Board finds facts that support the use of discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- D. Suspension without pay imposed in compliance with the applicable Indiana statutes.
- E. Termination imposed in compliance with applicable Indiana statutes.

Examples of gross misconduct that may result in termination include, but are not limited to the following:

- A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.

- C. Willful refusal to follow Board policies, rules, or standards for the conduct of a professional employee, i.e., insubordination.
- D. Repeated violations of board policies, rules, or standards.
- E. Theft, fraud, or another violation of criminal law.
- F. Arrest and subsequent conviction of a crime.
- G. Falsification or omission of a material fact in the application for employment by the Board.
- H. Threats of and/or acts of violence to a person or substantial property damage.
- I. Poor professional judgment resulting in a risk of physical harm to a person.
- J. Harassment in violation of Board policy on harassment.
- K. Other just or good cause.

In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

Professional employees of the Board shall be paid on a "salary basis" and suspension of a professional employee without pay shall not negate the professional employee's exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

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I.C. 20-28-6

I.C. 20-28-7.5

I.C. 20-28-9-21 and -22

29 C.F.R. 541.303

PROFESSIONAL STAFF TEMPLATES

po3140

Proposed Revised - RESIGNATION

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3140 - RESIGNATION

Pursuant to State law, following submission of a resignation to the Superintendent, the employee may not withdraw or otherwise rescind that resignation. A notice of retirement is functionally equivalent to a resignation and thus falls within the meaning of the word "resignation" for purposes of this policy. The Superintendent shall inform the Board of the submission of that resignation at its next meeting. The Board may choose to accept that resignation, deny that resignation or take any other appropriate action relating to the termination, suspension or cancellation of employment of the person submitting the resignation. A resignation, once submitted, may not then be rescinded unless the Board agrees.

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Legal

I.C. 5-8-4-1

PROFESSIONAL STAFF TEMPLATES

po3142

Proposed Revised - CANCELLATION OF A TEACHING CONTRACT

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3142 - CANCELLATION OF A TEACHING CONTRACT

The School Board recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of its students. This policy and Policy 3131 – Reduction in Force ("RIF") in Certificated Staff address this obligation, and the Board will continue to employ only those "probationary", "professional", and "established" teachers who meet the performance standards established in the evaluation plan adopted by the Board.

Probationary Teacher:

"Probationary teacher" shall mean a teacher serving under contract as a teacher in the School Corporation who:

- A. is in the teacher's first or second year of full-time teaching in a classroom; and
- B. has not at any time before July 1, 2012, entered into a teaching contract for further service with the Corporation.

Professional Teacher:

"Professional teacher" shall mean a teacher who is not a probationary teacher and enters into a contract under I.C. 20-28-6-2 with the Corporation.

Established Teacher:

"Established teacher" shall mean an individual who:

- A. serves under contract as a teacher in the Corporation before July 1, 2012; and
- B. at any time before July 1, 2012, enters into a teacher's contract for further service with the Corporation.

1
2 An employment contract may be terminated, upon a majority vote of the Board, for any
3 of the grounds set forth in I.C. 20-28-7.5-1. In such cases, the Board shall comply with
4 the procedure for cancellation provided in I.C. 20-28-7.5-2 through I.C. 20-28-7.5-5.
5

6 It will be the responsibility of the Superintendent to establish administrative guidelines
7 that ensure that the proper standards have been applied and the proper procedures
8 have been followed when a Principal makes a preliminary determination that a
9 teacher's contract should be canceled.
10

11 In acting on a Principal's preliminary determination that a teacher's contract be
12 canceled, the Board shall follow the procedure in I.C. 20-28-7.5-2 through I.C. 20-28-
13 7.5-5.
14

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16
17 **Legal**

18 I.C. 20-28-6-7.5

19 I.C. 20-28-6-8

20 I.C. 20-28-7.5
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PROFESSIONAL STAFF TEMPLATES

po3170

Proposed Revised - SUBSTANCE ABUSE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3170 - **SUBSTANCE ABUSE**

The School Board recognizes alcoholism and drug abuse as treatable illnesses.

A professional staff member having an illness or other problem relating to the use/abuse of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the professional staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

No professional staff member will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Please refer to Board Policy 3122.01 on Drug-Free Workplace for additional requirements for professional staff members.

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I.C. 20-26-5-4

29 U.S.C. 794

PROFESSIONAL STAFF TEMPLATES

po3211

Proposed Revised - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3211 - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

The School Board recognizes that its employees teach its students by example and serve as a role model for students. It, therefore, requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law and Board policies and administrative guidelines in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the Superintendent. If the words or acts that violate this policy are the Superintendent's words or acts, the report shall be made to the Board president. An employee also may report suspected malfeasance, misfeasance, or nonfeasance by a public officer to the State Board of Accounts.

Employees are subject to disciplinary action, up to and including termination for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor will direct the reporting employee to put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported

at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

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I.C. 5-11-1-9.5

I.C. 36-1-8-8

PROFESSIONAL STAFF TEMPLATES

po3241

Proposed Revised - PROFESSIONAL ASSOCIATIONS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3241 - PROFESSIONAL ASSOCIATIONS

The School Board encourages professional staff members to maintain active memberships in local, State, and National organizations which have as their purpose the improvement and expansion of the professional role of teachers and welfare of students.

Every professional staff member, however, shall be accorded freedom of choice, and shall be assured that decisions affecting their welfare shall be made without regard to membership in professional organizations.

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PROFESSIONAL STAFF TEMPLATES

po3242

Proposed Revised - PROFESSIONAL GROWTH REQUIREMENTS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3242 - PROFESSIONAL GROWTH REQUIREMENTS

The School Board believes that study is a prerequisite for professional growth of staff and, therefore, encourages the participation of professional staff members in in-service and other training programs. The Superintendent shall plan and implement a program of staff development for professional staff members.

The Board may reimburse staff members for the costs incurred in participation of such programs.

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PROFESSIONAL STAFF TEMPLATES

po3362.01

Proposed Revised - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

**3362.01 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF
MEMBERS**

The School Board believes that staff members should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate staff members or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline or further action.

State law requires that any individual who has reason to believe that a school employee:

- A. has received a threat;
- B. is the victim of intimidation;
- C. is the victim of battery; or
- D. is the victim of harassment

by any individual immediately shall notify the principal and the principal immediately shall make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy 3122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy 1422 - Nondiscrimination, Equal

1 Employment Opportunity, and Anti-Harassment, Policy 4122 - Nondiscrimination,
2 Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-
3 Harassment.

4
5 The Superintendent shall implement guidelines whereby students and employees
6 understand this policy and appropriate procedures are established for prompt and
7 effective action on any reported incidents.
8

9 **© Neola 2026**

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11 **Legal**

12 I.C. 20-33-9-1 et seq.

13 I.C. 35-42-2-1

14 I.C. 35-45-2-1

15 I.C. 35-45-2-2
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PROFESSIONAL STAFF TEMPLATES

po3410.01

Proposed Revised - COMPENSATION FOR PART-TIME STAFF

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3410.01 - **COMPENSATION FOR PART-TIME STAFF**

The School Board requires that part-time professional staff members be compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent shall prepare administrative guidelines to ensure that end.

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PROFESSIONAL STAFF TEMPLATES

po3419.03

Proposed Revised - PATIENT PROTECTION AND AFFORDABLE CARE ACT

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3419.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the School Corporation. Such obligations may include the following:

- A. The Corporation shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the Corporation have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Corporation enrolls in the Health Insurance Marketplace and receives a subsidy, then the Corporation may be liable for a penalty.

In the event that the Corporation concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Corporation shall incur the potential penalty.

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29 U.S.C. 218B

26 U.S.C. 4980H

PROFESSIONAL STAFF TEMPLATES

po3421

Proposed Revised - BENEFITS FOR ADMINISTRATORS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3421 - BENEFITS FOR ADMINISTRATORS

It is the School Board's desire to make available or provide, within the limits of law and sound fiscal management, certain benefits beyond an administrator's basic salary. Such benefits shall be recommended by the Superintendent, approved by the Board, and incorporated into the language of the administrator's contract.

Such benefits may include but not be limited to health insurance, vacation, outside work activities, retirement, and the like.

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PROFESSIONAL STAFF TEMPLATES

po3437

Proposed Revised - MILITARY SERVICE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3437 - MILITARY SERVICE

The School Board recognizes that military service by professional staff members is a service benefiting the entire school community and the Board is committed to supporting this service by providing military leave to eligible professional staff members. The Board reserves the right to establish conditions for leaves of absence for military service and reemployment in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law.

As used in this policy, "military service" means the performance of duty on a voluntary or involuntary basis in a uniformed service of the United States, including:

- A. Federal active duty including Reserve and Guard members who have been called up;
- B. Federal active duty for training;
- C. initial Federal active duty for training;
- D. inactive duty drills and annual training;
- E. State active duty for the Indiana National Guard;
- F. absence from work for an examination to determine a person's fitness for Federal or State duty; and
- G. funeral honors duty.

A professional staff member on leave for military service shall receive compensation in accordance with applicable law during the period of leave and shall continue to accrue seniority subject to any applicable collectively bargained agreement during the period

1 of leave for military service. Staff members on leave for military service are entitled to
2 continued health insurance coverage as if they were not on leave during absences for
3 drills and absences for annual training. During leave for drills and annual training of not
4 more than fifteen (15) consecutive or non-consecutive days per calendar year, the staff
5 member shall be entitled to continue to receive his/her pay from the School
6 Corporation and retain their military pay.

7
8 For other absences for military service, a staff member may elect to continue health
9 insurance coverage for the staff member and dependents under the following
10 conditions. For periods of up to thirty (30) days of military training or service, the staff
11 member shall be required to pay only the normal staff member share of the premium
12 for this continued coverage. For longer periods of military service, the staff member
13 shall have the option to continue health insurance coverage by paying 102% of the full
14 employer and employee premium. If the staff member elects to take this coverage, the
15 right to that coverage ends on the earlier of the day after the deadline for the staff
16 member to apply for reemployment or twenty-four (24) months after the absence for
17 military leave began. A professional staff member on leave for military service is
18 entitled to all additional rights provided to professional staff members for non- military
19 leaves of absence.

20
21 A professional staff member's right to re-employment under USERRA is subject to a
22 cumulative five (5) year total for all Federal active duty except where the staff member's
23 military obligation is involuntarily extended. Annual training and drills for reserve
24 component and National Guard members are not included in computing the service for
25 purposes of the five (5) year cap.

26
27 Where a professional staff member has options as to when to take military leave, the
28 staff member shall make every effort to schedule the leave to minimize the absence
29 from their duties for the School Corporation. Professional staff members shall include a
30 copy of any applicable military orders in their application for leave for military service.
31 The staff member shall submit notice of the need for this leave to the Superintendent or
32 a designee as soon as the staff member learns of the need for the leave unless giving
33 advance notice is impossible, unreasonable, or precluded by military necessity as
34 determined by the Department of Defense.

35
36 Credit for periods of leave for military service by professional staff members for
37 purposes of the Public Employees' Retirement Fund shall be governed by the statutes
38 applicable to that retirement fund and the rules adopted by the Fund. See I.C. 5-10.4-4-
39 8(b).

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Legal

I.C. 10-16-7

I.C. 10-17-4

USERRA 38 U.S.C. 4301 et seq.

PROFESSIONAL STAFF TEMPLATES

po3531

Proposed Revised - WORK STOPPAGE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

3531 - **WORK STOPPAGE**

The School Board is obligated and committed to provide certain basic services to students participating in Corporation programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the Corporation, for various reasons, could have a work stoppage, slowdown, or "work to contract", the Board remains committed to providing services to the schools and will fulfill its obligations. Professional staff members are required at all times to perform their normal duties as assigned by the Superintendent.

Professional staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary measures in accordance with the policies of this Board, the laws of the State, and may be subject to the loss of benefits as well.

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I.C. 20-29-9-1 et seq.

ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Support Staff Templates

19 policies

August 19, 2026

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SUPPORT STAFF TEMPLATES

po4111

Proposed Revised - CREATING A POSITION

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4111 - CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the Corporation in achieving the education goals set by the Board. The Corporation employs only U.S. Citizens and others lawfully authorized to work in the United States.

☒ The Superintendent shall verify all new employees' and substitutes right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. fix the compensation and prescribe the duties to be performed by all support staff;
- B. ☒ create new positions;
- C. ☐ ~~specify the number of persons within each job category.~~

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. ☒ the number of students enrolled;
- B. ☒ the special needs of the Corporation;
- C. ☒ the special needs of the students;
- D. ☒ the operational services of the Corporation.
- E. ☐ _____.

The Board may create a new position or increase the number of support staff in an existing position.

☒ The Board shall seek the advice of its administrative staff in creating a new support position or increasing the number of support staff in an existing position, but the Board reserves the right to act unilaterally.

☒ The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new support position or of increasing the number of support staff in an existing position.

☐ ~~The Board delegates the right to fix and prescribe the duties of support staff to the~~

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I.C. 20-26-5-4, 20-23-16-41

Immigration Reform and Control Act of 1986, 8 U.S.C. 1324a

SUPPORT STAFF TEMPLATES

po4112

Proposed Revised - BOARD-STAFF COMMUNICATIONS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4112 - BOARD-STAFF COMMUNICATIONS

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general problems of the School Corporation. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

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SUPPORT STAFF TEMPLATES

po4113

Proposed Revised - CONFLICT OF INTEREST

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4113 - CONFLICT OF INTEREST

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Corporation employees, officers (that is, all members of the School Board), and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the Corporation.

To accomplish this, the School Board has adopted the following guidelines which apply to all Corporation employees, officers, agents, and Board members, to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive; nor are they intended to substitute for good judgment on the part of all Corporation employees, officers, agents, and Board members.

~~SELECT EITHER OPTION 1 OR OPTION 2~~

~~[] OPTION 1~~

~~An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~

~~[END OPTION 1]~~

☒ OPTION 2

An employee, officer, agent, or Board member of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-4.

~~[END OF OPTION 2]~~

1. No employee, officer, agent, or Board member shall engage in or have a financial or other interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with the individual's Corporation responsibilities.
2. Employees, officers, agents, or Board members shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the Corporation.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or professional relationship with the Corporation through their access to Corporation records
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member, or any business or professional practitioner with whom any employee, officer, agent, or Board member has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees, officers, agents, and Board members shall not make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 4. Employees, officers, agents, and Board members of the Corporation may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

1
2 5. No employee, officer, agent, or Board member with a real or apparent
3 conflict of interest may participate in the selection, award, or
4 administration of a contract supported by the Federal award. A conflict of
5 interest includes when the employee, officer, agent, or Board member, or
6 any member of their immediate family, their partner, or an organization
7 that employs or is about to employ any of the parties indicated herein,
8 has a financial or other interest in or a tangible personal benefit from an
9 entity considered for a contract.

10
11 This includes contracts between the Corporation and an entity in which
12 the individual has a pecuniary interest, as defined in I.C. 35-44.1-4(a)(3),
13 or from which the individual derives a profit, or in which a dependent, as
14 defined in I.C. 35-44.1-4(a)(1), of the individual has a pecuniary interest or
15 derives a profit.

- 16
17 B. No conflict of interest will be deemed to be present if the individual's interest in
18 the contract or purchase and all other contracts and purchases made by the
19 Corporation during the twelve (12) months before the date of the contract or
20 purchase was less than \$250.
- 21
22 C. Should exceptions to this policy be necessary in order to provide mandatory
23 services through a private relationship to students or clients of the Corporation,
24 all such exceptions will be made known to the individual's supervisor, or to the
25 School Board if there is no supervisor, and will be disclosed to the
26 Superintendent **before** entering into any private relationship.
- 27
28 D. To the extent that the Corporation has a parent, affiliate, or subsidiary
29 organization that is not a State, local government, or Indian tribe, the
30 Corporation may not conduct a procurement action involving the parent,
31 affiliate, or subsidiary organization if the Corporation is unable, or appears to be
32 unable, to be impartial.
- 33
34 E. Employees, officers, agents, and Board members must disclose any potential
35 conflict of interest that may lead to a violation of this policy to the Corporation.
36 Upon discovery or notification of any potential conflict of interest, the
37 Corporation will disclose, in writing, the potential conflict of interest to the
38 appropriate Federal awarding agency or, if applicable, the pass-through entity.

39 The Corporation will promptly disclose whenever, in connection with the Federal
40 award (including any activities or subawards thereunder), it has credible
41 evidence of the commission of a violation of Federal criminal law involving
42

1 fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the
2 United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-
3 3733). The disclosure must be made in writing to the Federal agency, the
4 agency's Office of Inspector General, and pass-through entity. The Corporation is
5 also required to report matters related to recipient integrity and performance in
6 accordance with Appendix XII of 2 C.F.R. Part 200.

7
8 F. Employees, officers, agents, and Board members found to be in violation of this
9 conflict of interest policy will be subject to disciplinary action up to and including
10 termination, as permitted by applicable Board policy.
11

12 ~~{DRAFTING NOTE: The Corporation has discretion over the appropriate~~
13 ~~disciplinary actions. For example, the Corporation may suspend or~~
14 ~~terminate the individual's employment, transfer the individual, end the~~
15 ~~Corporation's professional relationship with that individual, or~~
16 ~~temporarily re-assign the individual. All disciplinary actions must be in~~
17 ~~accordance with applicable Federal, State, and local law, as well as any~~
18 ~~collectively bargained agreements.}~~

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21
22 **Legal**

23 I.C. 20-26-3-4

24 I.C. 20-26-5-4

25 I.C. 35-44.1-1-1, 35-44.1-1-2, 35-44.1-1-4, 35-44.1-1-5

26 2 C.F.R. 200.112, 200.113, 200.318

27 7 C.F.R. 3016.36(b)(3) and 3019.42
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SUPPORT STAFF TEMPLATES

po4120

Proposed Revised - EMPLOYMENT OF SUPPORT STAFF

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4120- EMPLOYMENT OF SUPPORT STAFF

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board are filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. Only the Board has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

~~Individuals employed in the following categories shall be considered members of the support staff:~~

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

☒ All applications for employment shall be referred to the [Human Resources](#).

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

~~[NOTE: Choose Option A or Option B below]~~

1 **[Option A]**

2
3 ☒ Relatives of staff members may be employed by the Corporation, provided the
4 relative being employed is not placed in a position in which the relative would be
5 supervised by the staff member. ~~(-) Except that such relatives may be employed only~~
6 ~~for a period that does not exceed one (1) school year.~~ **[END OF OPTION]**

7
8 **[Option B]**

9 ~~[] The Corporation shall not employ (but may reemploy) the relatives of staff~~
10 ~~members.~~ **[END OF OPTION]**

11
12 ~~**[DRAFTING NOTE: The Corporation is not required to have a non-fraternization**~~
13 ~~**policy; however, Neola recommends adoption of language regarding non-**~~
14 ~~**fraternization for various legal reasons including, but not limited to claims of**~~
15 ~~**sexual harassment or potentially being found to be negligent for failure to**~~
16 ~~**provide direction especially regarding the supervisor/subordinate**~~
17 ~~**relationship.]**~~

18 ☒ **Non-Fraternization:**

19
20 ~~**[NOTE: Choose Option C or Option D below]**~~

21
22 **[Option C]**

23
24 ☒ Corporation employees may not date, develop romantic relationships with or have
25 sexual relations with individuals who are the employee's supervisor or those that they
26 supervise. **[END OF OPTION]**

27
28 **[Option D]**

29
30 ~~**[] If Corporation employees in a supervisor-subordinate relationship choose to date,**~~
31 ~~**engage in a romantic relationship, or have sexual relations, the employees shall notify**~~
32 ~~**the Corporation's administration and accept the Corporation's decision to transfer one**~~
33 ~~**or both of the employees so that they no longer have a supervisor-subordinate**~~
34 ~~**relationship. Anyone employed in a managerial or supervisory role needs to heed the**~~
35 ~~**fact that personal relationships with employees who report to them may be perceived**~~
36 ~~**as favoritism, misuse of authority, or potentially sexual harassment, and, consequently,**~~
37 ~~**are unacceptable.**~~ **[END OF OPTION]**

38
39 ~~**[NOTE: Other optional selections to be completed]**~~

1 **[x]** Corporation employees may date and develop friendships and relationships with
2 other employees—both inside and outside of the workplace—as long as the
3 relationships do not have a negative impact on their work or the work of others.
4

5 **[x]** Any relationship that interferes with the Corporation culture of teamwork, the
6 harmonious work environment, or the productivity of employees, shall be subject to
7 discipline, up to and including termination.
8

9 **[x]** Adverse workplace behavior - or behavior that affects the workplace that arises
10 because of personal relationships - shall not be tolerated. Corporation employees who
11 disregard this policy shall be subject to discipline, up to and including termination.
12

13 **[x]** Any support staff member's intentional misstatement of fact material to their
14 qualifications for employment or the determination of salary shall constitute grounds
15 for dismissal.
16

17 **[x]** When appropriate, no candidate for employment as a support staff member shall
18 receive recommendation for such employment without having proffered visual
19 evidence of appropriate certification or pending application for certification.
20

21 The Superintendent shall prepare administrative guidelines for the recruitment and
22 selection of all support staff.
23

24 **VOLUNTEER FIREFIGHTERS**

25
26 If a staff member is a volunteer firefighter and has notified the Corporation in writing,
27 the Corporation may not discipline the staff member for:
28

- 29 A. absence from duty by reason of responding to a fire or emergency call that was
30 received prior to the time the staff member was to report to duty;
- 31 B. leaving to respond to a fire or an emergency call if the staff member has prior
32 supervisor authorization to leave duty in response to a call received after
33 reporting to work;
34

35 However, when an emergency call is received while the staff member is on duty,
36 the staff member shall notify the principal before leaving so coverage can be
37 arranged.
38

- 39 C. an injury or absence from work because of an injury that occurs while the staff
40 member is engaged in emergency firefighting or other emergency response,
41 provided the staff member's absence from work due to each instance of
42

emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

☒ The Corporation (☒) may ~~() shall~~ **[END-OF-OPTION]** require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence confirming the staff member was engaged in an emergency call at the time of the absence.

☒ The Corporation (☒) may ~~() shall~~ **[END-OF-OPTION]** require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority confirming treatment for the injury at the time of their absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use Title I funds to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

- D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;
- E. Passed annual school-level evaluations;
- F. Completed forty-eight (48) credit hours of college level classes;
- G. Child Development Associate (CDA) Credentials;
- H. Completed Local Educational Agency (LEA) required professional development modules/training;
- I. Completed other requirements (LEAs may request approval from IDOE).

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program shall:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;

E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher;

H. perform limited duties beyond classroom instruction or duties that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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I.C. 20-26-5-4

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5

SUPPORT STAFF TEMPLATES

po4120.04

Proposed Revised - EMPLOYMENT OF SUBSTITUTES

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4120.04 - EMPLOYMENT OF SUBSTITUTES

The School Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute staff and the positions in which they may substitute shall be maintained by the [Human Resources](#).

~~[] The Board will not employ the spouse or child of any Board member.~~

~~[] The Board will not employ the () children, siblings, spouse, parents, in-laws, or bona fide dependents of a Board member. () children, siblings, spouse, parents, in-laws, or bona fide dependents of a regular full-time support staff member.~~

[x] Relatives of Board members may be employed by the Board, ~~provided the member of the Board involved does not participate in any way in the discussion or vote.~~

~~[] Candidates for substitute employment on the support staff must be residents of this School Corporation.~~

~~[] Preference will be given to candidates for substitute employment who are residents of this School Corporation.~~

~~[] The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the Corporation.~~

~~[] Retroactive employment shall be recommended to the Board at the next meeting.~~

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Legal
I.C. 20-27-5-20

SUPPORT STAFF TEMPLATES

po4120.08

Proposed Revised - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4120.08 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the School Corporation's support staff (**x**) or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;
2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. heat emergency preparedness; and

1
2 d. proper technique;
3

4 3. requires a coach to complete a test demonstrating comprehension of the
5 content of the course; and
6

7 4. awards a certificate of completion to a coach who successfully completes
8 the course.
9

10 If the coach receives notice from the Corporation that new information has been
11 added to the course before the end of the two (2) year period, the coach shall
12 complete instruction and successfully complete a test concerning the new
13 information.
14

15 B. Prior to coaching students in grades 5-12, all head and assistant coaches of
16 interscholastic sports other than football, including cheerleading, shall complete
17 a certified coaching education course approved by the IDOE at least once during
18 a two (2) year period that:
19

20 1. contains player safety content on concussion awareness;
21

22 2. includes content for prevention of or response to heat-related medical
23 issues that may arise from a student athlete's training;
24

25 3. requires a coach to complete a test demonstrating comprehension of the
26 content of the course; and
27

28 4. awards a certificate of completion to a coach who successfully completes
29 the course.
30

31 If the coach receives notice from the Corporation that new information has been
32 added to the course before the end of the two (2) year period, the coach shall
33 complete instruction and successfully complete a test concerning the new
34 information.
35

36 C. A head or assistant coach of an intramural sport other than football who is
37 coaching students in grades 5-12 may elect to complete the above-referenced
38 certified coaching education course. If compliance with I.C. 20-34-7 is required
39 by the coaching certification requirements for the intramural sport that the head
40 or assistant coach is coaching, the coach shall complete the above-referenced
41 certified coaching education course.
42

1 D. A head coach or assistant coach of an athletic activity, marching band leader,
2 drama or musical leader, or sponsor of an extracurricular activity in which
3 students have an increased risk of sudden cardiac arrest as determined by the
4 IDOE shall complete the sudden cardiac training course offered by a provider
5 approved by the IDOE. The sudden cardiac arrest training course shall include
6 training in the use of an automated external defibrillator (AED). The coach,
7 marching band leader, drama or musical leader, or extracurricular activity
8 sponsor shall complete this required sudden cardiac arrest training prior to
9 coaching or leading the activity.

10
11 The Corporation shall receive a certificate of completion from the provider for
12 each coach, marching band leader, drama or musical leader, or extracurricular
13 activity sponsor successfully completing the required sudden cardiac arrest
14 training. The Corporation shall maintain all certificates of completion awarded
15 for each individual who completes the sudden cardiac arrest training. A head
16 coach or assistant coach of an athletic activity, marching band leader, drama or
17 musical leader, or sponsor of an extracurricular activity in which students have
18 an increased risk of sudden cardiac arrest who provides coaching or leadership
19 services in good faith is not personally liable for damages in a civil action as a
20 result of sudden cardiac arrest incurred by a student participating in an event in
21 which students have an increased risk of sudden cardiac arrest except for an act
22 or omission by the individual coach, leader or sponsor that constitutes gross
23 negligence or willful and wanton misconduct.

24
25 E. All coaches of any Indiana High School Athletic Association (IHSAA) sponsored
26 athletic activity must complete one or more certified coaching course(s)
27 approved by the IDOE at least once during a two (2) year period that includes the
28 following:

- 29 1. concussions in sports;
30
31 2. heat illness prevention; and
32
33 3. sudden cardiac arrest.
34

35 **Additional requirements for coaches of IHSAA athletic teams:**
36

37 Any paid or volunteer coach of a program must be rostered with the IHSAA and
38 accredited prior to having any athletic contact with a student (physical athletic activities
39 or conditioning). In addition to courses already required by Indiana law on concussions,
40 heat illness and prevention, and sudden cardiac arrest, coaches will have to complete
41 offerings on protecting students from abuse as well as student mental health and
42

1 suicide prevention or the equivalent of those courses already offered by the Indiana
2 Department of Education. To remain accredited, an individual must retake each of the
3 five (5) courses every two (2) years.

4
5 **[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE**
6 **BOARD WISHES TO INCLUDE IN THE POLICY]**

7
8 **[]** Additionally, the Board requires that:

- 9 A. **[]** All head and assistant coaches of students of any age participating in
10 interscholastic or intramural sports other than football, including cheerleading,
11 shall complete a certified coaching education course approved by the IDOE at
12 least once during a two (2) year period that:
- 13 1. contains player safety content on concussion awareness;
 - 14 2. includes content for prevention of or response to heat-related medical
15 issues that may arise from a student athlete's training;
 - 16 3. requires a coach to complete a test demonstrating comprehension of the
17 content of the course; and
 - 18 4. awards a certificate of completion to a coach who successfully completes
19 the course.

20 If the coach receives notice from the Corporation that new information has been
21 added to the course before the end of the two (2) year period, the coach shall
22 complete instruction and successfully complete a test concerning the new
23 information.

- 24 B. **[]** All coaches **(-)** and athletic activity sponsors **[END OF OPTION]** of
25 interscholastic or intramural sports for students of any age shall receive training
26 about **(-)** concussions **(-)** sudden cardiac arrest **(-)** and heat-related medical
27 issues **[END OF OPTION]** at least once during a two (2) year period.
- 28 C. **[]** All coaches **(-)** and athletic activity sponsors **[END OF OPTION]**, other
29 than football coaches, shall be required to complete a coaching education course
30 that contains player safety content on concussion awareness, equipment fitting,
31 heat emergency preparedness, and proper technique. The course shall be
32 completed prior to coaching or serving as an athletic activity sponsor. Each
33 coach **(-)** and athletic activity sponsor **[END OF OPTION]** shall complete a
34 course not less than once during a two (2) year period.

35
36 **[END OF OPTION]**

37
38 The Superintendent shall require that each person employed as a coach or athletic
39 activity sponsor is qualified, has cleared a background check required by State law and
40 Policy 4121 - Personal Background Checks, References and Mandatory Reporting or
41 Policy 8120 - Volunteers, and has received the training required by State law and this
42

1 policy. Additionally, before the Corporation hires or allows an individual to coach an
2 IHSAA-recognized sport, the Corporation shall take the following steps:

3
4 A. ask the individual:

5
6 1. whether the individual is or has been accredited by the IHSAA; and

7
8 2. if the individual is or has been accredited by the IHSAA, whether the
9 individual's accreditation has ever been suspended or revoked;

10
11 B. request references from the individual;

12
13 C. contact the references that the individual provides to the Corporation; and

14
15 D. contact the IHSAA to determine whether the individual's accreditation has ever
16 been suspended or revoked.

17
18 The Corporation shall make a report to the Department of Child Services if a
19 nonteaching coach has engaged in suspected child abuse or neglect.

20
21 The Corporation shall report to the IHSAA when a nonteaching coach accredited by the
22 IHSAA:

23
24 A. has been convicted of an offense described in I.C. 20-28-5-8(c) (☒) or I.C. 20-26-
25 5-11.2(b) **[END-OF-OPTIONS]** - or of a known comparable offense in another
26 state.

27
28 B. has committed misconduct described in I.C. 20-28-5-7(1) or I.C. 20-28-5-7(2).

29 **[THE FOLLOWING REPORT IS RECOMMENDED; CHOOSE THIS OPTION IF THE**
30 **BOARD WISHES TO INCLUDE THIS REPORT IN THE POLICY]**

31
32 ☒ The Corporation shall report to local law enforcement suspected misconduct by a
33 nonteaching coach that may constitute a crime.

34
35 **[END-OF-OPTIONS]**

36
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39 **Legal**

40 I.C. 20-26-5-11.2(b)

41 I.C. 20-26-14-8

1	I.C. 20-26-14-9
2	I.C. 20-28-5-8(c)
3	I.C. 20-34-7
4	I.C. 20-34-8
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SUPPORT STAFF TEMPLATES

po4121

Proposed Revised - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4121- PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's support staff.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment on the Corporation's support staff which shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. (x) an expanded child protection index check in other states
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1

1 I. ☒ fingerprint check

2
3 J. ☒ a detailed background history including all prior employment and volunteer
4 positions

5
6 K. ☒ an Indiana Bureau of Motor Vehicles driver history if the position involves
7 driving

8 9 **Eligibility**

10
11 Each applicant shall certify under penalty of perjury their eligibility to be employed by
12 the Board as a United States citizen or a qualified alien.

13 14 **Background Checks, Including Expanded Criminal History and Expanded Child 15 Protection Index**

16
17 The Board requires that an expanded criminal history check be conducted for each
18 applicant for employment who is likely to have direct, ongoing contact with children
19 within the scope of the applicant's employment before or not later than thirty (30) days
20 after the start of the applicant's employment by the Corporation.

21
22 If a third party vendor is used to provide an expanded criminal history check, and the
23 vendor offers more than one type of expanded criminal history check, the Board shall
24 evaluate all available types of criminal history checks to select and employ the
25 expanded criminal history check that would best protect the Corporation's students.

26
27 The Board requires that an Indiana expanded child protection index check be
28 conducted for each applicant for employment who is likely to have direct, ongoing
29 contact with children within the scope of the applicant's employment before or not later
30 than sixty (60) days after the start of the applicant's employment by the Corporation.

31
32 The Board shall deny employment to an individual who has been convicted of an
33 offense requiring license revocation per I.C. 20-28-5- 8(c), unless the conviction has
34 been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the
35 employment of an individual who has been convicted of an offense requiring license
36 revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set
37 aside on appeal.

38
39 The Board also shall deny employment to an individual who has been convicted of an
40 offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated,
41 or set aside on appeal. Likewise, the Board shall terminate the employment of an
42

individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of child abuse or neglect.

[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING TWO OPTIONS. THE BOARD SHOULD BE SURE TO SELECT THE SAME OPTIONS HERE AS IT SELECTS IN POLICY 1521 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, POLICY 3120.02 - ADJUNCT TEACHERS, POLICY 3121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, AND POLICY 8121 - PERSONAL BACKGROUND CHECK- CONTRACTED SERVICES.]

[X] [OPTION 1]

Per I.C. 20-26-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item - **[select the items below that the Board wishes to permit]** :

- A. ☒ An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.
- B. ☒ Battery (I.C. 35-42-2-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- C. ☐ Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- D. ☐ Contributing to the delinquency of a minor (I.C. 35-46-1-8). ☐ An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.
- E. ☐ An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.
- F. ☐ An offense relating to controlled substances under I.C. 35-48-4, other than: 1) an offense involving marijuana or paraphernalia used to consume marijuana; or 2) an offense requiring license revocation under I.C. 20-28-5-8(c).

X [END OPTION 1]

[] [OPTION 2]

Per I.C. 20-26-5-11.2(h), the Corporation may hire or contract with an individual **[select the items below that the Board wishes to permit]** :

- A. ~~() who is required to wear an ankle monitor as the result of a criminal conviction~~
- B. ~~() who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State-accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct [as defined in I.C. 20-26-5-11.2(i)]~~
- C. ~~() who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13) if a majority of the Board approves the employment or contract as a separate, special agenda item.~~

~~if a majority of the Board approves the employment or contract as a separate, special agenda item.~~

~~[END OPTION 2]~~

~~[END OF OPTIONS]~~

~~[DRAFTING NOTE: SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]~~

☒ [OPTION 1]

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

~~[END OPTION 1]~~

~~[] [OPTION 2]~~

~~The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.~~

~~[END OF OPTION 2]~~

~~[END OF OPTIONS]~~

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

~~[] [OPTIONAL]~~

~~In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed _____ () [maximum is five (5)] years by annually conducting updated expanded criminal history checks for at least _____ () [minimum is 1/5] of employees who are employed by the Corporation on July 1, 2017.~~

~~[END OF OPTIONAL]~~

[DRAFTING NOTE: SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[☒] ~~[OPTION 1]~~

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

~~[END OF OPTION 1]~~

[☐] ~~[OPTION 2]~~

~~The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.~~

~~[END OF OPTION 2]~~

~~[END OF OPTIONS]~~

~~[☐] [OPTIONAL. DRAFTING NOTE: IF THE BOARD SELECTS THE FIRST OPTION BELOW, IT ALSO MUST DECIDE WHETHER TO ACCEPT THE SECOND OPTION. IF THE BOARD DOES NOT SELECT THE FIRST OPTION BELOW, IT LIKewise SHOULD NOT SELECT THE SECOND OPTION.]~~

[☒] The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.

~~[☐] In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed _____ (____) **[maximum is five (5)] years by annually obtaining updated child protection index checks for at least _____ (____) **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.~~**

~~[END OF OPTIONAL]~~

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

A. is the subject of a substantiated report of child abuse or neglect;

B. has been charged with or convicted of an offense requiring license revocation per I.C. 20-28-5-8(c); or

C. has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b)

References

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

Notwithstanding any confidentiality agreement entered into by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023, by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee was:

A. arrested;

B. charged with a criminal offense;

C. convicted of a criminal offense;

D. under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration;

E. the subject of a protection order; or

F. named as a defendant in a civil action if the civil action could affect the safety of students.

Information and records obtained from inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a

request for an employment reference from another school for a current or former employee or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of employment with the Corporation, each support staff employee shall be required to report the

- A. (☒) arrest or the filing of criminal charges against the employee;
- B. conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c);
- C. conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-26-5-11.2(b) or I.C. 20-26-5-11.2(c); and
- D. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

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Legal

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-26-5-11.5
I.C. 20-28-5-8

SUPPORT STAFF TEMPLATES

po4122

Proposed Revised - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

NONDISCRIMINATION

The School Board (hereinafter referred to as "the Board" or "the Corporation") does not discriminate based on a person's Protected Class(es) in its education programs or activities and does not tolerate unlawful harassment. Protected Classes (which also may be referred to as Protected Categories) include race, color, national origin, sex (including pregnancy, childbirth, and related conditions), disability, age, religion, military status, ancestry, genetic information, or any other legally protected characteristics. The Board is an equal opportunity employer.

~~**[DRAFTING NOTE: Given this policy pertains to discrimination/harassment in an employment context, there is a legal basis to consider the inclusion of "sexual orientation" and "gender identity" within the definition of "sex"; namely, the U.S. Supreme Court held in Bostock v. Clayton County, 590 U.S. 644 (2020), that Title VII's prohibition of discrimination on the basis of sex necessarily includes a prohibition of discrimination on the basis of sexual orientation and gender identity. On May 15, 2025, however, a Federal District Court in Texas declared unlawful and vacated portions of the EEOC's 2024 Enforcement Guidance on Harassment in the Workplace that had interpreted the Bostock ruling to control employment actions beyond simply prohibiting termination of an employee based on the person's sexual orientation or gender identity, which was the interpretation recognized by a majority of the U.S. Circuit Courts. The Texas District Court found that all language in the Guidance document defining "sex" under Title VII to include "sexual orientation" and/or "gender identity" was contrary to Title VII and therefore vacated. See Texas v. EEOC, 2:24-CV-173 (N.D. Tex. May 15, 2025). It is critical that you consult with your local legal counsel if a situation arises involving a workplace dispute in**~~

1 **which an employee could conceivably allege discrimination or harassment**
2 **based upon the employee's sexual orientation or gender identity.]**
3

4 The Board is committed to providing a work environment that is free from Prohibited
5 Conduct (as defined below), responding promptly and effectively when it has
6 knowledge of conduct that reasonably may constitute Prohibited Conduct, and
7 addressing Prohibited Conduct in its education programs or activities. This commitment
8 applies to all Corporation operations, and this policy applies to Prohibited Conduct
9 occurring within or as a part of the Corporation's education programs and activities,
10 whether on school property or at another location during an activity sponsored by the
11 Board.
12

13 Persons who commit Prohibited Conduct are subject to the full range of disciplinary
14 sanctions set forth in this policy.

15 The Board will provide persons who have experienced Prohibited Conduct ongoing
16 remedies as reasonably necessary to restore or preserve access to the Corporation's
17 education programs or activities.
18

19 All school employees share responsibility for avoiding, discouraging, and reporting any
20 form of Prohibited Conduct.
21

22 The Board will take immediate action to address the following prohibited acts:
23

- 24 A. Retaliating against a person who has made a report or filed a complaint alleging
25 Prohibited Conduct, or has participated in the grievance procedures described
26 below.
27
- 28 B. Filing a malicious or knowingly false report or complaint of Prohibited Conduct.
29
- 30 C. Disregarding, failing to appropriately address, or delaying action to
31 appropriately address allegations of Prohibited Conduct when responsibility for
32 reporting and/or investigating such charges comprises part of one's
33 administrative/supervisory duties.
34

35 **Definitions:**

36

37 Words used in this policy shall have those meanings defined herein; words not defined
38 herein shall be construed according to their plain and ordinary meanings.
39

40 **Complainant:**

41
42

1 A. an employee who is alleged to have been subjected to conduct that could
2 constitute Prohibited Conduct; or

3
4 B. a person other than an employee who is alleged to have been subjected to
5 conduct that could constitute Prohibited Conduct and who was participating or
6 attempting to participate in the Corporation's education programs or activities at
7 the time of the alleged Prohibited Conduct.
8

9 **Complaint:** an oral or written request to the Corporation that objectively can be
10 understood as a request for the Corporation to investigate and make a determination
11 about alleged Prohibited Conduct.
12

13 **Corporation community:** students and Corporation employees (i.e., administrators
14 and professional/classified staff), as well as Board members, agents, volunteers,
15 contractors, or other persons subject to the control and supervision of the Board.
16

17 **Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this
18 policy means business day(s) (i.e., days that the Corporation office is open for normal
19 operating hours, Monday–Friday, excluding Federal and State holidays).
20

21 **Disciplinary sanctions:** consequences imposed on a Respondent following a
22 determination that the Respondent engaged in Prohibited Conduct.
23

24 **Education programs or activities:** all the Corporation's operations including but not
25 limited to in-person and online, remote or virtual educational instruction, employment,
26 extracurricular activities, athletics, performances, and community engagement and
27 outreach programs. The term applies to all programs and activities operated by the
28 Corporation on school grounds or on other property owned or occupied by the
29 Corporation. It also includes events and circumstances that take place off school
30 property/grounds but over which the Corporation asserts disciplinary authority (e.g., at
31 off-campus activities sponsored by the Corporation).
32

33 **Exculpatory evidence:** evidence that is favorable to a Respondent because it helps
34 excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish
35 that a Respondent did not engage in Prohibited Conduct.
36

37 **Genetic information:** information about: (a) an individual's genetic tests; (b) the
38 genetic tests of that individual's family members; (c) the manifestation of disease or
39 disorder in family members of the individual (i.e., family medical history); (d) an
40 individual's request for, or receipt of, genetic services, or the participation in clinical
41 research that includes genetic services by the individual or a family member of the
42 individual; or (e) the genetic information of a fetus carried by an individual or a

pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

Harassment: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an employee that (a) places the employee in reasonable fear of harm to their person or damage to their property; (b) has the effect of substantially interfering with the employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school. Each of the following types of harassment involves unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's protected characteristic(s) and has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

A. Age Harassment: harassment based on negative perceptions about older workers. It also includes harassment based on stereotypes about older workers, even if they are not motivated by animus, such as pressuring an older employee to transfer to a job that is less technology-focused because of the perception that older workers are not well-suited to such work or encouraging an older employee to retire.

B. Disability Harassment: harassment based upon a person's disability, including harassment based upon stereotypes about individuals with disabilities in general or about an individual's particular disability. It also includes harassment based on traits or characteristics linked to an individual's disability, such as how the person speaks, looks, or moves. For example, negative comments about an individual's speech patterns, movement, physical impairments, or defects/appearances, or the like. Disability-based harassment includes: (a) harassment because an individual requests or receives reasonable accommodation; (b) harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability or a record of disability; (c) harassment because an individual has a record of a disability, even if the individual currently does not have a disability; and (d) harassment based on the disability of an individual with whom the employee is associated. Finally, disability-based harassment may occur where conduct is directed at or pertains to a person's genetic information.

C. National Origin/Ancestry Harassment: harassment due to a person's (or their ancestor's) place of origin. Such harassing conduct can include ethnic slurs or epithets, derogatory comments about individuals of a particular nationality, and use of stereotypes about a person's national origin. Additionally, it can include harassment regarding traits or characteristics linked to an individual's national

origin, such as physical characteristics, ethnic or cultural characteristics or customs (e.g., surnames, attire, or diet), or linguistic characteristics (e.g., a person's manner of speaking, non-English language accent, or a lack of fluency in English).

D. **Race/Color Harassment:** unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's race or color and has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

E. **Religious (Creed) Harassment:** harassment based on a person's surname, religion (including atheism or lack of religious belief), religious traditions and practices, or religious dress/clothing, and includes making offensive comments about the same. It also includes religious slurs or epithets, harassing conduct based on religious stereotypes, and harassment associated with a person's request for and/or receipt of religious accommodation. Religious harassment also involves explicitly or implicitly coercing an employee to engage in religious practices at work.

F. **Sexual Harassment** (for purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964): unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; (b) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

1. Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

2. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- a. Conduct of a sexualized nature, such as unwanted conduct expressing sexual attraction or involving sexual activity (e.g., unwelcome sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact, including unwelcome and inappropriate touching, patting, or pinching (x), and obscene gestures - **[END OF OPTION]**).
- b. Sexual attention or sexual coercion, such as demands or pressure for sexual favors (e.g., threats or insinuations that a person's employment, wages, or other conditions of employment may be adversely affected by not submitting to sexual advances; giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin).
- c. Rape, sexual assault, or other acts of sexual violence.
- d. Discussing or displaying visual depictions of sex acts or sexual remarks (e.g., unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, etc.; sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment; asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities; speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history).
- e. A consensual sexual relationship where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- f. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- g. Non-sexual conduct based on sex, such as sex-based epithets; sexist comments (such as remarks that women do not belong in

management or that men do not belong in the nursing profession); or facially sex-neutral offensive conduct motivated by sex (such as bullying directed toward employees of one sex).

- h. Harassment based on pregnancy, childbirth, or related medical conditions, which may include issues pertaining to lactation, using or not using contraception, or deciding whether to have, or not to have, an abortion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be objectively offensive (a reasonable person would find it hostile or abusive), subjectively offensive (the complainant actually perceived it as abusive), and either sufficiently severe (a single extremely serious incident) or pervasive (a pattern of behavior), such that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

Inculpatory evidence: evidence that links a Respondent to alleged wrongdoing and tends to establish that a Respondent engaged in Prohibited Conduct (i.e., has culpability).

Military status: a person's past, current, or future membership, service, or obligation in a uniformed service (e.g., Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Public Health Service Commissioned Corps, and National Oceanic and Atmospheric Administration Commissioned Officer Corps). Service in the uniformed services also means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of the Indiana organized militia. It further includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

Party: a Complainant or Respondent.

Pregnancy, childbirth, or related medical conditions:

- A. "Pregnancy" and "childbirth" refer to the pregnancy or childbirth of a specific employee and include but are not limited to current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).

1
2 B. "Related medical conditions" are medical conditions relating to the pregnancy or
3 childbirth of a specific employee and may include: termination of pregnancy,
4 including via miscarriage, stillbirth, or abortion; ectopic pregnancy; preterm
5 labor; pelvic prolapse; nerve injuries; cesarean or perineal wound infection;
6 maternal cardiometabolic disease; gestational diabetes; preeclampsia; HELLP
7 (hemolysis, elevated liver enzymes and low platelets) syndrome; hyperemesis
8 gravidarum; anemia; endometriosis; sciatica; lumbar lordosis; carpal tunnel
9 syndrome; chronic migraines; dehydration; hemorrhoids; nausea or vomiting;
10 edema of the legs, ankles, feet, or fingers; high blood pressure; infection;
11 antenatal (during pregnancy) anxiety, depression, or psychosis; postpartum
12 depression, anxiety, or psychosis; frequent urination; incontinence; loss of
13 balance; vision changes; varicose veins; changes in hormone levels; vaginal
14 bleeding; menstruation; and lactation and conditions related to lactation, such as
15 low milk supply, engorgement, plugged ducts, mastitis, or fungal infections. The
16 preceding list of related medical conditions is not exhaustive.

17
18 **Prohibited Conduct:** unlawful discrimination or harassment based on a person's
19 Protected Class(es) or retaliation. Such misconduct involves a violation of Federal
20 and/or State civil rights laws.

21
22 **Relevant:** related to the allegations of Prohibited Conduct under investigation as part
23 of the Board's grievance procedures. Questions are relevant when they seek evidence
24 that may aid in showing whether the alleged Prohibited Conduct occurred, and
25 evidence is relevant when it may aid a decision-maker in determining whether the
26 alleged Prohibited Conduct occurred.

27
28 **Remedies:** measures provided, as appropriate, to a Complainant or any other person
29 the Corporation identifies as having had their equal access to the Corporation's
30 education programs or activities limited or denied by Prohibited Conduct. These
31 measures are provided to restore or preserve that person's access to the Corporation's
32 education program or activity after the Corporation determines that Prohibited Conduct
33 occurred.

34 **Respondent:** a person who is alleged to have engaged in Prohibited Conduct.
35

36 **Retaliation:** intimidation, threats, coercion, or discrimination against any person by
37 the Corporation, a student, a Board employee, or any other person authorized by the
38 Board to provide aid, benefit, or service under the Corporation's education programs or
39 activities, for the purpose of interfering with any right or privilege secured by Federal or
40 State law, or because the person has reported information, made a complaint, testified,
41 assisted, or participated or refused to participate in any manner in an investigation,
42

proceeding, or hearing under applicable Federal or State laws or regulations.

Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge to the Complainant or the Respondent before or after making a report or filing a complaint. Such measures are designed to restore or preserve that party's access to the Corporation's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment or deter Prohibited Conduct. Supportive measures may include modifications of work schedules, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain work settings, training related to Prohibited Conduct, (☒) referral to Employee Assistance Program, ~~[END-OF-OPTION]~~ - and other similar measures.

Third Parties: guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Pregnancy, Childbirth, and Related Medical Conditions

The Board will not discriminate against an employee based on the person's current pregnancy, potential or intent to become pregnant, past pregnancy, or medical condition related to pregnancy or childbirth or because the person uses birth control or has had or not had an abortion.

Additionally, the Board will provide a reasonable accommodation to an employee's known limitation related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the Corporation undue hardship.

The Board will treat pregnancy, childbirth, and related medical conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; accrual of seniority and any other benefit or service; reinstatement; and under any fringe benefit offered to employees by virtue of employment.

The Board will provide reasonable break time for an employee to express breast milk while at work for the first year after the employee's child's birth. The Board will provide the employee with a space, other than a bathroom, that is clean, shielded from view, free from intrusion from coworkers and the public, and which the employee can use as needed to express breast milk. See Board Policy 6700 – Fair Labor Standards Act.

Nondiscrimination Based on Employee's Genetic Information

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of the individual's genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act ("GINA"), the Board shall not request, require, or purchase genetic information of employees, their family members, or applicants for employment. Further, in compliance with GINA, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the Corporation's application process.

~~[] The Corporation recognizes that genetic information may be acquired through commercially and publicly available documents like newspapers, books, magazines, periodicals, television shows, or the Internet. However, the Corporation prohibits its employees from searching such sources with the intent of finding or obtaining genetic information or accessing sources from which they are likely to acquire genetic information while working. [END OF OPTION]~~

If the Corporation either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment, or a medical provider, it shall be treated as a confidential medical record in accordance with law.

The Corporation Compliance Officer (see below) shall be responsible for overseeing the Corporation's compliance with applicable Federal regulations and promptly handling any inquiries or complaints. The Corporation Compliance Office or designee also shall verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all Corporation

requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the Americans with Disabilities Act ("ADA") or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA Title II, including the Board of School Trustees, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

[X] The Corporation offers health services ~~(-), including a wellness program~~ **[END OF OPTION]**. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to the person's health services providers, but only genetic information in aggregate form will be provided to the Board.

[END OF OPTION]

Corporation Compliance Officer(s)

[DRAFTING NOTES:

- A. ~~Neola suggests the Board appoint both a male and a female to serve as the Corporation Compliance Officers. By appointing two (2) Corporation Compliance Officers, there always should be a Corporation Compliance Officer available to address a claim that pertains to the other Corporation Compliance Officer. If the Board appoints more than one (1) Corporation Compliance Officer, Neola recommends that it designate one (1) of the Corporation Compliance Officers to retain ultimate oversight over the assigned responsibilities and ensure the Board's consistent compliance with its responsibilities under applicable Federal~~

and State laws that prohibit unlawful discrimination/harassment based on protected classes and retaliation. Alternatively, the Board could appoint a Corporation Compliance Officer and one (1) or more persons to assist the Corporation Compliance Officer with the performance of the responsibilities identified in this policy. Often, the person(s) designated to assist a Corporation Compliance Officer is/are called Deputy or Assistant Compliance Officer(s). If the Board elects this alternative approach, it would designate a Corporation Compliance Officer for purposes of this policy, and then designate the other position(s). The person(s) in the alternative support role(s) will need to be trained in the same manner as the Corporation Compliance Officer.

- B. The Board must list in this policy either the Name(s) or Title(s) of the Corporation Compliance Officer(s); while the Board may list both the Name(s) and Title(s), Neola suggests that the Board only list the Title(s) in this policy (so the Board does not need to revise/amend the policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name(s) and Title(s) in the requisite notices/postings (e.g., website) and publications (e.g., handbooks). No matter what, the Board will need to amend its policy and update its requisite notices/postings, and publications whenever it changes the Title of the position(s) designated to serve as the Corporation Compliance Officer(s).
- C. Reminder: Whenever a new person begins to serve as the Corporation Compliance Officer (or in a support role to the Corporation Compliance Officer), the Corporation needs to make sure the new person is appropriately trained, in a timely manner, to fulfill the responsibilities of the position to which the person is assigned.]

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Federal and State laws that prohibit discrimination, including harassment, based on Protected Classes and retaliation (also known as "Civil Rights Coordinator(s)" or "Anti-Harassment Compliance Officer(s)") (hereinafter referred to as the "Corporation Compliance Officer(s)" or "CO(s)"):

General Counsel_____

(Name and/or Corporation Title)

2720 California Road Elkhart IN 46514_____

(Office Address)

_____ (Email Address)

1 574-262-5517

2 (Telephone Number)

3
4 ~~[DRAFTING NOTE: The Corporation may want to create a static (i.e., fixed)~~
5 ~~Corporation Compliance Officer-specific email address and phone number that~~
6 ~~will not change when the person(s) and/or position(s) designated to be the~~
7 ~~CO(s) change(s) – e.g., CO4CivilRights@(insert Corporation’s domain) – which the~~
8 ~~Technology Director/Department can program to be forwarded to the actual~~
9 ~~individual(s) serving as the Corporation Compliance Officer(s) at any given~~
10 ~~time. Likewise, the Corporation may want to establish a static Telephone~~
11 ~~Number for the position of Corporation Compliance Officer that can be~~
12 ~~forwarded to, and accessed by, the actual person(s) serving in the CO~~
13 ~~position(s) at any given time. These two (2) steps will help reduce the~~
14 ~~information that needs to be updated in policy, and/or the requisite~~
15 ~~notices/postings and publications when changes occur to the specific~~
16 ~~person(s)/position(s) designated to serve as the CO(s).]~~

17 ~~[DRAFTING NOTE: Complete the following information if the Board appoints~~
18 ~~more than one (1) Corporation Compliance Officer.]~~

19
20 ☒ [DESIGNATION OF A SECOND Corporation COMPLIANCE OFFICER]

21 Deputy Superintendent

22 (Name and/or Corporation Title)

23
24 2720 California Road Elkhart IN 46514

25 (Office Address)

26
27 _____ (Email Address)

28
29 574-262-5861

30 (Telephone Number)

31
32 [END OF OPTION]

33
34 ~~[DRAFTING NOTE: As discussed above, if the Board designates more than one (1)~~
35 ~~CO, Neola recommends that the Corporation select the following option.]~~

36
37 ☒ The Board designates General Counsel ~~[DRAFTING NOTE: Insert~~
38 ~~Name and/or Title of the Corporation Compliance Officer who ultimately is~~
39 ~~responsible for the Corporation’s compliance with its responsibilities under~~
40 ~~Federal and State laws that prohibit discrimination/harassment based on~~
41 ~~Protected Classes and retaliation]~~ - as the individual who is ultimately responsible
42

for oversight over the Board's compliance with applicable Federal and State laws and regulations that prohibit discrimination based on the basis of protected classes and retaliation. **[END-OF-OPTION]**

☒ The Corporation Compliance Officer may delegate specific duties to one (1) or more designees. **- [END-OF-OPTION]**

The contact information concerning the Corporation Compliance Officer(s) will be published on the Corporation's website ~~() and annually~~ **[END-OF-OPTION] :**

- A. ~~() in parent/student and staff handbooks.~~
- B. ~~() in the Corporation Annual Report to the public.~~
- C. ~~() on each individual school's website.~~
- D. ~~() in the Corporation's calendar.~~
- E. ~~() [Other] _____.~~

[DRAFTING NOTE: The Board may want to select the following option when the Superintendent is not the CO. While Neola recognizes that this may not always be possible, it may be preferable to have the CO be someone other than the Superintendent because then – if the CO serves as the investigator and decision-maker – the Superintendent can serve as the appeal decision-maker or the facilitator for the informal resolution process.]

☒ The Corporation Compliance Officer(s) shall report directly to the Superintendent except when the Superintendent is a party to a Complaint (i.e., either the Complainant or the Respondent). Under such circumstances, the CO(s) shall report directly to **[SELECT ONE OF THE FOLLOWING]** ☒ the Board President ☒ the Board's Legal Counsel ~~() _____ [OTHER] [END-OF-OPTIONS]~~ until the matter in which the Superintendent is a party is concluded. **- [END-OF-OPTION]**

Questions about this policy should be directed to the Corporation Compliance Officer(s).

The CO(s) is/are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, harassment, retaliation, or denial of equal opportunity/access. The CO(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act ("GINA"), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. ~~() Any sections of the Corporation's collective bargaining agreements dealing with hiring, promotion,~~

1 ~~demotion, discipline, and tenure need to contain a statement of nondiscrimination~~
2 ~~similar to that in the Board's statement set forth above. [END OF OPTION] (-) In~~
3 ~~addition, as practical, gender-specific terms should be eliminated from such contracts.~~
4 ~~[END OF OPTION]~~ Copies of the laws and regulations listed above are available upon
5 request from the CO(s).

6
7 The CO(s) will be available during regular work hours to discuss concerns related to
8 Prohibited Conduct, to assist employees, other members of the Corporation
9 community, and third parties who seek support or advice when informing another
10 individual about Prohibited Conduct, including unwelcome conduct, or to intercede
11 informally on behalf of the individual in those instances where concerns have not
12 resulted in the filing of a formal complaint and where all parties are in agreement to
13 participate in an informal process.

14
15 The CO(s) shall monitor the Corporation's education programs and activities for barriers
16 to reporting information about conduct that reasonably may constitute Prohibited
17 Conduct pursuant to Federal and/or State laws that prohibit discrimination/harassment
18 based on the basis of a Protected Class/Category and retaliation, and take steps
19 reasonably calculated to address such barriers.

20 **Notice of Nondiscrimination**

21
22 The Superintendent shall provide a notice of nondiscrimination to: students, parents,
23 guardians, or other authorized legal representatives of elementary and secondary
24 students; employees; applicants for admission and employment; and all unions and
25 professional organizations holding collective bargaining or professional agreements
26 with the Board. Specifically, the Superintendent shall post the Notice of
27 Nondiscrimination on the Corporation's website and in each handbook, catalog,
28 announcement, bulletin, and application form that it makes available to the persons
29 listed above, or which are otherwise used in connection with the recruitment of
30 employees. ~~(-) See Form 1422 F2- Notice of Nondiscrimination and Complaint~~
31 ~~Procedures (Including Title II, Title VI, Title VII, Section 504, and ADA) - [END OF~~
32 ~~OPTION]~~

33 **NOTIFICATION/REPORTS OF PROHIBITED CONDUCT**

34
35 Any person may provide information to the CO(s) concerning conduct that reasonably
36 may constitute Prohibited Conduct. Such information may be submitted in person, by
37 mail, by telephone, or by electronic mail using the CO's(s') published contact
38 information, or by any other means (oral or written) that results in the CO(s) receiving
39 the information. Information may be provided at any time (including during non-work
40 hours). ~~(-) Anonymous reports may be submitted using (-) the online reporting form~~
41
42

1 posted at _____ [insert the web address for the reporting form, or
2 insert a hyperlink tied to the phrase "online reporting form"] [or] () the hotline
3 reporting number (_____ [insert phone number]). [END OF OPTION]
4

5 All Corporation employees are required to notify the CO(s) of conduct that reasonably
6 may constitute Prohibited Conduct. For the Board to fulfill its responsibilities under
7 applicable Federal and/or State laws, if a Corporation employee has knowledge of
8 conduct that reasonably may constitute Prohibited Conduct, the Corporation employee
9 must notify the/a CO within two (2) days of learning the information or receiving the
10 report. [DRAFTING NOTE: The applicable statutes and regulations do not specify
11 within how many days the Corporation employee must notify the CO of
12 receiving notification/a report of Prohibited Conduct; Neola suggests "two (2)
13 days." Alternatively, the Board could make this language more open-ended –
14 e.g., "*** must notify immediately/promptly the/a CO of such information or
15 report."] The Corporation employee also must comply with mandatory reporting
16 responsibilities pursuant to I.C. 31-33-5-2 and Policy 8462 – Student Abuse and
17 Neglect, if applicable. If the Corporation employee's knowledge about the alleged
18 Prohibited Conduct is based on another individual bringing the information to the
19 Corporation employee's attention and the reporting individual submitted a written
20 notification/report or complaint to the Corporation employee, the Corporation
21 employee must provide the written notification/report or complaint to the CO.

22
23 Notification can be provided orally or in writing and should be as specific as possible.
24 The person making the notification/report should, to the extent known, identify the
25 alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred,
26 including date(s), time(s), and location(s).

27
28 If a notification/report or Complaint involves allegations of Prohibited Conduct by or
29 involving the CO, the person making the report (i.e., providing the notification or filing
30 the complaint) should submit it to the Superintendent or another Corporation
31 employee who, in turn, will notify the Superintendent of the report/complaint. The
32 Superintendent will then serve in place of the CO for purposes of addressing that report
33 of Prohibited Conduct. [DRAFTING NOTE: If the Superintendent is the CO,
34 substitute "Board President" in place of "Superintendent."]

35 When a Corporation employee notifies the CO of suspected Prohibited Conduct, the
36 employee is required to report all known details about the alleged Prohibited Conduct
37 including: (1) the name of the alleged Respondent(s); (2) the person who experienced
38 the alleged Prohibited Conduct (i.e., the Complainant); (3) other persons involved in the
39 alleged Prohibited Conduct (e.g., witnesses); and (4) any other relevant facts, such as
40 date, time, and location. Failure to provide such notification may result in discipline, up
41 to and including suspension or termination of employment.
42

Any allegations of misconduct not involving Prohibited Conduct as defined in this policy will be addressed through the procedures outlined in other Board policies, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

When a notification/report or complaint of Prohibited Conduct is made, the CO shall promptly ~~(i.e., within two (2) days-~~ **[DRAFTING NOTE: The applicable laws and/or regulations do not define “promptly” or otherwise specify within how many days the contact has to be made; Neola suggests “two (2) days”]** of the CO’s receipt of the notification/report or complaint of Prohibited Conduct) contact the purported Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Complaint, and explain to the Complainant the process for filing a Complaint. The CO is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the Corporation to provide the supportive measures.

GRIEVANCE PROCEDURES

Overview:

The Board adopts the following grievance procedures to provide for the prompt, effective, and equitable resolution of complaints made by employees, applicants, or other individuals who are participating or attempting to participate in the Corporation’s education programs or activities (i.e., members of the Corporation community and third parties), or by the CO, alleging any act of Prohibited Conduct.

These grievance procedures shall be used for all complaints of Prohibited Conduct, unless it involves conduct involving a student, in which case the grievance procedures set forth in Policy 2260 or Policy 5517.01 shall apply. These grievance procedures set forth the means for investigating and resolving claims involving such Prohibited Conduct; in particular, the procedures provide a method for assessing – in a prompt, effective, and equitable manner – whether an applicable Federal or State law was violated and, if it was, how best to end the Prohibited Conduct, prevent its recurrence, and remedy its effects.

Due to the sensitivity surrounding complaints of Prohibited Conduct, timelines are flexible for initiating the grievance procedures; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal

complaint process is begun, the investigation will be completed in a timely manner.

~~[DRAFTING NOTE: Title VII of the Civil Rights Act of 1964 ("Title VII") prohibits discrimination in employment. Specifically, it prohibits employment discrimination based on race, color, religion, sex, or national origin, and applies to employers with fifteen (15) or more employees. Title IX, on the other hand, specifically prohibits discrimination based on sex in education programs and activities that receive Federal financial assistance, including employment within those institutions. Title IX is addressed by Board Policy 2266 and AG 2266. While both laws aim to prevent sex-based discrimination in the workplace, Title VII applies more broadly to various types of employers, whereas Title IX is limited to educational institutions receiving Federal funds. Ultimately, both laws aim to ensure equal employment opportunities and protect individuals from discrimination. When a Corporation Compliance Officer receives a complaint or notification of alleged misconduct involving sex discrimination (in particular, sexual harassment) that involves an employee Complainant and an employee Respondent, the Corporation Compliance Officer should consult with the Title IX Coordinator and/or the Board's Legal Counsel concerning which law – it may be both – the Corporation will need to comply with when investigating the allegations.]~~

Under all circumstances, the CO shall offer and coordinate supportive measures, as appropriate, in accordance with this policy.

Complaints:

The following people may make a complaint of Prohibited Conduct – i.e., request that the Corporation investigate and determine whether Prohibited Conduct occurred:

A. A "Complainant," which includes:

1. an employee of the Corporation who is alleged to have been subjected to conduct that could constitute Prohibited Conduct; or
2. a person other than an employee of the Corporation who is alleged to have been subjected to conduct that could constitute Prohibited Conduct at a time when that individual was participating or attempting to participate in the Corporation's education programs or activities;

B. An authorized legal representative with the legal right to act on behalf of a Complainant;

C. Corporation Compliance Officer.

A person is entitled to make a complaint of unlawful harassment only if they themselves are alleged to have been subjected to the unlawful harassment, or if the CO initiates a complaint.

[DRAFTING NOTE: This paragraph emphasizes that in order for a person to file a complaint of unlawful harassment, the person has to have been subjected to the alleged misconduct directly or be a person who has a legal right to act on behalf of the person who was subjected to the alleged misconduct. This is consistent with the prior paragraph where the complainant is identified as an employee who was "subjected to conduct that could constitute Prohibited Conduct." The following paragraph, on the other hand, expands who can file a complaint – when the alleged Prohibited Conduct does not involve unlawful harassment, or the complaint involves allegations of retaliation – to persons who are aware of the alleged Prohibited Conduct, even if that person was not directly affected by or subject to the alleged Prohibited Conduct.]

With respect to complaints of Prohibited Conduct other than unlawful harassment, or complaints involving allegations of retaliation, in addition to the people listed above, the following persons have a right to make a complaint:

A. any employee of the Corporation; or

B. any person other than an employee who was participating or attempting to participate in the Corporation's education programs or activities at the time of the alleged Prohibited Conduct.

The Corporation may consolidate complaints of Prohibited Conduct against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of Prohibited Conduct arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

A person may file criminal charges simultaneously with filing a complaint. A person does not need to wait until the Corporation's internal grievance procedures are completed before filing a criminal complaint. Likewise, questions or complaints relating to alleged violations of applicable Federal or State laws may be filed with the U.S. Department of Education's Office for Civil Rights, the U.S. Department of Justice's Civil Rights Division, the U.S. Equal Employment Opportunity Commission, or the Indiana Civil Rights Commission at any time based on the underlying statutory basis for the

complaint.

Basic Requirements:

The Corporation will treat complainants and respondents equitably.

All persons involved with implementing the grievance procedures and any other aspects of this Policy, including the Corporation Compliance Officer, the investigator, the decision-maker, and the appeal decision-maker, (☒) and the facilitator of the informal resolution process, - ~~[END OF OPTION]~~ shall be free from any conflicts of interest or bias for or against complainants or respondents generally, or an individual Complainant or Respondent.

☒ The CO may serve simultaneously as an investigator and/or a decision-maker. ~~[END OF OPTION] [DRAFTING NOTE: Neola recommends the Board select this OPTION; note it is "may" (i.e., optional) so the CO can decide when to serve in both roles and when to designate one or more persons to perform these responsibilities in a given case.]~~

If the CO does not intend to serve as the investigator/decision-maker in a specific case, the CO shall designate one (1) or more administrators who are appropriately trained to serve in the role.

In circumstances when the CO and trained administrators do not have time/capacity to serve, or are prevented due to a conflict of interest, bias, or partiality, or other reasons impair the CO and other trained administrators from serving as an investigator/decision-maker in a specific case, the CO shall (☒), in consultation with (☒) and approval of - ~~[END OF OPTION]~~ the Superintendent ~~or () Board () Board President (as appropriate);~~ ~~[END OF OPTION]~~ secure one (1) or more independent third parties to serve as the investigator and/or decision-maker.

The Corporation presumes that the Respondent is not responsible for the alleged Prohibited Conduct until a determination is made at the conclusion of its grievance procedures.

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

- A. Evaluation – The Corporation Compliance Officer will determine whether to dismiss a Complaint or investigate it within 10 business days ~~— [INSERT # OF DAYS] -days~~ of receiving the Complaint. ~~[DRAFTING NOTE: Neola~~

1 recommends that the evaluation stage be completed within ten (10)
2 days of the CO receiving notice of the Complaint.]

3
4 B. Investigation – The CO, or designated investigator/decision-maker, shall
5 ordinarily complete the investigation (i.e., collect relevant evidence that is not
6 otherwise impermissible) and issue a Determination (i.e., consider the relevant
7 and not otherwise impermissible evidence and decide whether Prohibited
8 Conduct occurred) within 30 business days ~~--- [INSERT # OF DAYS] days of~~
9 ~~the CO determining the charges require investigation. [DRAFTING NOTE:~~
10 ~~Recognizing that it is important for investigations to be completed and~~
11 ~~Determinations issued in a prompt and equitable manner, Neola~~
12 ~~recommends that a Corporation typically complete an investigation and~~
13 ~~issue a Determination within twenty (20) days.]~~

14
15 ~~[DRAFTING NOTE: If the investigator/decision-maker is someone other~~
16 ~~than the CO, upon written request from the investigator/decision-~~
17 ~~maker, the CO should be permitted to approve a reasonable extension of~~
18 ~~time for the investigation to be completed and the Determination~~
19 ~~issued. If the CO is the investigator/decision-maker, upon written~~
20 ~~request from the CO, the Superintendent should be permitted to~~
21 ~~approve a reasonable extension of time for the investigation to be~~
22 ~~completed and the Determination issued. In either situation, the~~
23 ~~administrator granting the extension should communicate to the parties~~
24 ~~the new deadline along with a rationale for the extension.]~~ If, however,
25 the CO, or designated investigator/decision-maker, determines that the
26 investigation is going to take longer, the CO will so notify the parties (x) and the
27 Superintendent ~~[END OF OPTION]~~ and will thereafter keep the parties (x) and
28 the Superintendent ~~- [END OF OPTION]~~ informed of the status of the matter on
29 a regular ~~----- [INSERT TIME PERIOD – E.G., BIWEEKLY OR REGULAR]~~
30 basis.

31 C. Appeal – A party filing an appeal of the CO’s decision to dismiss a Complaint (x)
32 or the Determination ~~[END OF OPTION]~~ - must do so within 5 business
33 days ~~--- [INSERT # OF DAYS] days~~ of receiving the Dismissal (x) or
34 Determination ~~- [END OF OPTION]~~.

35
36 ~~[DRAFTING NOTE: Neola recommends the Board allow limited appeals~~
37 ~~based on the Determination. See DRAFTING NOTE below in the Appeal~~
38 ~~section.]~~

39
40 The CO, or the Superintendent if the CO is the individual requesting an extension, may
41 approve reasonable extensions of the preceding timeframes on a case-by-case basis for
42

1 good cause with notice to the parties.

2
3 The Corporation will take reasonable steps to protect the privacy of the parties and
4 witnesses. (☒) These steps will not restrict the ability of the parties to present evidence
5 or otherwise participate in the grievance procedures. [END-OF-OPTION] - The parties
6 shall not engage in retaliation, including against witnesses.

7
8 The CO, or designated investigator/decision-maker, shall objectively evaluate all
9 evidence that is relevant and not otherwise impermissible, including both inculpatory
10 and exculpatory evidence. Credibility determinations shall not be based on a person's
11 status as a complainant, respondent, or witness.

12
13 The following types of evidence, and questions seeking such evidence, are
14 impermissible (i.e., will not be accessed or considered, except by the Corporation to
15 determine whether one (1) of the exceptions listed below applies; will not be disclosed;
16 and will not otherwise be used), regardless of whether they are relevant:

- 17
18 A. evidence that is protected under a privilege recognized by Federal or State law,
19 unless the person to whom the privilege or confidentiality is owed voluntarily
20 waived the privilege or confidentiality; and
21
22 B. a party's or witness's records that are made or maintained by a physician,
23 psychologist, or other recognized professional or paraprofessional in connection
24 with the provision of treatment to the party or witness, unless the Corporation
25 obtains that party's or witness's voluntary, written consent for use in its
26 grievance procedures.

27
28 **Notice of Allegations:**

29 Upon initiation of the Board's grievance procedures, the Corporation Compliance
30 Officer shall notify the parties of the following:

- 31
32 A. the Board's grievance procedures (☒) and informal resolution process [END-OF
33 OPTIONS] - associated with claims involving Prohibited Conduct; [DRAFTING
34 NOTE: Neola encourages the Board to include an informal resolution
35 process.]
36
37 B. sufficient information available at the time to allow the parties to respond to the
38 allegations, including the identities of the parties involved in the incident(s), the
39 conduct alleged to constitute Prohibited Conduct, and the date(s) and location(s)
40 of the alleged incident(s); and
41
42

1 C. retaliation is prohibited.

2
3 Should the CO decide, at any point, to investigate allegations that are materially beyond
4 the scope of the initial written notice, the CO will provide a supplemental written notice
5 describing the additional allegations to be investigated.

6
7 **Dismissal of a Complaint:**

8
9 The CO may dismiss a Complaint of Prohibited Conduct if:

- 10
11 A. the Corporation is unable to identify the Respondent after taking reasonable
12 steps to do so;
- 13
14 B. the Respondent is not participating in the Corporation's education program or
15 activity and is not employed by the Board;
- 16
17 C. the Complainant voluntarily withdraws any or all of the allegations in the
18 Complaint, the CO declines to initiate a Complaint, and the Corporation
19 determines that, without the Complainant's withdrawn allegations, the conduct
20 that remains alleged in the Complaint, if any, would not constitute Prohibited
21 Conduct even if proven; or
- 22
23 D. the Corporation determines that the conduct alleged in the Complaint, even if
24 proven, would not constitute Prohibited Conduct. Before dismissing the
25 Complaint, the CO will make reasonable efforts to clarify the allegations with the
26 Complainant.

27
28 Upon dismissal, the CO will promptly notify, in writing, the Complainant of the basis for
29 the dismissal. If the dismissal occurs after the Respondent has been notified of the
30 allegations, the CO will also simultaneously notify, in writing, the Respondent of the
31 dismissal and the basis for the dismissal.

32
33 The CO will further notify the Complainant that a dismissal may be appealed and will
34 provide the Complainant with an opportunity to appeal the dismissal of the Complaint.
35 If the dismissal occurs after the Respondent has been notified of the allegations, then
36 the CO will also notify the Respondent that the dismissal may be appealed.

37
38 Dismissals may be appealed on the following bases:

- 39
40 A. procedural irregularity that would change the outcome;
- 41
42

- B. new evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- C. the CO had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent, that would change the outcome.

If the dismissal is appealed, the CO will:

- A. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- B. implement appeal procedures equally for the parties;
- C. ensure that the appeal decision-maker did not take part in the original dismissal of the Complaint;
- D. ensure that the appeal decision-maker has been trained consistent with this Policy;
- E. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- F. notify the parties of the result of the appeal and the rationale for the result.

When a Complaint is dismissed, the CO will, at a minimum:

- A. offer supportive measures to the Complainant as appropriate;
- B. if the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and
- C. take other prompt and effective steps, as appropriate, to ensure that Prohibited Conduct does not continue or recur within the Corporation's education programs or activities.

[DRAFTING NOTE: Neola encourages the Board to select the following option so the CO can choose, in appropriate circumstances, to offer the parties the opportunity to participate in an informal resolution process, or to honor the parties' request to use an informal resolution process, to end the Prohibited Conduct, prevent its recurrence, and remedy its effects.]

1 **[X] [OPTIONAL LANGUAGE: INFORMAL RESOLUTION PROCESS]**

2

3 **Informal Resolution Process:**

4

5 In lieu of resolving a Complaint through the Board's formal grievance procedures, the

6 parties may instead elect to participate in an informal resolution process. The

7 Corporation will not offer an informal resolution to resolve a Complaint when such a

8 process would conflict with Federal, State, or local law.

9

10 **[END OF OPTIONAL LANGUAGE: INFORMAL RESOLUTION PROCESS]**

11

12 **Adding Allegations and/or Consolidating Complaints:**

13

14 If, in the course of an investigation, the Corporation decides to investigate additional

15 allegations of Prohibited Conduct by the Respondent toward the Complainant that are

16 not included in the original Notice of Allegations or to consolidate charges raised in a

17 different Complaint involving the same Respondent, the CO will notify the parties of the

18 additional allegations.

19 **Investigation:**

20

21 The Corporation will provide for an adequate, reliable, and impartial investigation of

22 Complaints.

23

24 The burden is on the Corporation — not on the parties — to conduct an investigation

25 that gathers sufficient evidence to determine whether Prohibited Conduct occurred.

26

27 The CO, or the designated investigator/decision-maker, will provide an equal

28 opportunity for the parties to present fact witnesses and other inculpatory and

29 exculpatory evidence that are relevant and not otherwise impermissible.

30

31 The CO, or the designated investigator/decision-maker, will review all evidence

32 gathered through the investigation and determine what evidence is relevant and what

33 evidence is impermissible, regardless of relevance.

34

35 **Determination of Whether Prohibited Conduct Occurred:**

36

37 Following an investigation and evaluation of all relevant and not otherwise

38 impermissible evidence, the CO or designated investigator/decision-maker will:

- 39
- 40 A. Use the preponderance of the evidence standard of proof to determine whether
- 41 Prohibited Conduct occurred. This standard of proof requires the decision-maker
- 42

1 to evaluate relevant and not otherwise impermissible evidence for its
2 persuasiveness. If the decision-maker, applying the applicable standard, is not
3 persuaded by the relevant and not otherwise impermissible evidence that
4 Prohibited Conduct occurred, regardless of the quantity of the evidence, the
5 decision-maker will not determine that Prohibited Conduct occurred.

6 ~~[DRAFTING NOTE: While the Board could elect to use the "clear and~~
7 ~~convincing" evidence standard of proof, Neola does not recommend it. If~~
8 ~~the Board does select the "clear and convincing" standard, it should use~~
9 ~~it in all other comparable proceedings. Neola expects it will be a rare~~
10 ~~situation when a board chooses to use a clear and convincing standard of~~
11 ~~proof.]~~

- 12
- 13 B. Notify the parties, in writing, of the determination whether Prohibited Conduct
14 occurred, including the rationale for such determination (☒), and the
15 procedures and permissible bases for the Complainant and Respondent to
16 appeal - ~~[END OF OPTION]~~.
- 17
- 18 C. Not impose discipline on a Respondent for Prohibited Conduct unless there is a
19 determination at the conclusion of the grievance procedures that the
20 Respondent engaged in Prohibited Conduct.
- 21
- 22 D. If there is a determination that Prohibited Conduct occurred, the CO will, as
23 appropriate:
- 24
- 25 1. coordinate the provision and implementation of remedies to a
26 Complainant and other people the Corporation identifies as having had
27 equal access to the Corporation's education programs or activities limited
28 or denied by the Prohibited Conduct;
- 29
- 30 2. coordinate the imposition of any disciplinary sanctions on a Respondent
31 (☒), including notification to the Complainant of any such disciplinary
32 sanctions ~~[END OF OPTION]~~; and
- 33
- 34 3. take other appropriate prompt and effective steps to ensure that the
35 Prohibited Conduct does not continue or recur within the Corporation's
36 education programs or activities.
- 37
- 38 E. Comply with the grievance procedures before the imposition of any disciplinary
39 sanctions against a Respondent.
- 40
- 41 F. Not discipline a party, witness, or others participating in the grievance
42 procedures for making a false statement based solely on the determination of

whether Prohibited Conduct occurred.

~~[DRAFTING NOTE: If the CO dismisses a Complaint in the Evaluation stage (i.e., prior to commencing an investigation), the Complainant may appeal as set forth above. Neola also recommends that the Board include an appeal process related to the Determination.]~~

☒ ~~[OPTIONAL LANGUAGE - APPEAL OF DETERMINATIONS]~~

Appeal of Determinations:

If a party disagrees with the decision-maker's determination as to whether Prohibited Conduct occurred, the party may file an appeal. Appeals must be submitted, in writing, within 5 business days ~~_____ [INSERT # OF DAYS] days~~ of the appealing party's receipt of the Determination.

A party may appeal a Determination on the following bases:

- A. procedural irregularity that would change the outcome;
- B. new evidence that would change the outcome and that was not reasonably available when the investigation occurred and the Determination was made; and
- C. the CO, or the designated investigator/decision-maker, had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent, that would change the outcome.

~~[DRAFTING NOTE: The Board may insert additional grounds on which an appeal may be filed. Change period at end of C. to a semi-colon if additional grounds are inserted by the Board.]~~

- D. ~~(-) the recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Prohibited Conduct);~~
- E. ~~(-) [OTHER] _____.~~

☒ The Complainant may not challenge the ultimate disciplinary sanction/consequence that is imposed. ~~[END OF OPTION]~~

~~[DRAFTING NOTE: The following options are offered in case the Board wants the Superintendent to serve as the appeal decision-maker or the Board wants to nominally be identified as the appeal decision-maker but will be delegating the responsibility to a person who is properly trained. Neola does not recommend that the Board itself be named as the appeal decision-maker~~

~~because of the preference for the decision-maker to be trained to render a decision. If the Board wants to serve as the appeal decision-maker, it should discuss this issue with its Legal Counsel. Select OPTION 1 or OPTION 2 below.~~

~~[] [OPTION 1]~~

~~The CO will designate an appeal decision-maker, who will be a person who did not conduct the Investigation and render the Determination, and is appropriately trained. The CO has authority () , in consultation with () and approval of [END OF OPTION] the Superintendent or () Board () Board President (as appropriate), [END OF OPTION] to secure an independent third party to serve as the appeal decision-maker. [] In designating an appeal decision-maker, the CO will work with the Board to identify and appoint an independent third party to serve as the appeal decision-maker – this individual shall be considered to be the Board's designee and will submit the appeal decision to the Board who will promptly adopt it as written and forward it to the CO who will send it simultaneously to the parties. [END OF INTERNAL OPTION] [END OF OPTION 1]~~

☒ [OPTION 2]

The Superintendent shall serve as the appeal decision-maker, provided the Superintendent has not been otherwise involved in the grievance procedures (i.e., did not serve as the investigator/decision-maker or informal resolution process facilitator) and is appropriately trained. If the Superintendent is not eligible to serve as the appeal decision-maker, the CO will designate an appeal decision-maker, who will be a person who did not conduct the Investigation and render the Determination, and is appropriately trained.

~~[END OF OPTION 2]~~

If a party appeals the Determination, the CO will:

- A. notify the parties of the appeal;
- B. implement appeal procedures equally for the parties;
- C. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the Determination;
- D. provide the appeal decision-maker with the relevant and not otherwise impermissible evidence and the Determination; and

1 E. notify the parties, in writing, of the result of the appeal and the appeal decision-
2 maker's rationale for the outcome.

3
4 **Parties Provided a Reasonable and Equal Opportunity to Make a Statement in**
5 **Support of, or Challenging, the Dismissal (x) or Determination ~~[END OF~~**
6 **~~OPTION]~~**
7

8 When a party files an appeal, the party must set forth the reason(s)/basis/bases for the
9 appeal, and the other party will have - 5 business days - ~~[INSERT # OF DAYS] days~~
10 to provide the appeal decision-maker with a statement in support of their position.
11 Once the decision-maker receives the statement (or the deadline for filing such a
12 statement expires), the appeal decision-maker will have - 20 business days -
13 ~~[INSERT # OF DAYS] days~~ to issue a decision on the appeal.
14

15 ~~[DRAFTING NOTE: Neola suggests any appeals should be filed within five (5)~~
16 ~~days of the parties receiving written notice of the Determination. Neola~~
17 ~~further suggests that the timeline for the other party submitting a statement~~
18 ~~be equivalent to the timeframe in which an appeal has to be filed. Finally,~~
19 ~~Neola suggests the appeal decision-maker have ten (10) days from receipt of~~
20 ~~the statements to issue a decision.]~~

21 While a party appealing a Determination may argue the reason/basis for the appeal is
22 that new evidence has been discovered/obtained that would change the outcome and
23 that said new evidence was not reasonably available when the Determination was
24 originally made, the party may not submit the new or additional evidence during the
25 appeal process. Rather, the party appealing should identify/describe, in detail, the
26 evidence, including how and when it was discovered/obtained, and explain why it was
27 not reasonably available during the investigation (i.e., prior to the Determination). If the
28 appeal decision-maker accepts the proffered explanation, the appeal decision-maker
29 should remand the case back to the investigator/decision-maker (i.e., reopen the
30 investigation) so the new evidence may be submitted and considered by the other party
31 and the investigator/decision-maker.
32

33 The appeal decision-maker shall determine the outcome of the appeal based on the
34 appeal decision-maker's independent review of the record (i.e., the relevant and not
35 otherwise impermissible evidence and the written determination) and the appeal
36 decision-maker's application of the law and Board policy to the facts in the record. The
37 appeal decision-maker must give due deference and due weight to the decision-maker's
38 factual findings and credibility determinations and should not overturn them unless
39 non-testimonial extrinsic evidence in the record justifies a contrary conclusion or unless
40 the record, read in its entirety, compels a contrary conclusion. Generally, the appeal
41 decision-maker is expected to uphold the original Determination unless the appeal
42

1 decision-maker concludes the original Determination is unlawful, unreasonable, or
2 against the manifest weight of the evidence. Every reasonable presumption must be
3 made in favor of the original Determination.

4
5 The appeal decision-maker shall

6
7 **[DRAFTING NOTE: The Board must select either OPTION 1 or OPTION 2 unless**
8 **the Board appointed an independent third party to serve as the Board's appeal**
9 **decision-maker, in which case the Board should select OPTION 3.]**

10
11 **(☒) [OPTION 1]**

12
13 simultaneously notify the parties, in writing, of the result of the appeal and the
14 rationale for the outcome.

15
16 **END OF OPTION 1] [OR]**

17 **(☐) [OPTION 2]**

18
19 ~~notify the CO, in writing, of the result of the appeal and the rationale for the outcome.~~
20 ~~The CO will then simultaneously notify the parties, in writing, of the result of the appeal~~
21 ~~and the appeal decision-maker's rationale for the outcome.~~

22
23 **[END OF OPTION 2]**

24
25 **[OR]**

26 **(☐) [OPTION 3 - APPOINTED THIRD PARTY AS APPEAL decision-maker]**

27
28 ~~submit the appeal decision to the Board, who will promptly adopt it as written and~~
29 ~~forward it to the CO, who will send it simultaneously to the parties. The appeal decision~~
30 ~~shall set forth the result of the appeal and the appeal decision-maker's rationale for the~~
31 ~~outcome.~~

32
33 **[END OF OPTION 3]**

34 The (☒) appeal decision-maker's (☐ ~~Board's~~ **[END OF OPTION]** decision shall be
35 final.

36
37 **[END OF OPTIONAL LANGUAGE: APPEAL OF DETERMINATIONS]**

38 39 **Supportive Measures:**

40
41 The Corporation will offer and coordinate supportive measures as appropriate for the
42

1 Complainant and/or Respondent to restore or preserve that person's access to the
2 Corporation's education programs or activities or provide support during the grievance
3 procedures and/or during the informal resolution process. For allegations of Prohibited
4 Conduct other than prohibited harassment or retaliation, the Corporation's provision of
5 support measures does not require the Corporation, Board employees, or any other
6 person authorized to provide aid, benefit, or service on the Corporation's behalf to alter
7 the alleged discriminatory/retaliatory conduct for the purpose of providing a supportive
8 measure.

9
10 The CO shall determine appropriate supportive measures on a case-by-case basis.
11 Supportive measures may vary depending on what the CO deems to be reasonably
12 available. Supportive measures may include but are not limited to modifications of
13 work schedules, mutual restrictions on contact between the parties, changes in work
14 locations, leaves of absence, increased security and monitoring of certain work settings,
15 training related to Prohibited Conduct, (☒) referral to Employee Assistance Program
16 **[END-OF-OPTION]**, and other similar measures.

17
18 Supportive measures must not unreasonably burden either party and must be designed
19 to protect the safety of the parties and/or the Corporation's educational environment,
20 or to provide support during the Board's grievance procedures or the informal
21 resolution process.

22
23 The Corporation will not impose such measures for punitive or disciplinary reasons.

24
25 The CO may, as appropriate, modify or terminate supportive measures at the
26 conclusion of the grievance procedures, or at the conclusion of the informal resolution
27 process, or the Corporation may continue them beyond that point.

28
29 A party may seek additional modification or termination of a supportive measure
30 applicable to them if circumstances change materially.

31
32 The Corporation will not disclose information about any supportive measures to
33 persons other than the person to whom they apply, including informing one party of
34 supportive measures provided to another party, unless necessary to provide the
35 supportive measure or restore or preserve a party's access to the Corporation's
36 education programs or activities, or as otherwise permitted under existing law and/or
37 policy.

38
39 The Superintendent may place an employee Respondent on administrative leave from
40 employment responsibilities during the pendency of the Board's grievance procedures.

41 **Disciplinary Sanctions and Remedies:**

42

Following a determination that Prohibited Conduct occurred, the Corporation may impose disciplinary sanctions, which may include:

- A. (x) oral or written warning;
- B. (x) written reprimands;
- C. (x) required counseling;
- D. (x) required training or education;
- E. (x) demotion;
- F. (x) suspension with pay;

[END OF OPTIONS]

- G. suspension without pay - **[DRAFTING NOTE: THE REQUIRED STATUTORY PROCESS FOR A HEARING MUST BE FOLLOWED BEFORE IMPOSING A SUSPENSION WITHOUT PAY ON A CERTIFICATED EMPLOYEE] ;**

- H. termination; and

- I. any other sanction authorized by any applicable Board policy, Employee/Administrator Handbook, and/or collective bargaining agreement.

The Corporation also may provide remedies, which may include disciplinary sanctions/consequences. The CO will notify the Superintendent of the recommended remedies so an authorized administrator can consider the recommendation and implement appropriate remedies in compliance with applicable due process procedures, whether statutory or contractual.

[DRAFTING NOTE: The Board should review applicable policy(ies)/administrative guidelines/employee handbooks to determine whether changes are needed to establish timelines associated with imposition of discipline as a result of possible delays caused by the Board implementing the preceding grievance procedures; likewise, the Board may need to discuss with union representatives how implementation of the grievance procedures may impact any disciplinary provisions contained in applicable collective bargaining (e.g., timelines, permitted attendees at investigative interviews, etc.).]

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

Retaliation

Retaliation against a person who makes a report, files a complaint alleging Prohibited Conduct or retaliation, or participates in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the U.S. Constitution, the Indiana Constitution, Federal or State law, or this policy or because the individual made a report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including initiating a disciplinary process against a person for a Code of Conduct violation that does not involve Prohibited Conduct but arises out of the same facts and circumstances as a Complaint or information reported about possible Prohibited Conduct, for the purpose of interfering with the exercise of any right or privilege secured by Federal or State law constitutes retaliation. Retaliation against a person for making a Complaint or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above. The Corporation shall initiate its grievance procedures upon receiving any complaint alleging retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation; provided, however, that a determination that Prohibited Conduct occurred, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations. The Corporation will keep confidential the

1 identity of any individual who has made a Complaint of Prohibited Conduct, any
2 Complainant, any individual who has been reported to be the perpetrator of Prohibited
3 Conduct, any Respondent, and any witness, except as may be permitted by the Family
4 Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34
5 C.F.R. Part 99, as required by law, or to carry out the purposes of relevant Federal or
6 State law or regulations, including the conduct of any investigation, hearing, or judicial
7 proceeding arising thereunder (i.e., the Corporation's obligation to maintain
8 confidentiality shall not impair or otherwise affect the Complainant's and Respondent's
9 receipt of the information to which they are entitled related to the investigation and
10 determination of whether Prohibited Conduct occurred). All records generated under
11 the terms of this policy shall be maintained as confidential to the extent permitted by
12 law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must
13 be provided the Complainant's identity.

14
15 During an investigation, the CO or designated investigator/decision-maker will instruct
16 each person who is interviewed about the importance of maintaining confidentiality.
17 Any individual who is interviewed as part of an investigation is expected not to disclose
18 to other members of the Corporation Community or third parties any information that
19 is learned or provided during the course of the investigation.

20 **Sanctions and Monitoring**

21
22 The Board shall vigorously enforce its prohibitions against Prohibited Conduct by taking
23 appropriate action reasonably calculated to stop and prevent further misconduct. While
24 observing the principles of due process, a violation of this policy may result in
25 disciplinary action, up to and including the discharge of an employee. All disciplinary
26 action will be taken in accordance with applicable State law and the terms of the
27 relevant collective bargaining agreement(s). When imposing discipline, the
28 Superintendent shall consider the totality of the circumstances involved in the matter.
29 In those cases where Prohibited Conduct is not substantiated, the Board may consider
30 whether the alleged conduct nevertheless warrants discipline in accordance with other
31 Board policies, consistent with the terms of the relevant collective bargaining
32 agreement(s).

33
34 Where the Board becomes aware that a prior remedial action has been taken against a
35 member of the Corporation community, all subsequent sanctions imposed by the
36 Board and/or Superintendent shall be reasonably calculated to end such conduct,
37 prevent its reoccurrence, and remedy its effects.

38 **Application of the First Amendment**

39
40 The Board will construe and apply this policy consistent with the First Amendment to
41
42

the U.S. Constitution. In no case will a Respondent be found to have committed Prohibited Conduct based on expressive conduct that is protected by the First Amendment.

Training

All employees, investigators, decision-makers, facilitators of informal resolution process, the Corporation Compliance Officer(s), and other persons who are responsible for implementing the Board's grievance procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under applicable Federal and State laws and this policy. ~~(-) The training shall be provided promptly upon hiring or a change of position that alters their duties under this policy and annually thereafter. [END OF OPTION]~~ The training shall not rely on stereotypes involving Protected Classes.

~~[+] Training materials will be made available for inspection upon request by members of the public. [END OF OPTION]~~

Recordkeeping (Including Retention of Investigatory Records and Materials)

The Corporation Compliance Officer(s) is/are responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315 - Information Management) created and received as part of an investigation. Records and materials associated with the implementation of this policy shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Files, and Policy 8330 - Student Records for the period set forth below, unless required to be maintained for a longer period pursuant to the Corporation's records retention schedule.

~~[DRAFTING NOTE: For purposes of uniformity, Neola recommends that the Board use the same seven (7) year period for recordkeeping that is required by the 2020 Title IX regulations - see Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities ; if the Board selects a different timeframe for maintaining the below specified records, it should verify the time period selected is consistent with and/or reflected in its record retention schedule.]~~

The Corporation shall maintain, for a period of seven (7) calendar years, the following records:

- A. for each Complaint of Prohibited Conduct, records documenting the informal resolution process and/or the grievance procedures followed, and the resulting outcome;
- B. for each notification that the Corporation Compliance Officer receives of information about conduct that reasonably may constitute Prohibited Conduct, records documenting the actions the Corporation took to implement this policy; and
- C. all materials used to provide the training referenced above.

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records, medical records).

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy including but not limited to Corporation Compliance Officer, investigator, decision-maker, appeal decision-maker, or facilitator of the informal resolution process.

The Board also retains discretion to appoint two (2) or more persons to jointly fulfill the role of Corporation Compliance Officer, investigator, decision-maker, appeal decision-maker, and facilitator of the informal resolution process.

The Superintendent may delegate functions assigned to a specific Corporation employee under this policy including but not limited to the functions assigned to the Corporation Compliance Officer, investigator, decision-maker, appeal decision-maker, and facilitator of the informal resolution process to any suitably qualified individual, and such delegation may be rescinded by the Superintendent at any time.

[DRAFTING NOTE: The following option expressly sets forth authority that the Board has regardless of whether it is included in this policy, but is offered for those boards of education that may want to affirmatively communicate to/address these issues for readers of this policy.]

[] Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time and for any reason. The Board may apply policy revisions to an active case, provided that doing so is not clearly unreasonable.

[END OF OPTION]

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Legal

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1232g, Family Educational Rights and Privacy Act

20 U.S.C. Section 1681, Title IX of Education Amendments of 1972

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. 201 et seq., The Fair Labor Standards Act ("FLSA")

29 U.S.C. 218d, PUMP for Nursing Mothers Act ("PUMP Act")

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

38 U.S.C. Chapter 43, 4301-4335 (see in particular 4311(a) [prohibits discrimination based on military service] and 4312 [reemployment rights]), Uniformed Services Employment and Reemployment Rights Act ("USERRA")

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act ("GINA")

42 U.S.C. 2000gg, Pregnant Workers Fairness Act ("PWFA")

42 U.S.C. 6101 et seq., Age Discrimination in Employment Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635 (GINA Regulations)

34 C.F.R. Part 99 (FERPA regulations)

34 C.F.R. Part 110 (7/27/93) (ADEA Regulations)

SUPPORT STAFF TEMPLATES

po4123

Proposed Revised - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who is alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

Corporation community means students, Corporation employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

An individual with a disability means a person who has, has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including but not limited to functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined

as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies because the Corporation's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the Corporation is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Compliance Officer

The Board designates the following individual(s) to serve as the Corporation's Compliance Officers (also known as Section 504 Compliance Officers/ADA

Coordinators) (hereinafter referred to as the "COs")."

~~[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs also may serve as the Corporation's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there always should be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO. The Board must list either the Name or Title of the CO; while the Board may list both the Name and Title, Neola suggests that the Board consider listing only the Title in this policy (so it does not need to revise/amend its policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name and Title in the requisite postings (e.g., website) and publications (e.g., handbooks) and in the Administrative Guideline.]~~

General Counsel

[Name and/or Title]

2720 California Road Elkhart IN 46514

[Address]

574-262-5517

[Telephone No.]

~~[Email address]~~

Deputy Superintendent

[Name and/or Title]

2720 California Road Elkhart IN 46514

[Address]

574-262-5861

[Telephone No.]

~~[Email address]~~

The names, titles, and contact information of these individuals will be published annually on the Corporation's website ~~and: -~~

- 1 A. ~~() in the staff handbooks.~~
2 -
3 B. ~~() in the student handbooks.~~
4 -
5 C. ~~() on each individual school's website.~~
6 -
7 D. ~~() in the Corporation's calendar.~~
8 -
9 E. ~~() _____.~~

11 The COs are responsible for coordinating the Corporation's efforts to comply with
12 applicable Federal and State laws and regulations, including the Corporation's duty to
13 address in a prompt and equitable manner any inquiries or complaints regarding
14 discrimination/retaliation or denial of equal access. The COs also shall verify that
15 proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as
16 amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the
17 Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act
18 of 1975 is provided to staff members and the general public. ~~() Any sections of the~~
19 ~~Corporation's collectively-bargained, negotiated agreements dealing with hiring,~~
20 ~~promotion, and tenure need to contain a statement of nondiscrimination similar to that~~
21 ~~in the Board's statement above. [END OF OPTION]~~ A copy of each of the Acts and
22 regulations on which this notice is based will be made available upon request from the
23 CO.

24 The Board will provide for the prompt and equitable resolution of complaints alleging
25 violations of Section 504/ADA. See below.

27 **Investigation and Complaint Procedures (See Form 4123B F2)**

29 Any employee who alleges to have been subjected to unlawful discrimination or
30 retaliation on the basis of disability may seek resolution of the complaint through the
31 procedures described below. The formal complaint procedures involve an investigation
32 of the individual's claims of discrimination/retaliation and a process for rendering a
33 decision regarding whether the charges are substantiated.

35 Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation,
36 timelines are flexible for initiating the complaint process; however, individuals are
37 encouraged to file a complaint within thirty (30) calendar days after the conduct occurs.
38 Once the formal complaint process is begun, the investigation will be completed in a
39 timely manner (ordinarily within fifteen (15) business days of the complaint being
40 received).

1 The procedures set forth below are not intended to interfere with the rights of any
2 individual to pursue a complaint of unlawful discrimination or retaliation with the
3 United States Department of Education Office for Civil Rights ("OCR"), the Indiana Civil
4 Rights Commission ("ICRC") or the Equal Employment Opportunity Commission
5 ("EEOC").
6

7 **Informal Complaint Procedure** 8

9 The goal of the informal complaint procedure is to stop inappropriate behavior
10 promptly and facilitate resolution through an informal means, if possible. The informal
11 complaint procedure is provided as a less formal option for an employee who alleges
12 unlawful discrimination or retaliation. This informal procedure is not required as a
13 precursor to the filing of a formal complaint. The informal process is available only
14 when the Complainant and the Respondent mutually agree to participate in it.

15 The Complainant may proceed immediately to the formal complaint process, and
16 individuals who participate in the informal procedure may request that the informal
17 process be terminated at any time to move to the formal complaint process.
18

19 All complaints involving a Corporation employee or any other adult member of the
20 Corporation community and a student will be formally investigated.
21

22 As an initial course of action, if a Complainant feels comfortable and safe doing so, the
23 Complainant should tell or otherwise inform the Respondent that the allegedly
24 discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant
25 should address the alleged misconduct as soon after it occurs as possible. The COs are
26 available to support and counsel the Complainant when taking this initial step or to
27 intervene on behalf of the individual if requested to do so. A Complainant who is
28 uncomfortable or unwilling to directly approach the Respondent about the
29 inappropriate conduct may file an informal or a formal complaint.
30

31 In addition, with regard to certain types of unlawful discrimination (e.g., sex
32 discrimination), the CO may advise against the use of the informal complaint process.
33

34 A Complainant who alleges unlawful discrimination/retaliation may make an informal
35 complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of
36 the COs; and/or 3) to the Superintendent or other Corporation-level employee.
37

38 All informal complaints must be reported to one of the COs, who either will facilitate an
39 informal resolution as described below or appoint another individual to facilitate an
40 informal resolution.
41
42

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment to the individuals in the school building or office where the Respondent works/attends school.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal complaint process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, the Superintendent, or other Corporation official, either orally or in writing, about any

complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the formal complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

1
2 A. interview(s) with the Complainant;
3

4 B. interview(s) with the Respondent;
5

6 C. interviews with any other witnesses who reasonably may be expected to have
7 any information relevant to the allegations; and
8

9 D. consideration of any documentation or other information presented by the
10 Complainant, Respondent, or any other witness that is reasonably believed to be
11 relevant to the allegations.
12

13 At the conclusion of the investigation, the CO or the designee shall prepare and deliver
14 a written report to the Superintendent that summarizes the evidence gathered during
15 the investigation and provides recommendations based on the evidence and the
16 definition of unlawful discrimination/retaliation as provided in Board policy and State
17 and Federal law as to whether the Respondent has engaged in unlawful
18 harassment/retaliation of the Complainant. The CO's recommendations must be based
19 upon the totality of the circumstances. In determining if discrimination or retaliation
20 occurred, a preponderance of evidence standard will be used.

21 [☒] The CO may consult with the Board's legal counsel before finalizing the report to
22 the Superintendent.**[END OF OPTION]**
23

24 Absent extenuating circumstances, within five (5) business days of receiving the report
25 of the CO or the designee, the Superintendent either must issue a written decision
26 regarding whether the charges have been substantiated or request further
27 investigation. A copy of the Superintendent's final written decision will be delivered to
28 both the Complainant and the Respondent.
29

30 If the Superintendent requests additional investigation, the Superintendent must specify
31 the additional information that is to be gathered, and such additional investigation
32 must be completed within five (5) business days. At the conclusion of the additional
33 investigation, the Superintendent must issue a final written decision as described
34 above.
35

36 If the Superintendent determines the Respondent engaged in unlawful
37 discrimination/retaliation toward the Complainant, the Superintendent must identify
38 what corrective action will be taken to stop, remedy, and prevent the recurrence of the
39 discrimination/retaliation. The corrective action should be reasonable, timely, age-
40 appropriate, effective, and tailored to the specific situation.
41
42

[CHOOSE ONE (1) OF THE FOLLOWING OPTIONS]

☒ The decision of the Superintendent shall be final.

[OR]

~~☐ A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the () Treasurer/CFO () Board President () Board Attorney () _____.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

[END OF OPTIONS]

-

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

1 All records generated under the terms of this policy shall be maintained as confidential
2 to the extent permitted by law. Confidentiality, however, cannot be guaranteed.
3 Additionally, the Respondent must be provided the Complainant's identity.
4

5 During the course of a formal investigation, the CO or designee will instruct each
6 person who is interviewed about the importance of maintaining confidentiality. Any
7 individual who is interviewed as part of an investigation is expected not to disclose to
8 third parties any information that is learned or provided during the course of the
9 investigation.
10

11 **Remedial Action and Monitoring**

12

13 If warranted, appropriate remedial action shall be determined and implemented on
14 behalf of the Complainant, including but not limited to counseling services,
15 reinstatement of leave taken due to the discrimination or other appropriate action.
16

17 The Board may appoint an individual, who may be a Corporation employee, to follow
18 up with the Complainant to ensure no further discrimination or retaliation has occurred
19 and to take action to address any reported occurrences promptly.
20

21 **Sanctions and Disciplinary Action**

22

23 The Board shall vigorously enforce its prohibitions against unlawful discrimination by
24 taking appropriate action reasonably calculated to stop and prevent further
25 misconduct.
26

27 While observing the principles of due process, a violation of this policy may result in
28 disciplinary action up to and including the discharge of an employee or the
29 suspension/expulsion of a student. All disciplinary action will be taken in accordance
30 with applicable State law and the terms of any relevant collective bargaining agreement
31 or student code of conduct.
32

33 When imposing discipline, the Superintendent shall consider the totality of the
34 circumstances involved in the matter, including the age and maturity level of any
35 student involved. In those cases where unlawful discrimination/retaliation is not
36 substantiated, the Board may consider whether the alleged conduct nevertheless
37 warrants discipline in accordance with other Board policies, consistent with the terms
38 of any relevant collective bargaining agreement or student code of conduct.
39

40 Where the Board becomes aware that a prior disciplinary action has been taken against
41 the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent
42

1 shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy
2 its effect.

3 4 **Retaliation**

5
6 Retaliation against a person who makes a report or files a complaint alleging unlawful
7 harassment/retaliation or participates as a witness in an investigation is prohibited.
8 Neither the Board nor any other person may intimidate, threaten, coerce or interfere
9 with any individual because the person opposed any act or practice made unlawful by
10 any Federal or State civil rights law, made a report/formal complaint, testified, assisted
11 or participated or refused to participate in any manner in an investigation, proceeding,
12 or hearing under those laws and/or this policy, or exercised, enjoyed, aided or
13 encouraged any other person in the exercise or enjoyment of any right granted or
14 protected by those laws and/or this policy.

15 Retaliation against a person for making a report of discrimination, filing a formal
16 complaint, or participating in an investigation or meeting is a serious violation of this
17 policy that can result in imposition of disciplinary sanctions/consequences and/or other
18 appropriate remedies.
19

20 Formal complaints alleging retaliation may be filed according to the internal complaint
21 process set forth above.
22

23 The exercise of rights protected under the First Amendment of the United States
24 Constitution does not constitute retaliation prohibited under this policy.
25

26 **Education and Training**

27
28 In support of this policy, the Board promotes preventative educational measures to
29 create greater awareness of unlawful discriminatory practices. The Superintendent shall
30 provide appropriate information to all members of the Corporation community related
31 to the implementation of this policy and shall provide training for Corporation students
32 and staff where appropriate. All training and information provided regarding the
33 Board's policy and discrimination in general will be age and content appropriate.
34

35 **Retention of Investigatory Records and Materials**

36
37 The CO is responsible for overseeing retention of all records that must be maintained
38 pursuant to this policy. All individuals charged with conducting investigations under this
39 policy shall retain all documents, electronically stored information ("ESI"), and electronic
40 media (as defined in Policy 8315) created and/or received as part of an investigation,
41 which may include but are not limited to:
42

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the Corporation concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- N. ☐ documentation of any training provided to Corporation personnel related to this policy including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]** -
- O. ☐ documentation that any rights or opportunities that the Corporation made available to one party during the investigation were made available to the other party on equal terms;
-
- P. ☐ copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;
-
- Q. ☐ copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;
-
- R. ☐ copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

1
2 The documents, ESI, and electronic media (as defined in Policy 8315) retained may
3 include public records and records exempt from disclosure under Federal (e.g., the
4 Family Educational Rights and Privacy Act or "FERPA," 20 U.S.C. 1232g, the Americans
5 with Disabilities Act of 1990 or "ADA," 42 U.S.C. 12101 et seq.) and/or State (e.g., I.C. 5-
6 14-3-4) law, such as student records and confidential medical records.

7
8 The documents, ESI, and electronic media (as defined in Policy 8315) created or
9 received as part of an investigation shall be retained in accordance with Policy 8310,
10 Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if
11 required by the Corporation's records retention schedule.

12
13 **© Neola 2026**
14

15 **Legal**

16 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
17 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
18 29 C.F.R. Part 1630, ADA regulations
19 34 C.F.R. Part 104, Section 504 regulations
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SUPPORT STAFF TEMPLATES

po4130

Proposed Revised - ASSIGNMENT AND TRANSFER

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4130 - **ASSIGNMENT AND TRANSFER**

The School Board believes that the careful placement of support staff within the Corporation is vital to the utilization of qualified and competent support staff for the successful functioning of the Corporation.

Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent.

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I.C. 20-26-5-4, 5-10-7-1 et seq.

SUPPORT STAFF TEMPLATES

po4150

Proposed Revised - DISCIPLINARY ACTIONS

ADOPTED Nov 22, 2016 · REVISED Aug 25, 2025

4150 - DISCIPLINARY ACTIONS

[DRAFTING NOTE: This policy is a replacement policy and includes more information for administration and staff. Please note that as this is longer and more detailed than the prior policy, you should review the staff handbook or applicable CBA prior to adoption to ensure no contradictions.]

The School Board believes that standards of conduct for classified employees are necessary to provide students with a positive example of adult behavior and an orderly and efficient instructional environment. In the event of an infraction of Board policies, rules, standards, or State of Indiana law, it shall be the policy of the School Board to take appropriate disciplinary measures up to and including dismissal.

If the Board finds facts that support the use of discipline, the Board may impose a penalty which may include, but not be limited to one (1) or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning, which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in a recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- D. Suspension without pay imposed in compliance with the applicable Indiana statutes.
- E. Termination imposed in compliance with applicable Indiana statutes.

1 Examples of gross misconduct that may result in termination include, but are not
2 limited to the following:

- 3
- 4 A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug,
5 or a prescription drug used other than in accordance with a prescription.
- 6
- 7 B. Possession or use of alcoholic beverages or drugs on school property or at an
8 event sponsored by the Board.
- 9
- 10 C. Willful refusal to follow Board policies, rules, or standards, i.e., insubordination.
- 11
- 12 D. Repeated violations of board policies, rules, or standards.
- 13
- 14 E. Theft, fraud, or another violation of criminal law.
- 15
- 16 F. Arrest and subsequent conviction of a crime.
- 17
- 18 G. Falsification or omission of a material fact in the application for employment by
19 the Board.
- 20
- 21 H. Threats of and/or acts of violence to a person or substantial property damage.
- 22
- 23 I. Poor professional judgment resulting in a risk of physical harm to a person.
- 24
- 25 J. Harassment in violation of Board policy on harassment.
- 26
- 27 K. Other just or good cause.

28 Nothing in this Policy shall supersede an applicable collective bargaining agreement.

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SUPPORT STAFF TEMPLATES

po4170

Proposed Revised - SUBSTANCE ABUSE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4170 - **SUBSTANCE ABUSE**

The School Board recognizes alcoholism and drug abuse as treatable illnesses.

A staff member having an illness or other problem relating to the use/abuse of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

No staff member will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance.

Staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Please refer to Board Policy 4122.01 on Drug-Free Workplace for additional requirements for staff members.

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I.C. 20-26-5-4

29 U.S.C. 794

SUPPORT STAFF TEMPLATES

po4211

Proposed Revised - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4211 - REQUIRED REPORTS AND PROTECTION OF WHISTLEBLOWERS

The School Board recognizes that its employees teach its students by example and serve as a role model for students. It, therefore, requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law and Board policies and administrative guidelines in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the Superintendent. If the words or acts that violate this policy are the Superintendent's words or acts, the report shall be made to the Board president. An employee also may report suspected malfeasance, misfeasance or nonfeasance by a public officer to the State Board of Accounts.

Employees are subject to disciplinary action, up to and including termination for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor will direct the reporting employee to put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported

at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

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I.C. 5-11-1-9.5

I.C. 36-1-8-8

SUPPORT STAFF TEMPLATES

po4362.01

Proposed Revised - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4362.01 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline to further action.

State law requires that any individual who has reason to believe that a school employee:

- A. has received a threat;
- B. is the victim of intimidation;
- C. is the victim of battery; or
- D. is the victim of harassment

by any individual immediately notify the principal, and the principal shall immediately make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities or Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, as applicable. Related policies can be found at Policy 1422 - Nondiscrimination, Equal

1 Employment Opportunity, and Anti-Harassment, Policy 3122 - Nondiscrimination,
2 Equal Employment Opportunity, and Anti-Harassment, and Policy 5517 - Anti-
3 Harassment.

4
5 The Superintendent shall implement guidelines whereby students and employees
6 understand this policy and appropriate procedures are established for prompt and
7 effective action on any reported incidents.
8

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11 **Legal**

12 I.C. 20-33-9-1 et seq.

13 I.C. 35-42-2-1

14 I.C. 35-45-2-1

15 I.C. 35-45-2-2
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SUPPORT STAFF TEMPLATES

po4410.01

Proposed Revised - COMPENSATION FOR PART-TIME STAFF

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4410.01 - **COMPENSATION FOR PART-TIME STAFF**

The School Board requires that part-time support staff be compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent shall prepare administrative guidelines to ensure that end.

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SUPPORT STAFF TEMPLATES

po4413

Proposed Revised - OVERTIME

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4413 - OVERTIME

It is the intention of the School Board to compensate support staff members for overtime work when such is previously approved and properly performed.

No overtime shall be worked without the prior approval of the staff member's supervisor and no overtime will be paid without the prior approval of the Superintendent.

The Superintendent shall prepare administrative guidelines to implement this policy.

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Fair Labor Standards Act of 1938, 29 U.S.C. 701 et seq.

SUPPORT STAFF TEMPLATES

po4419.03

Proposed Revised - PATIENT PROTECTION AND AFFORDABLE CARE ACT

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4419.03 - PATIENT PROTECTION AND AFFORDABLE CARE ACT

The School Board acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the School Corporation. Such obligations may include the following:

- A. The Corporation shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the Corporation have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the Corporation enrolls in the Health Insurance Marketplace and receives a subsidy, then the Corporation may be liable for a penalty.

In the event that the Corporation concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the Corporation shall incur the potential penalty.

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29 U.S.C. 218B

26 U.S.C. 4980H

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SUPPORT STAFF TEMPLATES

po4421

Proposed Revised - BENEFITS

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4421 - BENEFITS

The School Board realizes the concern of its support staff for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the support staff member and the Corporation.

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SUPPORT STAFF TEMPLATES

po4437

Proposed Revised - MILITARY SERVICE

ADOPTED Nov 22, 2016 · REVISED Aug 12, 2025

4437 - MILITARY SERVICE

The School Board recognizes that military service by support staff members is a service benefiting the entire school community and the Board is committed to supporting this service by providing military leave to eligible support staff members. The Board reserves the right to establish conditions for leaves of absence for military service and reemployment in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law.

As used in this policy, "military service" means the performance of duty on a voluntary or involuntary basis in a uniformed service of the United States, including:

- A. Federal active duty including Reserve and Guard members who have been called up;
- B. Federal active duty for training;
- C. initial Federal active duty for training;
- D. inactive duty drills and annual training;
- E. State active duty for the Indiana National Guard;
- F. absence from work for an examination to determine a person's fitness for Federal or State duty; and
- G. funeral honors duty.

A support staff member on leave for military service shall receive compensation in accordance with applicable law during the period of leave and shall continue to accrue seniority subject to any applicable collectively bargained agreement during the period of leave for military service. Staff members on leave for military service are entitled to continued health insurance coverage as if they were not on leave during absences for

drills and absences for annual training. During leave for drills and annual training of not more than fifteen (15) consecutive or non-consecutive days per calendar year the staff member shall be entitled to continue to receive his/her pay from the School Corporation and retain their military pay.

For other absences for military service, a staff member may elect to continue health insurance coverage for the staff member and dependents under the following conditions. For periods of up to thirty (30) days of military training or service, the staff member shall be required to pay only the normal staff member share of the premium for this continued coverage. For longer periods of military service, the staff member shall have the option to continue health insurance coverage by paying 102% of the full employer and employee premium. If the staff member elects to take this coverage, the right to that coverage ends on the earlier of the day after the deadline for the staff member to apply for reemployment or twenty-four (24) months after the absence for military leave began. A support staff member on leave for military service is entitled to all additional rights provided to support staff members for non-military leaves of absence.

A support staff member's right to re-employment under USERRA is subject to a cumulative five (5) year total for all Federal active duty except where the staff member's military obligation is involuntarily extended. Annual training and drills for reserve component and National Guard members are not included in computing the service for purposes of the five (5) year cap.

Where a support staff member has options as to when to take military leave, the staff member shall make every effort to schedule the leave to minimize the absence from their duties for the School Corporation. Support staff members shall include a copy of any applicable military orders in their application for leave for military service. The staff member shall submit notice of the need for this leave to the Superintendent or a designee as soon as the staff member learns of the need for the leave unless giving advance notice is impossible, unreasonable, or precluded by military necessity as determined by the Department of Defense.

Credit for periods of leave for military service by support staff members for purposes of the Public Employees' Retirement Fund shall be governed by the statutes applicable to that retirement fund and the rules adopted by the Fund. See I.C. 5-10.4-4-8(b).

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I.C. 10-16-7

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I.C. 10-17-4
USERRA 38 U.S.C. 4301 et seq.

ELKHART COMMUNITY SCHOOLS

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August 19, 2026

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STUDENTS TEMPLATES

po5330.02

Proposed Revised - CARE OF STUDENTS WITH DIABETES

ADOPTED Nov 22, 2016

5330.02 - CARE OF STUDENTS WITH DIABETES

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school-related event or activity. The plan shall be developed by:

- A. the licensed health care practitioner responsible for the student's diabetes treatment; and
- B. the student's parent/legal guardian.

A diabetes management and treatment plan shall:

- A. identify the health care services or procedures the student should receive at school;
- B. evaluate the student's ability to manage and level of understanding of his/her diabetes;
- C. be signed by the student's parent/legal guardian and the licensed health care practitioner responsible for the student's diabetes treatment.

The parent/legal guardian of a student with diabetes shall submit a copy of the student's diabetes management and treatment plan to the school nurse for review:

- A. before or at the beginning of a school year;
- B. at the time the student enrolls, if the student is enrolled in school after the beginning of a school year; or
- C. as soon as practicable following a diagnosis of diabetes for the student.

1 An individualized health plan ("IHP") shall be developed for each student with diabetes
2 while the student is at school or participating in a school activity. The school's nurse
3 shall develop a student's IHP in collaboration with:

- 4
- 5 A. the licensed health care practitioner responsible for the student's diabetes
6 treatment to the extent practicable;
- 7
- 8 B. the school principal;
- 9
- 10 C. the student's parent/legal guardian;
- 11
- 12 D. one (1) or more of the student's teachers.
- 13

14 A student's IHP shall incorporate the components of the student's diabetes
15 management and treatment plan.

16
17 As provided in a student's IHP, a school shall, except in an emergency, allow the student
18 to attend to the management and care of the student's diabetes if the student has been
19 evaluated and determined to be capable of doing so as reflected in the student's IHP
20 and the student's diabetes management and treatment plan, including the following
21 activities:

- 22 A. performing blood glucose level checks
- 23
- 24 B. administering insulin through the insulin delivery system the student uses
- 25
- 26 C. treating hypoglycemia and hyperglycemia
- 27
- 28 D. possessing on the student's person at any time the supplies or equipment
29 necessary to monitor and care for the student's diabetes
- 30
- 31 E. otherwise attending to the management and care of the student's diabetes in the
32 classroom, in any area of the school or school grounds, or at any school-related
33 activity
- 34

35 The school nurse shall establish a procedure through which the student is cared for in
36 an emergency.

37
38 The Board is not liable for civil damages as a result of a student's self-administration of
39 medication for an acute or chronic disease or medical condition except for an act or
40 omission amounting to gross negligence or willful and wanton misconduct.
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1 “Volunteer health aides” are school employees who are not licensed or authorized to
2 provide health care services under State law, volunteer to act in the capacity of a
3 volunteer health aide, and have successfully completed the training of volunteer health
4 aides by a health care professional with expertise in the care of individuals with
5 diabetes or by the school nurse.

6
7 The school nurse shall coordinate the training of school employees serving as volunteer
8 health aides using a training program approved by the State Department of Education
9 and the record keeping and monitoring of volunteer health aides. Training of volunteer
10 health aides must be provided by a health care professional with expertise in the care
11 of individuals with diabetes or by the school nurse. The training must include the
12 following:

- 13
14 A. implementing the orders of a licensed health care practitioner;
- 15
16 B. recognizing and treating the symptoms of hypoglycemia and hyperglycemia
17 consistent with the orders of the licensed health care practitioner;
- 18
19 C. performing tests to check glucose and ketone levels, and recording the results;
- 20
21 D. properly administering glucagon, insulin, or other emergency treatments as
22 prescribed, and recording the results;
- 23
24 E. recognizing complications that require emergency medical assistance;
- 25
26 F. understanding:
 - 27 1. recommended schedules and food intake for meals and snacks;
 - 28 2. the effect of physical activity on blood glucose levels; and
 - 29 3. the proper action to be taken if a student’s schedule is disrupted.

30
31 The training must be provided before the beginning of the school year or as soon as
32 practicable following 1) the enrollment, or 2) the diagnosis of a student with diabetes at
33 a school that previously had no students with diabetes. The school nurse or principal
34 shall maintain a copy of the training program and the records of training completed by
35 school employees.

36
37 The school nurse shall perform the tasks necessary to assist a student in carrying out
38 the student’s IHP. When necessary, a volunteer health aide may perform the tasks
39 necessary to assist a student in carrying out the student’s IHP, in compliance with the
40
41
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1 training guidelines. The volunteer health aide may do so only if the parent or legal
2 guardian of the student signs an agreement that:

3
4 A. authorizes a volunteer health aide to assist the student; and

5
6 B. states that the parent or legal guardian understands that, as provided under I.C.
7 34-30-14, a volunteer health aide is not liable for civil damages for assisting in
8 the student's care.

9
10 A volunteer health aide who assists a student under this policy:

11
12 A. is not considered to be engaging in the practice of nursing; and

13
14 B. is exempt from applicable statutes and rules that restrict activities that may be
15 performed by an individual who is not an individual licensed or authorized
16 under State law to provide health care services.

17
18 The Corporation shall not restrict the assignment of a student to a particular school on
19 the sole basis of whether the school has volunteer health aides.

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23 **Legal**

24 I.C. 20-34-5
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STUDENTS TEMPLATES

po5341

Proposed Revised - EMERGENCY MEDICAL AUTHORIZATION

ADOPTED Nov 22, 2016

5341 - EMERGENCY MEDICAL AUTHORIZATION

The School Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student unless the student is at least eighteen (18) years old and, if the DNR is executed by a representative, has been determined incompetent. Staff members shall comply with the terms of a properly executed Physician Order for Scope of Treatment (POST) form for a student that has been provided to the staff member as described in the Superintendent's administrative guidelines.

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I.C. 16-36-5

I.C. 16-36-6

STUDENTS TEMPLATES

po5710

Proposed Revised - STUDENT COMPLAINTS

ADOPTED Nov 22, 2016

5710 - STUDENT COMPLAINTS

The School Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or concern shall be such that arises out of the actions, procedures, and policies of this Board or the School Corporation's employees or the lack of such a policy or procedure.

The Board or Corporation employees shall hear the complaints of the students of this Corporation provided that such complaints and grievances are made pursuant to the procedures established by the Superintendent and Indiana law. (See Policy 9130 - Public Complaints and Concerns.)

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I.C. 20-33-8-20

STUDENTS TEMPLATES

po5720

Proposed Revised - STUDENT ACTIVISM

ADOPTED Nov 22, 2016

5720 - **STUDENT ACTIVISM**

It is the policy of the School Board to encourage students to express opinions and ideas, take stands, and support policies, publicly and privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or school regulations and pursue their advocacy, provided they follow administrative guidelines establishing the time, place, and manner.

If the School Corporation or a Corporation employee makes part of a course, awards a grade or course credit, including extra credit, or otherwise incentivizes a student to engage in:

- A. political activism;
- B. lobbying; or
- C. efforts to persuade members of the legislative or executive branch at the Federal, State, or local level;

the Corporation or Corporation employee shall not require the student to adopt, affirm, affiliate, or take any action that would result in favoring any particular position on the issue or issues involved without offering an alternative option for the student to complete the assignment or receive extra credit or other incentive that allows for the favoring of an alternative position.

Students may not use obscenity, slanderous, or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations.

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I.C. 20-33-1.5

STUDENTS TEMPLATES

po5751

Proposed - PARENTAL-MARRIED STATUS OF STUDENTS

ADOPTED Nov 22, 2016

5751 - PARENTAL-MARRIED STATUS OF STUDENTS

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the schools of this Corporation.

The School Board's responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuing regular school classes shall be based upon the assessed needs of such students.

The school may request medical verification of a student's ability to continue in all classes in his/her program.

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ELKHART COMMUNITY SCHOOLS

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August 19, 2026

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FINANCES TEMPLATES

po6112

Proposed Revised - CASH MANAGEMENT OF GRANTS

ADOPTED Jul 23, 2019

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The School Corporation's payment methods shall minimize the time elapsing between the transfer of funds from the Federal agency or the Indiana Department of Education (IDOE) (pass-through entity) and disbursement by the Corporation, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The Corporation shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The Corporation shall request grant funds payments in accordance with the provisions of the grant. Additionally, the Corporation's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the Corporation uses a **cash advance** payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested must be as close as is administratively feasible to the actual disbursement by the Corporation for direct program or project costs and the proportionate share of any allowable indirect costs.

- 1 B. The Corporation shall make timely payments to contractors in accordance with
2 contract provisions.
- 3
- 4 C. Whenever possible, advance payment requests by the Corporation must be
5 consolidated to cover anticipated cash needs for all Federal awards received by
6 the recipient from the awarding Federal agency.
- 7
- 8 D. If available, the Corporation shall disburse funds available from program income
9 (including repayments to a revolving fund), rebates, refunds, contract
10 settlements, audit recoveries, and interest earned on Federal funds before
11 requesting additional cash payments.
- 12
- 13 E. The Corporation shall account for the receipt, obligation, and expenditure of
14 funds.
- 15
- 16 F. Advance payments shall be deposited and maintained in insured accounts
17 whenever possible.
- 18
- 19 G. Advance payments shall be maintained in interest-bearing accounts unless the
20 following apply:
- 21
- 22 1. The Corporation receives less than \$250,000 in Federal funding per year.
- 23
- 24 2. The best available interest-bearing account would not reasonably be
25 expected to earn interest in excess of \$500 per year on Federal cash
26 balances.
- 27
- 28 3. The depository would require an average or minimum balance so high
29 that it would not be feasible within the expected Federal and non-Federal
30 cash resources.
- 31
- 32 4. A foreign government or banking system prohibits or precludes interest-
33 bearing accounts.
- 34
- 35 5. An interest-bearing account is not readily accessible (for example, due to
36 public or political unrest in a foreign country).
- 37
- 38 H. Pursuant to Federal law and regulations, the Corporation may retain interest
39 earned in an amount up to \$500 per year for administrative costs. Any
40 additional interest earned on Federal funds must be returned annually to the
41 Department of Health and Human Services Payment Management System (PMS)
- 42

through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

I. All interest in excess of \$500 per year must be returned to PMS regardless of whether the Corporation was paid through PMS. Instructions for returning interest can be found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

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2 C.F.R. 200.305

FINANCES TEMPLATES

po6114

Proposed Revised - COST PRINCIPLES - SPENDING FEDERAL FUNDS

ADOPTED Jul 23, 2019

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether the cost is generally recognized as ordinary and necessary for the Corporation's operation or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices; arm's length bargaining; Federal, State, local, tribal and other laws and regulations; and terms and conditions of the Federal award;
3. market prices for comparable costs for the geographic area;

4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the Corporation, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
5. whether the cost represents a deviation from the Corporation's established written policies and procedures for incurring costs.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the Corporation can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the Federal award;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment; and
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the cost is assignable to that Federal award or other cost objective in accordance with the relative benefits received. This standard is met if the cost satisfies any of the following criteria:

1. is incurred specifically for the Federal award;
2. benefits both the Federal award and other work of the Corporation and can be distributed in proportions that may be approximated using reasonable methods;

1 3. and is necessary to the overall operation of the Corporation and is
2 assignable in part to the Federal award in accordance with these cost
3 principles.

- 4
- 5 B. Conform to any limitations or exclusions set forth in the cost principles in 2
6 C.F.R. Part 200 or in the terms and conditions of the Federal award, including
7 prohibitions regarding costs incurred for telecommunications and video
8 surveillance services or equipment.
- 9
- 10 C. Be consistent with policies and procedures that apply uniformly to both
11 Federally-financed and other activities of the Corporation.
- 12
- 13 D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award
14 as a direct cost if any other cost incurred for the same purpose in like
15 circumstances has been allocated to a Federal award as an indirect cost under
16 another award.
- 17
- 18 E. Be determined in accordance with generally accepted accounting principles.
- 19
- 20 F. Be representative of actual cost, net of all applicable credits or offsets.

21 The term "applicable credits" refers to those transactions that offset or reduce
22 direct or indirect costs allocable to the Federal award. Examples of such
23 transactions are: purchase discounts; rebates or allowances; recoveries or
24 indemnities on losses; insurance refunds or rebates, and adjustments of
25 overpayments or erroneous charges. To the extent that such credits accruing to
26 or received by the Corporation relate to the Federal award, they shall be credited
27 to the Federal award, either as a cost reduction or a cash refund, as appropriate.
28

- 29 G. Not be included as a match or cost-share requirements of any other Federally-
30 financed program in either the current or a prior period, unless the specific
31 Federal program authorizes Federal costs to be treated as such.
- 32

- 33 H. Be adequately documented:
- 34

- 35 1. in the case of personal services, the Superintendent shall implement a
36 system for Corporation personnel to account for time and efforts
37 expended on grant-funded programs to assure that only permissible
38 personnel expenses are allocated;
- 39
- 40 2. in the case of other costs, all receipts and other invoice materials shall be
41 retained, along with any documentation identifying the need and purpose
42

for such expenditure if not otherwise clear.

I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Corporation authorized to incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to 2 C.F.R. 200.308. Prior written approval from the Federal agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The Corporation shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, Corporation staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, Corporation and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable, and Corporation personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are allowable as direct costs, but only with the prior written approval of the Federal agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the Federal agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are allowable as a direct cost

1 but only with the prior written approval of the Federal agency, or pass-through
2 entity.

3
4 D. All Federally-funded contracts in excess of \$2,000 related to construction,
5 alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon
6 prevailing wage requirements.

7
8 E. Allowability of depreciation on buildings, capital improvements, and equipment
9 shall be in accordance with 2 CFR 200.436 and allowability of real property and
10 equipment rental costs shall be in accordance with 2 CFR 200.465.

11
12 F. When approved as a direct cost by the Federal agency or pass-through entity
13 under Sections A - C, capital expenditures must be charged in the period in
14 which the expenditure is incurred, or as otherwise determined appropriate and
15 negotiated with the Federal agency.

16
17 G. The Corporation may claim the unamortized portion of any equipment written
18 off as a result of a change in capitalization levels by continuing to claim the
19 otherwise allowable depreciation on the equipment, or by amortizing the
20 amount to be written off over a period of years negotiated with the cognizant
21 agency or indirect.

22
23 H. If the Corporation is instructed by the Federal agency to otherwise dispose of or
24 transfer the equipment, the costs of such disposal or transfer are allowable.

25
26 I. Equipment and other capital expenditures are unallowable as indirect costs.

27
28 Statutory requirements may limit the allowability of costs. Any costs that exceed the
29 maximum amount allowed by statute may not be charged to the Federal award. Only
30 the amount allowable by statute may be charged to the Federal award.

31
32 Payments made for costs determined to be unallowable by the Federal agency,
33 cognizant agency for indirect costs, or pass-through entity must be refunded (with
34 interest) to the Federal Government.

35 **Prior Written Approval**

36
37 To avoid subsequent disallowance or dispute based on unreasonableness or
38 nonallocability, the Corporation may seek the prior written approval of the Federal
39 agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring
40 the cost. The absence of prior written approval on any element of cost will not, in itself,
41
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1 affect the reasonableness or allocability of that cost unless prior approval is specifically
2 required for allowability.

3 4 **Cost Compliance**

5
6 The Superintendent shall require that grant program funds are expended and are
7 accounted for consistent with the requirements of the specific program and as
8 identified in the grant application. Compliance monitoring includes accounting for
9 direct or indirect costs and reporting them as permitted or required by each grant.
10 Costs incurred for the same purpose in like circumstances shall be treated consistently
11 as either direct or indirect costs, but may not be double charged or inconsistently
12 charged as both.

13 14 **Determining Whether a Cost is Direct or Indirect:**

15 The association of costs with a Federal award determines whether costs are direct or
16 indirect. Costs charged directly to a Federal award are typically incurred specifically for
17 that Federal award. Costs that otherwise would be treated as indirect costs may be
18 considered direct costs if they are directly related to a specific award. Costs incurred for
19 the same purpose in like circumstances must be treated consistently as direct or
20 indirect.

- 21
22
23 A. Direct costs are those costs that can be identified specifically with a particular
24 final cost objective, such as a Federal award, or other internally or externally
25 funded activity, or that can be directly assigned to such activities relatively easily
26 with a high degree of accuracy.

27 These costs may include: salaries and fringe benefits of employees working
28 directly on a grant-funded project; purchased services contracted for
29 performance under the grant; travel of employees working directly on a grant-
30 funded project; materials, supplies, and equipment purchased for use on a
31 specific grant; program evaluation costs or other institutional service operations;
32 and infrastructure costs directly attributable to the program (such as long-
33 distance telephone calls specific to the program, etc.). Direct costs may also
34 include capital expenditures if approved by the Federal agency or pass-through
35 entity, as well as capital expenditures for special purpose equipment with a unit
36 cost of less than \$10,000.

37
38 If a cost benefits two or more projects or activities in proportions that can be
39 determined without undue effort or cost, the cost must be allocated to the
40 projects based on the proportional benefit.
41
42

1 B. Indirect costs are those that have been incurred for a common or joint purpose
2 benefiting more than one cost objective and are not readily assignable to the
3 cost objectives specifically benefited without effort disproportionate to the
4 results achieved.

5
6 These costs may include: general data processing, human resources, utility costs,
7 maintenance, accounting, etc.

8
9 Federal education programs with supplement not supplant provisions must use
10 a restricted indirect cost rate. In a restricted rate, indirect costs are limited to
11 general management costs. General management costs do not include divisional
12 administration that is limited to one component of the Corporation, the
13 governing body of the Corporation, compensation of the Superintendent,
14 compensation of the chief executive officer of any component of the
15 Corporation, and operation of the immediate offices of these officers.

16
17 The salaries of administrative and clerical staff normally should be treated as
18 indirect costs. Direct charging of these costs may be appropriate only if all of the
19 following conditions are met:

- 20
21 1. Administrative or clerical services are integral to a Federal award.
22
23 2. Individuals involved can be specifically identified with a Federal award.
24
25 3. The costs are not also recovered as indirect costs.

26
27 Where a Federal program has a specific cap on the percentage of administrative costs
28 that may be charged to a grant, that cap shall include all direct administrative charges
29 as well as any recovered indirect charges.

30 Effort should be given to identify costs as direct costs whenever practical, but allocation
31 of indirect costs may be used where not prohibited and where indirect cost allocation is
32 approved ahead of time by the Indiana Department of Education (IDOE) or the pass-
33 through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining
34 indirect cost allocation).

35 36 **Timely Obligation of Funds**

37
38 Financial obligations are orders placed for property and services, contracts and sub-
39 awards made, and similar transactions that require payment under a Federal award
40 that will result in expenditures by a Corporation under a Federal award.
41
42

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations at 34 C.F.R. 75.707.

If the obligation is for:

- A. Acquisition of real or personal property - on the date the Corporation makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the Corporation - when the services are performed.
- C. Personal services by a contractor who is not an employee of the Corporation - on the date the Corporation makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date the Corporation makes a binding written commitment to obtain the work.
- E. Public utility services - when the Corporation receives the services.
- F. Travel - when the travel is taken.
- G. Rental of real or personal property - when the Corporation uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one or more budget periods. Identification of the period of performance in the Federal award consistent with 2 C.F.R. 200.211 does not commit the Federal agency to fund the award beyond the currently approved budget period. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is

generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the agency or the pass-through entity (e.g., Indiana Department of Education) to reimburse for pre-approval expenses.

If a Federal agency or pass-through entity approves an extension, or if the Cooperative extends under C.F.R. 200.308(g)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and grants, regardless of the period of availability, the Corporation shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the conclusion of the period of performance of the award (or an earlier date as agreed upon by IDOE and the Corporation. For direct Federal grants, the Corporation shall liquidate financial obligations incurred under the award not later than 120 calendar days after the conclusion of the period of performance of the award. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the agency. Consequently, the Corporation shall closely monitor grant spending throughout the grant cycle.

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2 C.F.R. 200.1

2 C.F.R. 200.403-407

2 C.F.R. 200.413(a)-(c)

2 C.F.R. 200.430(a)

2 C.F.R. 200.431(a)

2 C.F.R. 200.439

2 C.F.R. 200.458

2 C.F.R. 216, 309, and 471

2 C.F.R. 344(b)

34 C.F.R. 75.703

34 C.F.R. 75.707

1 34 C.F.R. 76.707
2 34 C.F.R 76.708(a)
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FINANCES TEMPLATES

po6116

Proposed Revised - TIME AND EFFORT REPORTING

ADOPTED Jul 23, 2019

6116 - TIME AND EFFORT REPORTING

As a recipient of Federal funds, the School Corporation shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of Title 2 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects as well as internal controls. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services also may include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Anticipated employee compensation amounts, including hourly costs and/or stipends, shall be approved by the School Board before any costs are incurred. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the Corporation's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the Corporation's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the Corporation;
- C. reasonably reflect the total activity for which the employee is compensated by the Corporation, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the Corporation on an integrated basis;
- E. comply with the Corporation's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The Corporation also shall follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data shall be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the Corporation may use budget estimates for interim accounting purposes. The system used by the Corporation to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the Corporation and entered into the Corporation's records in a timely manner.

The Corporation's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

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Legal
2 C.F.R. 200.430, 200.431

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FINANCES TEMPLATES

po6140

Proposed Revised - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS

ADOPTED Jul 23, 2019

6140 - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS

The School Board shall adopt a resolution every five (5) years designating those banks and other depositories of public funds in which the Fiscal Officer may deposit interim funds of the School Corporation, naming the digital payment applications, including but not limited to PayPal, Venmo, and Zelle, that the Corporation may utilize to accept funds for payment of school fees or services, and authorizing the Treasurer to enter into agreements with those banks, other depositories, and digital payment applications on behalf of the Board. The Board also shall make interim changes if it is in the Board's best interest to designate an additional depository or digital payment application or if one (1) or more of the designated depositories or digital payment applications are found to be insolvent or operating in an unsound manner.

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FINANCES TEMPLATES

po6150

Proposed Revised - ASSESSMENT OF TRANSFER TUITION FOR STUDENTS ENROLLED ON A CASH TRANSFER TUITION BASIS

ADOPTED Nov 22, 2016

6150 - ASSESSMENT OF TRANSFER TUITION FOR STUDENTS ENROLLED ON A CASH TRANSFER TUITION BASIS

The School Board shall assess transfer tuition according to I.C. 20-26-11-6(b) and -13 for a student enrolled in the Corporation on a cash transfer tuition basis.

Cash transfer tuition shall be computed as provided in I.C. 20-26-11-6(b) and -13 and shall be paid in a lump sum or on an installment schedule of payments recommended by the Superintendent and approved by the Board. An installment payment schedule approved by the Board shall provide for the payment in full of the cash transfer tuition amount before the last student day of the school year. Failure to make a transfer tuition installment payment pursuant to the installment schedule approved by the Board may be the basis for the expulsion of a student enrolled on a cash transfer tuition basis.

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I.C. 20-26-11-6

I.C. 20-26-11-13

I.C. 20-33-8-30

511 IAC 1-6

FINANCES TEMPLATES

po6212

Proposed Revised - COST-SAVINGS INCENTIVE PROGRAM

ADOPTED Jul 23, 2019

6212 - COST-SAVINGS INCENTIVE PROGRAM

With the increasing demands on the School Corporation's resources and the limited means to enhance its resources, the School Board will continue to seek ways to reduce costs without diminishing the quality of services provided to the students of the Corporation.

To that end, the Board authorizes the Superintendent to establish a Cost-Savings Reduction Program, in accordance with I.C. 36-1-13, which will provide opportunities for any employee to suggest ways in which the Corporation can effectively reduce its costs. The type and amount of any awards that may be included in the program, as well as the manner in which any awards would be made, must be approved by the Board. All such awards would be paid with funds allocated to the Education Fund or Operations Fund, depending on the nature of the suggestion made.

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I.C. 36-1-13

FINANCES TEMPLATES

po6230

Proposed Revised - BUDGET HEARING

ADOPTED Jul 23, 2019

6230 - BUDGET HEARING

The annual budget adopted by the School Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. The public budget hearings shall be conducted in accordance with law.

Each member of the Board and each School Corporation administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

At the public hearing to adopt the budget, the Corporation shall acknowledge whether the anticipated transfer amount from the Education Fund to the Operations Fund during the next calendar year shall be more than fifteen percent (15%) of the total revenue deposited in the Education Fund.

Also, at the public hearing, the Corporation shall annually specify the Corporation's revenue spending plan associated with a referendum tax levy. The spending plan includes: 1) an estimate of the amount of annual revenue expected to be collected; 2) the specific purposes for which the revenue collected shall be used and 3) an estimate of the annual dollar amounts that shall be expended for each purpose.

The budget approved by this Board shall be made available to the public in the manner and at the places required by law.

The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing.

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I.C. 6-1.1-17-5.3

1	I.C. 20-26-5-4
2	I.C. 20-46-1-8(e)
3	I.C. 20-46-1-8(f)
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FINANCES TEMPLATES

po6423

Proposed Revised - USE OF CREDIT CARDS

ADOPTED Nov 22, 2016

6423 - USE OF CREDIT CARDS

The School Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Corporation credit cards.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expense which can be paid by credit card, and their proper supervision and use.

The administrative guidelines should also require that a log be kept which includes the names of the individuals using the cards, their position, estimated amounts to be charged and the date the card is issued and returned.

Credit cards are not to be used to bypass the accounting system of the School Corporation. In addition, credit cards are not to be used for personal expenses not related to Corporation activities.

Procedures for payment of expenses charged to credit cards must be according to Board policy for the payment of claims, Policy 6470.

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FINANCES TEMPLATES

po6475

Proposed Revised - PAYMENT OF ACADEMIC HONORS AWARDS

ADOPTED Nov 22, 2016

6475 - PAYMENT OF ACADEMIC HONORS AWARDS

Each year, the School Corporation is eligible to receive a distribution for each Academic Honors Diploma it awards during the previous school year.

The amount received by the School Corporation as an honors diploma award may be used only for any staff training; program development; equipment and supply expenditures; or other expenses directly related to the School Corporation's academic honors program; and the School Corporation's program for high ability students.

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I.C. 21-3-1.7-9.8

FINANCES TEMPLATES

po6670

Proposed Revised - EDUCATIONAL FOUNDATION

ADOPTED Nov 22, 2016 · REVISED Jul 23, 2019

6670 - EDUCATIONAL FOUNDATION

The School Board may receive the proceeds from a grant, a restricted gift, an unrestricted gift, a donation, an endowment, a bequest, a trust, an agreement to share tax revenue received by a city or county, or other funds not generated from taxes levied by the School Corporation to create a foundation if the foundation is:

- A. exempt from Federal taxation under Section 501 (c)(3);
- B. organized as an Indiana nonprofit corporation for the purpose of providing education funds for scholarships, teacher education, capital programs, and special programs.

The foundation retains all rights to a donation including investment powers. The foundation may hold a donation as permanent endowment.

The foundation agrees to do the following:

- A. Distribute the income from a donation only to a School Corporation.
- B. Return a donation to the general fund of the School Corporation if the foundation:
 - 1. loses its status as an exempt foundation under Section 501 (c)(3);
 - 2. is liquidated;
 - 3. violates any State law.

The School Board may appoint members of the foundation board. The Treasurer of the School Corporation may serve as the Treasurer of the foundation.

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I.C. 20-26-5-22.5

ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Property Templates

1 policies

August 19, 2026

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po7430 Proposed Revised - SAFETY STANDARDS

PROPERTY TEMPLATES

po7430

Proposed Revised - SAFETY STANDARDS

ADOPTED Nov 22, 2016

7430 - SAFETY STANDARDS

The School Board believes that the employees and students of this School Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

The Superintendent shall, with the approval of the Board, designate an individual to serve as the school safety specialist for the Corporation. The school safety specialist shall:

- A. conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State and report any violations to the Superintendent;
- B. have the authority to organize and direct the activities of a Corporation safety committee;
- C. serve on the county safety commission, if one is established within the county;
- D. participate in the school safety training when the county safety council determines it is to be held;
- E. assist the county safety council with the development of a safety plan for each school in the Corporation;

1 F. coordinate the safety plans of each school in the Corporation as required by
2 rules adopted by the Indiana State Board of Education;

3
4 G. act as a resource for other individuals in the Corporation on issues related to
5 school discipline, safety, and security.
6

7 The Corporation shall test the drinking water in any child care facility or preschool
8 operated by the Corporation before January 1, 2026, to determine whether lead is
9 present in the drinking water in a concentration that equals or exceeds the action level
10 for lead. Drinking water testing required by this section must be performed in
11 accordance with the lead sampling program for school buildings and child care facilities
12 conducted by the Indiana Finance Authority. If the drinking water in a Corporation child
13 care facility or preschool has been tested through a lead sampling program conducted
14 by the Indiana Finance Authority, additional testing is not required. If the testing of the
15 drinking water in a Corporation child care facility or preschool indicates that the
16 presence of lead in the drinking water equals or exceeds the action level for lead, the
17 Corporation shall take action to reduce the concentration of lead in the drinking water
18 to a level below the action level for lead by:

19 A. eliminating the source of the lead in the drinking water; or
20

21 B. installing a water filtration system that will reduce the level of lead in the
22 drinking water to a level below the action level for lead. The water filtration
23 system must meet the requirements of I.C. 16-41-21.2-4(e) and (f).
24

25 The Superintendent shall ascertain that the employees and students of this Corporation
26 are aware of their rights to an environment free of recognized hazards, that they are
27 properly trained in safety methods, that protective devices and equipment are available
28 to meet safety standards, and that proper guidelines and records are maintained to
29 meet the requirements of the law.
30

31 **© Neola 2025**
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33 **Legal**

34 I.C. 5-2-10.1-9

35 I.C. 16-41-21.2

36 I.C. 20-34-3-19

37 511 IAC 2-4-1
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ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Operations Templates

13 policies

August 19, 2026

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po8340	Proposed Revised - LETTER OF REFERENCE OR EMPLOYMENT REFERENCE
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po8416	Proposed Revised - DELEGATION FOR CONTINUED SCHOOL FUNCTIONS DURING A DECLARED EMERGENCY
po8432	Proposed Revised - PEST CONTROL AND USE OF PESTICIDES
po8453.01	Proposed Revised - CONTROL OF BLOOD-BORNE PATHOGENS
po8606	Proposed Revised - BUS DRIVERS AND CELLULAR TELEPHONE USE
po8615	Proposed Revised - IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY
po8651	Proposed Revised - NONSCHOOL USE OF CORPORATION VEHICLES
po8760	Proposed Revised - STUDENT ACCIDENT INSURANCE
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po8810	Proposed Revised - DISPLAY OF THE TEN COMMANDMENTS

OPERATIONS TEMPLATES

po8311

Proposed Revised - PUBLIC ACCESS TO EMPLOYEE CONTRACTS

ADOPTED Nov 22, 2016

8311 - PUBLIC ACCESS TO EMPLOYEE CONTRACTS

The contracts between the Board and its certificated employees are and always have been public records under I.C. 20-28-6-2(d) and the Indiana Access to Public Records Act, I.C. 5-14-3. This policy should promote a better understanding of these contracts.

Following Board approval of the Superintendent's employment contract, the Board shall direct that the provisions of that employment contract be posted on the Corporation's Internet website.

Administrator Contracts

The Superintendent shall post the provisions of each employment contract the Board has entered into with an administrator other than the Superintendent on the Corporation's Internet website. "Administrator" as used here means a certificated employee in a position outside the bargaining unit represented by a school employee organization in negotiations pursuant to I.C. 20-29-6.

Collective Bargaining Agreement with Teachers' Exclusive Representative

Not later than fourteen (14) business days after the Board and a school employee organization have reached an agreement on a contract pursuant to I.C. 20-29-6 and ratified the proposed agreement, the Board directs the Superintendent to post the ratified collective bargaining agreement on the Corporation's Internet website.

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I.C. 20-26-5-4.3: Superintendent's contract

I.C. 20-26-5-4.7: Administrator contracts

I.C. 20-29-6-19: Collective bargaining agreement

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I.C. 5-3-1-1.5: Publication on newspaper website
I.C. 5-3-1-2(a): Publication of notice of Superintendent’s contract

OPERATIONS TEMPLATES

po8340

Proposed Revised - LETTER OF REFERENCE OR EMPLOYMENT REFERENCE

ADOPTED Nov 22, 2016 · REVISED Apr 23, 2019

8340- LETTER OF REFERENCE OR EMPLOYMENT REFERENCE

Letter of Reference:

The School Board recognizes that an employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with prospective employers. A current or former employee has no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file.

Employment Reference:

Notwithstanding the preceding provision giving an administrator discretion to provide a letter of reference to a current or former employee, if another school makes a request for an employment reference for a current or former employee, in compliance with I.C. 20-26-5-11.5, the administrator shall disclose to the requesting school any incident known by the School Corporation in which the employee committed an act resulting in a substantiated report of abuse or neglect under Indiana law.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

All Corporation employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Corporation employee, contractor or agent in obtaining a new job if s/he knows or has probable cause to believe that such Corporation

1 employee, contractor or agent engaged in sexual misconduct regarding a minor or
2 student in violation of State or Federal law. "Assisting" does not include the routine
3 transmission of administrative and personnel files. The only exceptions permitted are
4 those authorized by the Every Student Succeeds Act, such as where the matter has been
5 investigated by law enforcement and the matter was officially closed due to lack of
6 probable cause or where the individual was acquitted or otherwise exonerated of the
7 alleged misconduct. No Corporation employee shall provide a letter of reference or an
8 employment reference for any Corporation employee, former employee, contractor or
9 agent if s/he knows or has probable cause to believe that such individual engaged in
10 sexual misconduct regarding a minor or student in violation of State or Federal law.
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12 **© Neola 2018**

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14 **Legal**

15 I.C. 20-26-5-11.5

16 I.C. 22-5-3-1

17 20 U.S.C. 7926, Section 8546 of the Elementary and Secondary Education Act (ESEA) as
18 amended by the Every Student Succeeds Act (ESSA)
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OPERATIONS TEMPLATES

po8350

Proposed Revised - CONFIDENTIALITY

ADOPTED Nov 22, 2016

8350 - **CONFIDENTIALITY**

It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

This policy applies **only** to identified confidential information received from a public agency. However, under the Family Educational Rights and Privacy Act, anything that is made part of the student's records will be sent to a receiving School Corporation with notice to the parent.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

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20 U.S.C., Section 1232g

34 C.F.R. 99

OPERATIONS TEMPLATES

po8415

Proposed Revised - DELEGATION FOR CONTINUED SCHOOL FUNCTIONING

ADOPTED Nov 22, 2016

8415 - DELEGATION FOR CONTINUED SCHOOL FUNCTIONING

The Superintendent and/or his/her designee are hereby authorized, empowered, and directed, to take any and all action as such person deems necessary or desirable as provided in the attached Emergency Delegation for Continued School Functioning Policy and that is otherwise permitted by law to the governing body and/or the administration to ensure the safety and well-being of our school community for the remainder of the current school term or until the national emergency has ended, whichever concludes first, without further action by this governing body. The governing body hereby designates the Board President, and/or the Vice President, to approve claims for payment presented by the Superintendent. The Board shall allow those claims at its first meeting after the Public Health Emergency has ended. The resolution authorizes and is not limited to the payment of at-will and/or hourly employees on noninstructional days.

This policy expires at the time of the first governing body meeting following the end of the emergency period.

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OPERATIONS TEMPLATES

po8416

Proposed Revised - DELEGATION FOR CONTINUED SCHOOL FUNCTIONS DURING A DECLARED EMERGENCY

ADOPTED Nov 22, 2016

8416 - DELEGATION FOR CONTINUED SCHOOL FUNCTIONS DURING A DECLARED EMERGENCY

Upon declaration of an emergency by Federal, State, or local officials, the School Board authorizes the Superintendent and the Superintendent's designees the authority to act on behalf of the Board in accordance with applicable law with respect to the actions listed in this policy.

The Superintendent will consult with the Board President, or if unavailable, the Vice President, on any actions considered to be taken when such action is not immediately required.

The Superintendent will advise the Board of any actions taken at the time when possible. The Superintendent must advise the Board of any actions taken no later than its next regularly scheduled board meeting. At such meeting, the School Board will review and ratify or approve the action(s) taken.

The Superintendent is authorized to take one or more of the following actions during a declared emergency but Federal, State, or local officials relating to a health, safety, or weather emergency:

- A. To employ, contract for, reassign, change schedules, or discharge employees necessary for school purposes during the public emergency period.
- B. To continue payment of the salaries and compensation of persons and services consistent with existing contractual obligations. To reassign staff to other duties to ensure continued wages when regular assignments are interrupted by online learning or school closures. To provide up to additional days of paid time off to address income losses impacted by the public emergency period.

- 1 C. To determine the number of persons or the amount of services needed to
2 continue school operations during the public emergency period.
- 3
- 4 D. To determine the nature and extent of the duties of staff needed to continue
5 school operations during the public emergency period including, but not limited
6 to, reassignment of location, work schedule, specific duties, and job
7 descriptions.
- 8
- 9 E. To approve the use of school facilities for use by other governmental or
10 community health agencies to respond to declared public emergency.
- 11
- 12 F. To approve use of school vehicles, including buses, for transportation to
13 respond to or to address community needs during the public emergency period.
- 14
- 15 G. To the extent feasible, to ensure instructional services to students are
16 maintained through alternative methods such as eLearning, reduced
17 instructional days, or other means deemed appropriate during the public
18 emergency period.
- 19
- 20 H. To continue lunch program services for students, including permitting use of
21 kitchens, kitchen facilities, kitchen equipment, and lunch rooms, and the
22 purchases of materials and supplies for the lunch program, charging students
23 for the operational costs of the lunch program, and fixing the price per meal or
24 per food item during the public emergency period.
- 25
- 26 I. To operate the lunch program as an extracurricular activity during the public
27 emergency period.
- 28
- 29 J. To participate in a surplus commodity or lunch aid program during the public
30 emergency period.
- 31
- 32 K. To purchase curricular materials, to furnish curricular materials without costs, or
33 to rent curricular materials to students, and to participate in a curricular
34 materials aid program during the public emergency period.
- 35
- 36 L. To accept students transferred from other school corporations and to transfer
37 students to other school corporations during the public emergency period.
- 38
- 39 M. To enforce, amend, or suspend rules, regulations, and procedures for the
40 governance, management, and operations of the schools, property, facilities,
41 and activities of the school corporation, the school corporation's agents,
42 employees, and students during the public emergency period.

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N. To determine the closure of schools to ensure the safety and health of students and staff when necessary during the public emergency period.

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OPERATIONS TEMPLATES

po8432

Proposed Revised - PEST CONTROL AND USE OF PESTICIDES

ADOPTED Nov 22, 2016

8432 - PEST CONTROL AND USE OF PESTICIDES

The Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all pesticide use, and, provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into a school;

The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide notification list, and the Corporation shall permit a person to be added to the registry at any time upon their request.
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;

1 E. maintain written/printed/electronic records for two (2) years of any pesticide
2 applications, and make these records available to anyone for inspection and
3 copying upon request.
4

5 The Corporation will provide notice to those in the registry at least forty-eight (48)
6 hours prior to the date and time the pesticide application is to occur unless an
7 emergency is declared. The notice will include the date and time of the pesticide
8 application, the general area where the pesticide is to be applied and the telephone
9 number to contact for more information.
10

11 In case of emergency pesticide applications, because of immediate threat to the public
12 health, the school shall give written notice as soon as possible.
13

14 The Corporation may provide for training of school employees to become certified pest
15 control applicators. Financial support for such training may be provided by the
16 Corporation subject to budgetary constraints of the Corporation.
17

18 The Superintendent shall prepare administrative guidelines for the implementation of
19 this policy.
20

21 **© Neola 2014**
22

23 **Legal**

24 I.C. 15-16-5

25 357 IAC 1-16

26 ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000
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OPERATIONS TEMPLATES

po8453.01

Proposed Revised - CONTROL OF BLOOD-BORNE PATHOGENS

ADOPTED Nov 22, 2016

8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

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29 U.S.C. 1910.1030

OPERATIONS TEMPLATES

po8606

Proposed Revised - BUS DRIVERS AND CELLULAR TELEPHONE USE

ADOPTED Nov 22, 2016

8606 - BUS DRIVERS AND CELLULAR TELEPHONE USE

It is the policy of the School Board to take every step necessary to maintain the safety of its students while riding in school buses that are used to transport School Corporation students. This policy shall be implemented in compliance with Federal and State law and regulations of the Indiana State Board of Education and the State School Bus Committee.

Definitions:

"Electronic device" includes, but is not limited to, a cellular telephone; personal digital assistant; pager; computer; or any other device used to input, write, send, receive, or read text.

"Mobile telephone" means a mobile communication device that falls under or uses any commercial mobile radio service, as defined in regulations of the Federal Communications Commission, 47 CFR 20.3. It does not include two-way or Citizens Band Radio services.

"Telecommunications device" means an electronic or digital telecommunications device. The term includes a:

- A. wireless telephone;
- B. personal digital assistant;
- C. pager; or
- D. text messaging device.

The term does not include:

1 A. amateur radio equipment that is being operated by a person licensed as an
2 amateur radio operator by the Federal Communications Commission under 47
3 CFR Part 97; or

4
5 B. a communications system installed in a commercial motor vehicle weighing
6 more than 10,000 pounds.

7
8 "Text message" means a communication in the form of electronic text sent from a
9 telecommunications device.

10
11 **Federal and State Laws:**

12
13 Federal and State laws prohibit texting, emailing, and using a telecommunications
14 device or hand-held mobile telephone, including a cellular telephone, while driving
15 commercial motor vehicles, including school buses, except in a bona fide emergency.

16
17 Federal regulations prohibit operators of commercial motor vehicles from texting while
18 driving. Federal regulations also prohibit operators of commercial motor vehicles from
19 using a hand-held mobile telephone while driving. For purposes of the Federal
20 regulations, "driving" does not include operating a commercial motor vehicle when the
21 driver has moved the vehicle to the side of, or off, a highway and has halted in a
22 location where the vehicle can safely remain stationary.

23
24 State law prohibits a person from using a telecommunications device to

25
26 A. type a text message or an electronic mail message;

27
28 B. transmit a text message or an electronic mail message; or

29
30 C. read a text message or an electronic mail message;

31
32 while operating a moving motor vehicle unless the device is used in conjunction with
33 hands-free or voice-operated technology, or unless the device is used to call 911 to
34 report a bona fide emergency.

35
36 Furthermore, it is a serious traffic violation under State law to drive a commercial
37 motor vehicle while using a hand-held device as described in the Federal regulations at
38 49 CFR 383 through 384 and 49 CFR 390 through 392.

39
40 **Prohibitions:**

1 In light of the Corporation's policy to protect the safety of its students to the greatest
2 extent possible and the State and Federal laws referenced herein, all Corporation
3 employees and any independent contractors or employees of independent contractors
4 who drive school buses or other motor vehicles to transport Corporation students are
5 prohibited from holding or using a telecommunication device while operating a moving
6 motor vehicle.

7
8 As referenced above, an exception to this prohibition is to call 911 to report a bona fide
9 emergency. In cases of a bona fide emergency, if possible, the driver should move to
10 the side of the road and stop the vehicle before using the cellular telephone, electronic
11 device, mobile telephone or telecommunications device. A telecommunication device
12 may be used in conjunction with hands-free or voice-operated technology.

13
14 A Corporation employee who violates this policy shall be subject to disciplinary action,
15 up to and including termination. The Board directs that any contracts entered into with
16 an independent contractor for bus transportation shall provide that: (1) the Corporation
17 requires compliance by the independent contractor and its employees or
18 subcontractors with this policy as a condition of the contract; and (2) the violation of
19 this policy by an independent contractor or its employees or subcontractors may result
20 in the termination of the contract.

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22
23 **Legal**

24 I.C. 9-13-2-31 ("commercial motor vehicle" defined)

25 I.C. 9-13-2-161 ("school bus" defined)

26 I.C. 9-13-2-177.3 ("telecommunications device" defined)

27 I.C. 9-13-2-177.4 and I.C. 9-21-8-0.5 ("text message" defined)

28 I.C. 9-21-8-59 (prohibition against use of telecommunications device while operating a
29 moving motor vehicle)

30 I.C. 9-24-6-6(a)(12) (driving a commercial motor vehicle while using a hand-held mobile
31 device)

32 49 C.F.R. 383.5 (definition of "commercial motor vehicle," "electronic device" and
33 "mobile telephone")

34 49 C.F.R. 383.51 (disqualification of drivers)

35 49 C.F.R. 391.15 (disqualification of drivers)

36 49 C.F.R. 392.80 (prohibition against texting while driving)

37 49 C.F.R. 392.82 (prohibition against using a hand-held mobile telephone while driving)
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OPERATIONS TEMPLATES

po8615

Proposed Revised - IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY

ADOPTED Nov 22, 2016

8615 - IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY

The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time.

The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes.

Exceptions to this policy include, but are not limited to:

A. Safety of children or emergencies

1. use of lift equipment during loading of individuals with special needs
2. use of defroster, heater, air conditioning, or other equipment during loading or unloading for health or safety concerns
3. use of bus headlights or flasher warning lights for safety or visibility purposes
4. other safety or emergency issues

B. Hot or cold weather

1. during hot weather and the bus has air conditioning to keep students cool while on the bus

2. during cold weather to warm the bus (this should be done outside the school zone)

C. Maintenance operations

1. buses may idle as necessary as part of a pre-safety inspection
2. if necessary to make emergency repairs to vehicles

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

The Superintendent shall prepare administrative guidelines to implement anti-idling and smart driving procedures for all personnel driving School Corporation owned vehicles or drivers of buses contracted to transport students.

Complaints of non-compliance are to be filed with the Superintendent.

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I.C. 16-9-3-5, 16-41-37.5

410 IAC 33-4-3

Indiana Department of Health Idling Vehicles Sample Policy

OPERATIONS TEMPLATES

po8651

Proposed Revised - NONSCHOOL USE OF CORPORATION VEHICLES

ADOPTED Nov 22, 2016

8651 - NONSCHOOL USE OF CORPORATION VEHICLES

The School Board will permit school vehicles, owned or leased by this Corporation, to be used to transport individuals or groups in accordance with law.

Such transportation shall be limited to those hours and days when vehicles are not required for the transportation of students. The Board reserves the right to refuse or cancel any nonschool transportation in the interest of the educational program or the efficient operation of the Corporation.

Vehicles must be operated by the holder of a valid bus driver's license who is an employee of this Corporation or someone approved by the Board. The cost of nonschool transportation shall be based on administrative guidelines established by the Superintendent.

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I.C. 20-27-9-6

OPERATIONS TEMPLATES

po8760

Proposed Revised - STUDENT ACCIDENT INSURANCE

ADOPTED Nov 22, 2016

8760 - STUDENT ACCIDENT INSURANCE

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of its availability.

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I.C. 20-26-5-4

OPERATIONS TEMPLATES

po8800

Proposed Revised - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

ADOPTED Nov 22, 2016

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well-intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

School Corporation staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or an act of worship or celebration. The Corporation shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Corporation property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of Corporation Facilities and Policy 9700 and AG 9700 - Relations with Special Interest Groups.

The School Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. Such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate. However, an individual who is required by his/her religious beliefs to engage in religious exercise (e.g. a formal prayer during the school day) will be accommodated unless such accommodation would disrupt an educational function.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from

the State, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The United States flag shall be displayed in each classroom of every school in the Corporation.

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day.

The Board shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student's parent chooses not to have the student participate. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

The Corporation may place a durable poster or framed picture of the national motto "In God We Trust" and an accurate representation of the United States flag and Indiana State flag positioned under the national motto in each school library and classroom within the Corporation. The durable poster or framed picture must meet the specifications outlined by State statute. The representation of the United States flag and the Indiana State flag must comply with any applicable federal or state laws concerning the design, dimensions, or presentation of the respective flags.

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I.C. 1-1-11-2

I.C. 1-2-2-1

I.C. 1-2-3-6

I.C. 20-30-3-5

I.C. 20-30-5-0.5

1 I.C. 20-30-5-4.5
2 I.C. 20-33-12
3 20 U.S.C. 4071 et seq.
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OPERATIONS TEMPLATES

po8810

Proposed Revised - DISPLAY OF THE TEN COMMANDMENTS

ADOPTED Nov 22, 2016

8810 - DISPLAY OF THE TEN COMMANDMENTS

Objects containing the words of the Ten Commandments may be displayed in the buildings of the School Corporation along with other documents of historical significance that have formed and influenced the United States legal or governmental system. Such display of the wording of the Ten Commandments shall be in the same manner and appearance generally as other documents and objects displayed, and shall not be presented or displayed in any fashion that results in calling attention to it apart from the other displayed documents and objects.

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I.C. 36-1-16

ELKHART COMMUNITY SCHOOLS

Draft - Policy Catch Up Templates

Relations Templates

3 policies

August 21, 2026

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po9140 Proposed Revised - CITIZENS' ADVISORY COMMITTEES

po9555 Proposed Revised - PARTNERSHIPS WITH BUSINESS

RELATIONS TEMPLATES

po9111

Proposed - COMMUNICATIONS

ADOPTED Nov 22, 2016

9111 - COMMUNICATIONS

The School Board is vitally interested in maintaining effective communication with parents, members of the community, vendors, and others who have dealings with the School Corporation. To that end, the Superintendent shall implement communications strategies that provide for effective communication with all stakeholders.

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RELATIONS TEMPLATES

po9140

Proposed Revised - CITIZENS' ADVISORY COMMITTEES

ADOPTED Jul 23, 2024 · REVISED Aug 25, 2026

9140 - CITIZENS' ADVISORY COMMITTEES

The School Board shall establish citizens' advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the representative of the bargaining unit. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new problem or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Superintendent, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School Corporation. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of Corporation funds by an advisory committee shall be made only upon the prior approval of the Superintendent. Supplies, equipment, and personnel from within the School Corporation may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent. [X] with the advice of the President.

The Superintendent shall transmit the contents of any communication from a committee to the Board. - [] at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

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RELATIONS TEMPLATES

po9555

Proposed Revised - PARTNERSHIPS WITH BUSINESS

ADOPTED Nov 22, 2016

9555 - PARTNERSHIPS WITH BUSINESS

The School Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the Corporation need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the Corporation and individual companies but also, if possible, consortia involving several companies and/or school Corporations. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of Corporation personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

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ACCOUNT BALANCES/INVESTMENT DETAIL
July 2026

CASH:

Petty Cash	\$ 500.00
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BANK ACCOUNTS:

Lake City Bank – Accounts Payable	\$ (1,814,726.43)
Lake City Bank – Payroll Account	(9,427.01)
Lake City Bank – Flex Account	84,613.23
Lake City Bank – Merchant Account	-
Lake City Bank – Prepaid Lunch	64,286.68
Lake City Bank – Deposit Account	30,368,306.02

INVESTMENTS:

Certificate of Deposit	-
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\$ 28,693,552.49