


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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, June 9, 2026

Time: 5:00 p.m.

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



Interim Superintendent of Schools

Posted and electronically delivered to News
Media on Tuesday, May 5, 2026, and
electronically delivered to Board Members and
School Attorney on Tuesday, May 5, 2026.

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, June 9, 2026

Time: ~~6:00 p.m.~~ 3:30 p.m.

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



Interim Superintendent of Schools

Posted and electronically delivered to News
Media on Tuesday, May 5, 2026, and
electronically delivered to Board Members and
School Attorney on Tuesday, May 5, 2026.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 9, 2026

CALENDAR

Jun 9 3:30 p.m. Regular Board Meeting, J.C. Rice Educational Services Center
Jun 23 5:00 p.m. Public Work Session, J.C. Rice Educational Services Center
Jun 23 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. KEY TO THE CITY
- E. PUBLIC COMMENT
- F. CASH FLOWS PROJECTION FROM POLICY ANALYTICS
- G. EXCELLENCE OF ELKHART
- H. CONSENT ITEMS:
 - Minutes – May 12, 2026 – Public Work Session
 - Minutes – May 12, 2026 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular Purchases
 - Gift Acceptances
 - Conference Leave Requests
 - Overnight Trip Requests
 - Grants
 - Personnel Report

I. OLD BUSINESS

Contracts – The administration presents contracts for final consideration.

- Compass Group USA, Inc. (Chartwells Division)
- Edmentum (License Agreement)
- Edmentum (EdOptions Academy)

- Federated Media
- Five Star Life
- Merative US L.P.

Board Policies – The administration presents proposed revisions to the following Board policies for final consideration:

- Board Policy 2340 – Field and Other Corporation-Sponsored Trips
- Board Policy 3162ACS – Drug and Alcohol Testing of CDL Holders
- Board Policy 3220AC – Staff Evaluation
- Board Policy 5350 – Student Suicide Awareness and Prevention
- Board Policy 6320 – Purchasing
- Board Policy 7440.01 – Electronic Monitoring and Recording
- Board Policy 7455 – Accounting System for Fixed Assets
- Board Policy 7540.02 – Digital Content and Accessibility
- Board Policy 8405 – Environmental Health and Safety Issues
- Board Policy 8452 – Automated External Defibrillators (AED)
- Board Policy 8462 – Child Abuse and Neglect

J. NEW BUSINESS

New Course Proposals – The administration presents the following proposed new course offerings for the 2027-2028 school year for Board review: *Principles of HVAC; HVAC Fundamentals; HVAC Services; and HVAC Capstone.*

Temporary Relocation of Monger Elementary School’s Staff and Students – The administration requests approval for the temporary relocation of Monger Elementary School’s staff and students to Mary Beck Elementary School for the 2026-2027 school year due to water damage at Monger Elementary School.

Board Policy 5136 – Personal Communication Devices – The administration presents proposed revisions to Board Policy 5136 – Personal Communication Devices for initial consideration and requests to waive second reading.

Board Policy 5410 – Promotion, Placement and Retention – The administration presents proposed revisions to Board Policy 5410 – Promotion, Placement and Retention for initial consideration.

Administrative Guideline 5410 – Retention of Students in Grades K-8 - The administration presents proposed revisions to Administrative Guideline 5410 – Retention of Students in Grades K-8 for initial review.

K. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

L. ADJOURNMENT

Excellence of Elkhart

June 9, 2026



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

A Conversation with the Mayor





ACADEMICS

Graduations and Achievements





ARTS

EHS Marching Band at Indy 500





ARTS

Cleveland's Fine and Performing Arts Day





ATHLETICS

The Unified Champions Games





ATHLETICS

3rd Annual Rising Lions





FUTURE HAPPENINGS

- **June 11:** Class of 2026 Commencement



Josh Fletcher, Athletic Director



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



ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



ParentSquare



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

Elkhart Community Schools
Elkhart, Indiana

May 12, 2026

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 5:01 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
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Roll Call

Presenters:	Megan Anagnos Cindy Bonner Lindsey Brander Heather Burton Kendra Clayton	Michele Riise Clyde Riley Kristin Sederberg Shannon Stanley Meredith Warnock
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The Board received the following reports/updates: Title I, II, III, and IV; English Learners; Exceptional Learners/PACE; Hawthorne Early Learning Center; Roosevelt STEAM Academy; and Osolo Elementary School.

Topics Discussed

The meeting adjourned at approximately 5:59 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Dacey S. Davis, Member

Kellie L. Mullins, Vice President

Eric Ivory, Member

Mike Burnett, Secretary

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

May 12, 2026

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 6:02 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 Vice President Kellie Mullins recited the Elkhart Promise.			The Elkhart Promise
Five (5) audience members addressed the Board during public comment, including four (4) parent complaints and one (1) employee concern.			Public Comment
During the Moment of Pride, Brendan Scott presented highlights from Elkhart High School (EHS). He highlighted recent student activities and accomplishments, including student government elections, preschool sessions hosted by students in the Early Childhood Pathway, prom attendance of more than 500 students, Mental Health Awareness Month activities, and Teacher Appreciation Week celebrations.			Moment of Pride
Brendan also reported that more than 70 students participated in graduation ceremonies at Ivy Tech Community College, with 42 students earning an Associate of General Studies degree and 172 students earning the Indiana College Core. Additionally, he recognized the orchestra’s fourth-place finish at the state finals and provided an overview of upcoming events, including postseason athletic competitions, School of Study Awards, Senior Awards, the last day of school, and commencement ceremonies.			
Director of Communications Wendy Wood introduced the evening’s Alumni of Excellence honoree, Lindsay Benko Mintenko, a graduate of Elkhart Central High School, three-time Olympic medalist, and world record holder in swimming. Mrs. Wood highlighted how Mrs. Benko Mintenko developed her skills and work ethic while attending Elkhart schools before achieving success on the international stage. She noted			Alumni Excellence

that her accomplishments serve as an example of how Elkhart Community Schools (ECS) provides students with a foundation to pursue their goals and achieve excellence. A video highlighting her journey and accomplishments was shared during the meeting.

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

Excellence of
Elkhart

In the area of Academics, Health Education students at the EHS Freshman Division presented their end-of-semester research projects during a science fair-style showcase. Students shared their findings with community volunteers and responded to in-depth questions about their topics, demonstrating growth in both research and public speaking skills.

Congratulations to EHS seniors Lydia Benjamin and Owen Marks for being awarded the Next Generation Hoosier Educators Scholarship. This prestigious state scholarship provides up to \$10,000 annually to students who commit to teaching in Indiana for at least five years after graduation. Lydia plans to attend Purdue University to study Elementary and Special Education, while Owen plans to attend Ball State University to pursue Music Education.

In the area of Arts, ECS was named one of the Best Communities for Music Education by the NAMM Foundation for the seventh consecutive year. This national recognition honors the district's commitment to music education and the strong support provided by teachers, families, and the community.

Additionally, 379 students participated in the Indiana State School Music Association (ISSMA) High School Band, Choir, and Orchestra Festivals. All participating district ensembles earned Gold Ratings for their performances, with the EHS Freshman Division Band, Freshman Division Blue Orchestra, Freshman Division Gold Orchestra, and the EHS Symphonic Band earning the additional distinction of Gold with Distinction.

In the area of Athletics, North Side Middle School hosted the inaugural Lion's Launch event on April 29. The event brought together current fifth- through seventh-grade students to meet coaches, learn about athletic opportunities, and explore middle school sports programs as they prepare for future participation.

Additionally, the Monger Elementary School girls' soccer team captured the 2026 City Championship title. Congratulations to the players and coaches on an outstanding season and this achievement.

Some upcoming events across Elkhart Schools include:

- May 14: Unified Champion Game Day
- May 14: Osolo Family and Community Night
- May 15: Woodland Family and Community Night
- May 16: District Chess Tournament
- May 21: Mary Beck Family and Community Night

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

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – April 21, 2026 – Regular Board Meeting	Minutes
Payment of claims totaling \$8,519,591.63 as shown on the May 12, 2026, claims listing. (Codified File 2526-158)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2526-159)	Fundraisers
Extra-curricular purchase request: EHS Extra-Curricular account to purchase two (2) five-foot Regular Pop Ups for a total of \$1,844.30.	Extra-Curricular Purchases
ECS received the following donation: \$1,000 from Law Office of Mark L. Philips, LLC to EHS to be used for the purchase of supplies, equipment, and expenses for concert competitions, travel, registrations, and productions; \$4,664.91 from West Side Middle School to EHS to be used in support of the Dance Marathon event; \$800 from Elkhart Education Foundation (EEF) to EHS Future Business Leaders of America (FBLA) to be used to pay for conference registrations, awards, travel, snacks and other related costs associated with competitions and learning activities; \$500 from Bekah Shenk to EHS Girls Track & Field team to be used towards team expenses; \$1,000 from Horace Mann, care of Laurie Marks, to ECS to be used towards the staff recognition event at Wellfield Botanical Gardens; donation of miscellaneous medical supplies, with an estimated value of \$1,335.59, from OSMC, care of Heidi Schaffer, to Elkhart Area Career Center (EACC) to be used by students in the Medical programs for training purposes; donation of lighting equipment from Nico Valentin to EACC to be used by students in the Commercial Photography program for training purposes; donation of CPR Instructor’s bag filled with CPR manikins and supplies from Brenda Sheppard to EACC to be used by students in the Medical programs; and donation of a 2011 Dodge Journey, VIN# 3D4PG4FB1BT522039, with an owner estimated value of \$1,250, and a 2017 Chevrolet Traverse, VIN# 1GNKRHKDOEJ237514, with an owner estimated value of \$2,000, from Michael Koons to EACC to be used by students in the Automotive Technology cluster for training purposes.	Gift Acceptances

<p>Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 12, 2026, listing. (Codified File 2526-160)</p>	<p>Conference Leave Requests</p>
<p>Confirmation of the following Overnight Trip Requests: EHS students to travel to Colorado (trip 2) on July 12 – 25, 2026 for the Earth/Space Science Class/Experience; EHS students travel to California Road Missionary Church in Elkhart Indiana on June 2 – 3, 2026 to prepare for the Colorado trip; EHS students to travel to Colorado (trip 1) on July 7 – 12, 2026 for the Earth/Space Science Class/Experience; EHS students travel to Boston, Massachusetts on June 4 – 17, 2026 for the Marine Biology Study of North Atlantic; EHS Boys’ Basketball to participate in team shootout event in Indianapolis, Indiana on June 26 – 27, 2026; and EACC students to participate in the National SkillsUSA competition in Atlanta, Georgia on June 1 – 6, 2026.</p>	<p>Overnight Trip Requests</p>
<p>Confirmed submission of the following grants: STEM Stars Program Grant hosted by Glenn W. Bailey Foundation, totaling \$25,415.99, to be used to purchase CNC equipment for the Robotics Team, and for summer camps opportunities for students; STEM Activity Grant hosted by Views on Learning, totaling \$6,955, to be used to increase equitable access to STEM learning for students with significant disabilities, support inclusive and standards-aligned instruction, strengthens literacy with STEM contexts, and builds sustainable district-wide AAC implementation practices; and K-12 Robotics Competition Grant, hosted by the Indiana Department of Education (IDOE), totaling \$7,000 to be used to support the development and sustainability of EHS First Robotics Competition team by providing students with the tools, materials, and experiences necessary to successfully design, build, and compete with a competition robot. (Codified File 2526-161)</p>	<p>Grants</p>
<p>By unanimous action, the Board approved the following contracts as presented during the April 21, 2026, meeting: Network Solutions, Inc. and Seesaw Learning, Inc. (Codified File 2526-162)</p>	<p>Contracts for Final Consideration</p>
<p>By unanimous action, the board approved proposed new Board Policy 7510.01 – Use of School District Vehicles as presented during the April 21, 2026, meeting.</p>	<p>Board Policy 7510.01</p>
<p>By unanimous action, the Board approved the following personnel report:</p>	<p>Personnel Report</p>
<p>Stipend for additional administrative responsibilities beginning April 3, 2026 through June 30, 2026.</p>	<p>Administrative Responsibilities</p>

Kristin Sederberg – Interim Director of Elementary Schools	Stipend
Administrative appointment of the following two (2) certified staff for the 2026-2027 school year: Joshua Fletcher – Athletics Director at Elkhart High, 7/1/26 Kristin Sederberg – Director of Elementary Schools, 7/1/26	Certified Administrative Appointments
Revision to the following one (1) certified administrator resignation effective on date indicated: Lindsey Brander – Director of Student Services at ESC, 6/2/26	Certified Administrative Resignation Revision
Resignation of the following one (1) certified administrator effective on date indicated: Christy Haupert – Assistant Principal at West Side, 6/15/26	Certified Administrative Resignation
Transfer of the following six (6) certified staff effective August 10, 2026: Rose Miller – Kindergarten at Beck to Intervention at Eastwood Kristine Nass – P.E. at North Side to Language Arts at Elkhart High Kyle Shoemaker – P.E. at Beck to Intervention at Feeser Elizabeth Stokes – Art at Pierre Moran to Art at Freshman Division Victoria Taylor – Speech Pathologist at Osolo to Speech Pathologist at Cleveland Yvette Wolter – Science at Pierre Moran to Science at Elkhart High	Certified Transfers
Resignation of the following six (6) certified staff effective on date indicated: Sonia Araujo – Grade 1 at Monger, 5/29/26 Kayla Beitler – Speech Pathologist at Roosevelt, 5/29/26 Christopher DeSelm – Literacy Cadre Coach at Bristol, 5/29/26 Betsabe Rangel – Special Education at Beck, 5/29/26 Amber Teall – Grade 3 at Bristol, 5/29/26 Lauren Van Goey – Career Readiness at North Side, 5/29/26	Certified Resignation
Unpaid leave for the following two (2) certified staff effective on dates indicated: Karina Flores – ENL at Woodland, beginning 3/19/26 and ending 5/11/26	Certified Unpaid Leaves

Lauren Van Goey – Career Readiness at North Side,
beginning 4/22/26 and ending 5/29/26

Death of the following one (1) certified staff on date indicated: Certified
Death
Dwight Mood – Career Readiness at Pierre Moran,
4/27/26 with 3 Years of Service

Temporary assignment relocation of the following twenty-eight Certified
(28) certified staff from Monger Elementary to Bristol Temporary
Elementary, for the remainder of the 2025-26 school year, due Assignment
to water damage affecting Monger: Relocation

Elizabeth Adams – Special Education
Sonia Araujo – Grade 1
Lisa Baugh – Grade 2
Richlyn Bigham – Music
Gina Blackburn – Grade 2
Shelbi Brinneman – Art
Ayline De Santos – Grade 2
Jacquelyn Glasgow – Kindergarten
Jennifer Glover – Grade 5
Joy Graber – Intervention
Kelcie Haas – Special Education
Denise Hensley – ENL
Maiah Huffman – Grade 1
Aileen Hurd – Speech Pathologist
Mary Lehman – Kindergarten
Emily Leinbach – Grade 3
Angela Matthys – Grade 4
Bruce McDonald – Grade 1
Heather McKay – Grade 3
Jessica Moreno – Grade 5
Lori Reyes – Grade 3
Kimberly Rivenes – Grade 4
Allison Smith – Social Worker
Caroline Stopiak – P.E.
Amy Szakaly – Assistant Principal
Kimberly Varga – Coordinator
April Walker – Principal
Corry Wichman - Kindergarten

Employment of the following two (2) classified employees Classified
effective on date indicated: Employment
Garrett Kaser – Development Assistant at WVPE, 7/7/26
Jenny Zheng – Communications Specialist at ESC,
6/16/26

Transfer the following two (2) classified employees effective in Classified
the 2025–26 school year: Transfers
Yngry Nieves Colmenarez – Swing Custodian at Beck to 2025-26
Night Custodian at Eastwood

Ray Shon Smith – Paraprofessional at Elkhart High to
Paraprofessional at Freshman Division

Transfer the following eleven (11) classified employees effective
in the 2026 – 2027 school year:

Classified
Transfers
2026-27

Earline Childress – Assistant Secretary at Elkhart
Academy to Receptionist at Freshman Division

Kathryn Clark – Technical Assistant at Beck to
Paraprofessional at West Side

Lisa Conley – Secretary at PACE to Secretary to Principal
at Career Center

Toni Elswick – Paraprofessional at Bristol to
Paraprofessional at Roosevelt

Crystal Gayle-Stump – Paraprofessional at Feeser to
Paraprofessional at Pierre Moran

Heather Martin – Technical Assistant at Woodland to
Paraprofessional at PRIDE

Stacy Maxwell – Paraprofessional at Osolo to
Paraprofessional at Pinewood

Alicia Mendez – Parent/Community Liaison at Roosevelt
to ENL Community Translator/Interpreter – Parent
Liaison at Roosevelt

Keosha Payton – Permanent Substitute Teacher at
Cleveland to Technical Assistant at Cleveland

Laura Petersheim – Technical Assistant at Bristol to
Paraprofessional at Riverview

Alexia Smith – Paraprofessional at Bristol to
Paraprofessional at North Side

Employment of the following four (4) substitute teachers
effective with the 2025-26 school year:

Substitute
Teachers

Leslie Murillo Leon – Substitute Teacher

Arnee Love – Substitute Teacher

Kaylie Pickett – Substitute Teacher

Jessica Winer – Substitute Teacher

Employment of the following two (2) claims employees in the
2025-26 school year:

Claims

Taryn Anderson – Custodial Substitute

Eric McManus – Adult Ed Instructor

Employment of the following seven (7) claims employees in
the 2025-26 school year:

Coaches

Stephanie Elam Garcia – Assistant 8th Grade Girls Track
Coach at Pierre Moran

Janice Fuller – Head 7th Grade Girls Track Coach at
Pierre Moran

Dario Garza – Assistant Boys Soccer Coach at
Pinewood

Chakiea Jackson – Head Boys Track Coach at Pinewood

Santos Mateo Jimeniz – Head 6th Grade Boys Soccer Coach at North Side
 Tailor Schultheis – Assistant 7th Grade Boys Track Coach at West Side
 Cayla Shekell-Polston – Head Girls Track Coach at Beardsley

Resignation of the following twenty (20) classified employees effective on date indicated:

Classified Resignations

Ava Bordeau – Paraprofessional at Eastwood, 5/1/26
 Cynthia Chupp – Substitute Teacher at ESC, 4/13/26
 Aliza Clayton – Paraprofessional at Cleveland, 4/24/26
 Sarah Drabyn – Occupational Therapist at PACE, 5/29/26
 Douglas Ganger – Substitute Teacher at ESC, 4/10/26
 Courtney Hamilton – Paraprofessional at Career Center, 4/24/26
 Mariah Harney – Substitute Bus Driver at Transportation, 3/30/26
 Edward Hibshman – Substitute Teacher at ESC, 4/29/26
 Donya Hill – Bus Driver at Transportation, 5/8/26
 Debora Kupferschmid – Substitute Teacher at ESC, 4/10/26
 Marcia McFadden – Technical Assistant at Osolo, 4/27/26
 April Miller – Head Girls Soccer Coach at Osolo, 4/2/26
 Kimberly Morton – Assistant Secretary at Osolo, 4/10/26
 Justin Nelson – Custodian at West Side, 4/28/26
 Carmen Olinger – Paraprofessional at PACE, 5/29/26
 Jonathan Orjala – Substitute Teacher at ESC, 4/20/26
 Hunter Powell – Paraprofessional at Elkhart High, 5/8/26
 Jayla Rae Stewart – Paraprofessional at Woodland, 5/8/26
 Michelle VanArsdale – Food Service at Pierre Moran, 4/16/26
 Bobbie White – Custodian at Bristol, 6/1/26

Rescission of resignation of the following (1) classified employee:
 Aliza Clayton – Paraprofessional at Cleveland

Classified Rescission

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

Classified Separation

Kenneth Eaton – Custodian at Elkhart High, 5/12/26 (did not pass probation)

Termination of the following two (2) classified employees effective on the dates indicated:

Classified Terminations

David Kelly – Substitute Teacher at ESC, 4/21/26 in accordance with Policy 3139.01S
 Carolyn Ummel – Building Translator/Parent Liaison at Daly, 5/12/26 in accordance with Policy 3139.01S

Temporary assignment relocation of the following thirteen (13) classified employees from Monger Elementary to Bristol Elementary, for the remainder of the 2025-26 school year, due to water damage affecting Monger:

Classified
Temporary
Assignment
Relocation

- Esperanza Arms – Custodian
- Cristal Chanon – Building Translator/Parent Liaison
- Esau Corona – Paraprofessional
- Matthew Damer - Paraprofessional
- Nikole Dinehart – Assistant Secretary
- Mary Downing – Registered Nurse
- Brian Guy – Custodian
- Bethany Love – Technical Assistant
- Maria Martinez – Paraprofessional
- Haley Masten – Paraprofessional
- Juan Rodriguez – Paraprofessional
- Teresa Swartley – Technical Assistant
- Jodie Wolschlager – Head Secretary

Director of Human Resources Maggie Lozano presented an update on substitute coverage expenditures and staffing needs across the district. She reported during the April payroll period (March 29 through April 25, 2026), the district incurred approximately \$170,307 in substitute coverage costs for both certified and support staff positions.

Substitute
Coverage
Update

Ms. Lozano explained during the month, the district experienced 2,372 absences and vacancies requiring coverage. Approximately 38% of those assignments were related to vacancies or long-term absences, such as leaves of absence, while the remaining absences were due to illness, personal business, and other employee leave benefits.

She also reported the district has expended approximately \$42,858 for supplemental substitute support through Edustaff, primarily for long-term leave assignments. From the start of the school year through May 8, 2026, total substitute expenditures were approximately \$1.7 million, exclusive of Edustaff related costs.

In response to Board inquiry, Ms. Lozano explained that while approximately 39% of assignments were not filled by substitute teachers, coverage was provided through building-level staff, overload assignments, classroom redistribution, district administrators, support staff holding substitute permits, and other certified personnel to ensure classrooms remained supervised and instruction continued.

By unanimous action, the Board approved a limited amendment to the employment contract for Mrs. Michele Riise that accelerates the effective date of her employment as Superintendent to April 3, 2026. (Codified File: 2526-163)

First Amendment
to Contract for
Superintendent

By unanimous action, the Board approved a limited amendment to the employment contract for Dr. Amy Rauch that accelerates the effective

First Amendment
to Contract for

<p>date of her employment as Deputy Superintendent to April 3, 2026. (Codified File: 2526-164)</p>	<p>Deputy Superintendent</p>
<p>By unanimous action, the Board approved a contract price amendment to the Not to Exceed Contract with Performance Services, Inc. for work at the EHS Freshman Division as a part of a Guaranteed Energy Savings Contract, covering HVAC and plumbing improvements only. (Codified File: 2526-165)</p>	<p>Performance Services, Inc. Contract</p>
<p>By unanimous action, the Board approved a contract with Two Cubed Solutions for temperature control installation for work at the EHS Freshman Division. (Codified File: 2526-166)</p>	<p>Two Cubed Solutions Contract</p>
<p>By unanimous action, the Board waived second reading and approved the following contracts: Integrated Technology; Neola, Inc.; Network Solutions; Servpro of North Elkhart County; and Skybound Education. (Codified File: 2526-167)</p>	<p>Contracts Waive Second Reading</p>
<p>The administration presented the following contracts for initial consideration: Beacon Athletic Training Agreement; Beacon Affiliation Agreements (EACC); Bell Techlogix: Microsoft Renewal; Compass Group USA, Inc. (Chartwells Division); Edmentum (License Agreement); Edmentum (EdOptions Academy); Federated Media; Five Star Life; Instructure, Inc. (Canvas Renewal); Learn 21 Software; Merative US L.P.; PowerSchool Group, LLC; Transfinder; and Zendesk Renewal.</p>	<p>Contracts for Initial Consideration</p>
<p>The administration presented proposed revisions to the following Board policies for initial consideration: Board Policy 2340 – Field and Other Corporation-Sponsored Trips; Board Policy 3162ACS – Drug and Alcohol Testing of CDL Holders; Board Policy 3220AC – Staff Evaluation; Board Policy 5350 – Student Suicide Awareness and Prevention; Board Policy 6320 – Purchasing; Board Policy 7440.01 – Electronic Monitoring and Recording; Board Policy 7455 – Accounting System for Fixed Assets; Board Policy 7540.02 – Digital Content and Accessibility; Board Policy 8405 – Environmental Health and Safety Issues; Board Policy 8452 – Automated External Defibrillators (AED); and Board Policy 8462 – Child Abuse and Neglect.</p>	<p>Board Policies</p>
<p>The administration presented proposed revisions to Administrative Regulation JFC-(1) – Rules for a Safe Learning Community and Good School Order for initial review.</p>	<p>Administrative Regulation JFC-(1)</p>
<p>Mrs. Riise provided an update on Intense Intervention programming for the 2026–2027 school year. She stated that, following further review, the district will implement the originally proposed model of three designated Intense Intervention sites at Beardsley, Mary Daly, and Mary Feeser Elementary Schools. The recommendation was based on</p>	<p>2026-27 Intervention Programming</p>

facility capacity, staffing availability, and the need to provide consistent specialized supports and services across program locations.

Mrs. Riise explained the district recently experienced staffing shortages in several Intense Intervention classrooms, requiring district-level staff to provide direct support. She noted that consolidating the program into three locations will better align staffing resources, strengthen programming, and ensure students continue to receive a high level of support. She also shared that open houses will be scheduled to provide families an opportunity to visit the designated sites, meet administrators, and learn more about the transition process.

By unanimous action, the Board approved the relocation of the district's Intense Intervention programming for the 2026–2027 school year to Beardsley, Mary Daly, and Mary Feeser Elementary Schools.

Mr. Scott thanked the administration for its continued evaluation of the plan and stated that the decision reflected the district's commitment to making student-centered decisions. He commended the administration for reassessing the model, identifying potential challenges, and adjusting plans based on student needs, available resources, and operational considerations. Mr. Scott emphasized the importance of remaining flexible and responsive to changing circumstances to ensure students receive the support and services they need.

The administration presented the proposed new course offering, Intro to Public Service for Board review. In response to Board inquiry, Mr. Anderson explained that the course is designed to support students pursuing the Enlistment Honors Seal and Enlistment Honors Plus Seal, and focuses on physical wellness, character development, and preparation for students interested in military service or other forms of public service.

New Course Proposal

Mr. Anderson further explained the course is required for students pursuing the enlistment pathway unless they are enrolled in a JROTC program. In response to Board inquiry, he confirmed that students enrolled in JROTC may still elect to take the course. (Codified File: 2526-168)

The administration presented a Resolution of the Board of School Trustees of Elkhart Community Schools Authorizing Preliminary Approval for Payment of Claims during Months with Only One Regularly Scheduled Board Meeting.

Resolution

Chief Financial Officer Ronda Ross explained the resolution would allow the district to pay essential obligations, such as utilities and other routine expenses, prior to formal Board approval during months with a single meeting. She emphasized all claims would still be presented to

the Board for review and approval in the normal course of business, but the authorization would ensure vendors are paid in a timely manner and district operations continue without interruption.

Mr. Scott acknowledged the necessity of the resolution and reiterated the Board would continue to receive and review all claims as usual.

By unanimous action, the Board approved the Resolution of the Board of School Trustees of Elkhart Community Schools Authorizing Preliminary Approval for Payment of Claims during Months with Only One Regularly Scheduled Board Meeting. (Codified File: 2526-169)

Ms. Ross provided several financial updates, including recent legislative changes, state funding requirements, and an adjustment to the district's Education Fund budget.

Financial
Update

She reported that House Amendment 1210 provides school corporations flexibility in how losses associated with SEA 1 property tax changes are allocated among tax-supported funds. ECS has opted into the legislation, allowing the district to spread an estimated \$1.5 million loss between the Operations Fund and Debt Service Fund rather than absorbing the entire impact in the Operations Fund. Ms. Ross noted additional SEA 1 provisions, including business and personal property tax deductions, charter school funding impacts, and the future loss of local income tax revenue, will continue to create financial challenges in future years.

Ms. Ross also reviewed Indiana's teacher compensation funding requirement, which requires school corporations to expend at least 65% of state tuition support on teacher salaries and benefits. She reported ECS exceeds that requirement, with budgeted teacher compensation representing approximately 83% of state tuition support and actual expenditures through March totaling approximately 93%.

Finally, Ms. Ross presented a proposed adjustment to the Education Fund budget following the issuance of the district's General Obligation Bond. Because bond proceeds will now provide additional support to the Operations Fund, the district will reduce planned Education Fund transfers to Operations from \$9 million to \$3 million. This adjustment allows additional Education Fund expenditures to be allocated toward salaries and benefits; however, despite the adjustment, Ms. Ross emphasized the Education Fund remains structurally imbalanced and is projected to exceed budgeted expenditures by more than \$6 million. She explained declining enrollment, reduced state tuition support, employee compensation increases, and the loss of the district's operating referendum have contributed significantly to the district's financial challenges. While recent staffing reductions and consolidation efforts have produced savings and moved the district in a positive direction, she stressed additional right-sizing measures will be

necessary to align expenditures with available revenue and achieve long-term financial stability.

Board members thanked Ms. Ross for her transparency and efforts to present complex financial information in a clear and understandable manner. They acknowledged the challenges associated with addressing long-standing financial issues and expressed appreciation for the administration's continued work to improve the district's financial position while maintaining a focus on student achievement and academic programming.

Board members also emphasized the importance of student enrollment and registration for the upcoming school year, noting enrollment directly impacts district revenue, staffing decisions, and budget planning. They encouraged families to complete registration as soon as possible, particularly for kindergarten students, and discussed the district's ongoing outreach efforts to contact families and promote timely registration. The administration shared that staff members are actively contacting families and are available to assist parents through the registration process.

Superintendent Riise shared several staff and district highlights. She announced that Angelina Lazovich and Jeff Hatfield had been named the district's 2026 Teachers of the Year in recognition of their dedication to student success, relationship-building, and educational excellence.

From the
Superintendent

She also recognized Jovon Deal and Judy Shehan of the EHS Freshman Division for receiving Hero Awards after using their training and quick actions to assist a student experiencing a medical emergency in the cafeteria.

Mrs. Riise expressed appreciation to the staffs of Monger Elementary School and Bristol Elementary School for their flexibility, collaboration, and commitment to students following a recent water main break that required the temporary relocation of students and staff.

Additionally, she announced that ECS had received the Children's Health Champion Award in recognition of its efforts to expand student access to healthcare services through the Indiana dental outreach program.

Mrs. Riise also acknowledged the passing of Pierre Moran teacher and coach Dwight Mood and extended condolences to his family, friends, students, and colleagues.

She concluded by encouraging students and staff to finish the school year strong.

Mrs. Mullins congratulated 2026 Teachers of the Year, Angelina Lazovich and Jeff Hatfield. Knowing Mr. Hatfield personally for many

From the Board

years, she further recognized his longstanding contributions to the district's music program and the positive impact he has had on generations of students. She noted his retirement will be a tremendous loss for ECS.

Board Member Eric Ivory acknowledged the concerns and feedback shared by community members, emphasizing the Board values public input and remains committed to advocating for students and making thoughtful, informed decisions in the best interests of the district.

The meeting adjourned at approximately 7:35 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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High - Student Government	Student dodgeball tournament. Proceeds help to cover the cost of Homecoming activities.	9/16/2026	5/12/2026	Julie Tyrakowski & Sid Shafer
Elkhart High - Student Government	Maple City vending machines will continue to be located in the high schools with Smart Snack compliant options. Proceeds help with multiple student activities.	7/2/2026 - 8/1/2027	5/12/2026	Julie Tyrakowski
Elkhart High - Student Government	Student Government will sell Homecoming/Class Olympic shirts during lunches, before school, and online. Generally there is no profit, but if so, it will help coming Homecoming costs.	8/12/2026 - 9/18/2026	5/12/2026	Julie Tyrakowski & Sid Shafer
Middle Schools - Elkhart East Cheer	Selling old North Side cheer uniforms and pom poms to assist with the cost of new uniforms.	6/1/2026 - 12/31/2026	5/7/2026	Sydney Mais
Elkhart High - FFA	Students will assist at Legends Park by working concessions, ticket booths, and in scare houses. Proceeds will help with the cost of new member jackets, contests, and convention fees.	9/25/2026 - 11/15/2026	5/28/2026	Heather Kidder
Elkhart High - Volleyball	Players will sell laundry soap and other cleaning supplies to help cover the cost of player packets.	8/8/2026 - 8/17/2026	5/20/2026	Jacque Rost
West Side - Music Dept.	Brochure fundraiser through Century Resources. Proceeds will help the music department purchase instruments, music, accessories, and other general music needs.	9/23/2026 - 10/7/2026	5/29/2026	Stephanie Rappatta
Elkhart High - Boys Cross Country	Run-a-Thon in Rice Cemetery. Proceeds will help purchase team shirts, meals, and athletic fees.	9/4/2026	5/22/2026	Adam Homo

Elkhart High - Boys Track and Field	An online fundraiser will help purchase team shirts, meals, and help cover athletic costs.	3/1/2027 - 4/12/2027	5/22/2026	Adam Homo
Elkhart High - Cheerleading	Annual Car Wash. This fundraiser will support competitive cheer teams' spirit packs, camp, and nationals.	6/20/2026 - 7/11/2026	5/22/2026	Haley Warstler
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High - Choir	Give Back Night at Freshieez Pizza. Proceeds will be used to purchase/refresh new music, equipment, uniforms, and choir events.	5/15/2026	5/5/2026	Jeffrey Reinert
Elkhart High - Football	2nd Annual Football Lift-a-Thon. Raise funds for the 2026 season.	5/1/2026 - 5/23/2026	5/6/2026	Travon Curry
Elkhart High - Cheerleading	Nelson's Chicken Sale. Funds will help offset the cost of the UCA Cheerleading Summer camp.	5/30/2026	5/6/2026	Haley Warstler



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

To: Michele Riise
From: Ronda Ross, CPA
Chief Financial Officer
Date: June 1, 2026
RE: Extra-Curricular Purchase

The Business Office recommends Board approval to purchase the following items from extra-curricular funds:

School/Account	Item	Amount
West Side/Vocal, Band, & Orchestra ECA's	Royal Excursion	\$9,093.00
Middle Schools/Athletics	Track Uniforms	\$9,760.00

May 29, 2026

To Whom It May Concern:



The West Side Music Department will be attending Cedar Point as a reward trip from music students on Saturday May 22, 2027. We will be using Royal Excursion for our transportation. Attached is a quote from them. Total cost is \$9,093.00 including a down payment of \$1,500. We are seeking approval for the down payment as well as the total cost for this trip. It will be paid out of the Vocal, Band and Orchestra ECAs at West Side.

If you have any questions or concerns, please feel free to contact me (Stephanie Rappatta, department chair).

Thank you,



Stephanie Rappatta
Music Department Chair
West Side Middle School



12807 McKinley Hwy
 Mishawaka, IN 46545
 Phone: 574-257-8540
 Fax: 574-258-9890
 Toll Free 888-527-3779
 Website: www.royalexursion.com
 Email: info@royalexursion.com

Charter Confirmation

Confirmed: **05/28/26**
 Charter No. : **134207**

Stephanie Rappatta
Westside Middle School
101 S. Nappanee St
Elkhart, IN 46514

Phone: **574-295-4815**
 Fax: **574-295-4812**
 Order Date **05/28/26**
 SalesRep: **Phil Grady**

Thank you for selecting **Royal Excursion** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: Westside Middle School	# Coaches: 3
Group Leader: Stephanie Rappatta	Equipment: 3 x 56 pax
Destination: Sandusky, OH	
Leave Date: Saturday, May 22, 2027	Return Date: Saturday, May 22, 2027
Spot Time: 6:10 am TZ: et	
Leave Time: 6:30 am	Retn\Drop Time: 11:00 pm TZ: et
Pickup Location: Westside Middle School	Destination: Cedar Point
101 S Nappanee St, (Bel Air Dr Entrance)	1 Cedar Point Dr
Elkhart, IN 46514	Details: Sandusky, OH 44870

Driver's gratuity not included.
Duration: 17 Hours / Overtime \$65.00/hr after 16 hours. Group responsible for all damages incurred to coaches by group. Please, no candy or gum. Group has no access to the coaches during the day. Cancellation must be made 30 days prior to trip date to avoid cancellation fee. A 1/2% Energy Charge will be added for every \$.10 increase in fuel price over \$5/gallon upon trip date, prices based on <https://www.eia.gov/petroleum/gasdiesel/>. Price subject to the final itinerary.

Billing Instructions: Cash, check, 3% service charge on credit card

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$9,093.00
05/28/26	Signed Contract			<u>Amount Paid</u>	\$0.00
10/01/26	Deposit	\$1,500.00		Balance Due	\$9,093.00
04/22/27	Payment	\$7,593.00			

If you have not already done so, please remember to send us a complete itinerary to insure the success of your trip. Please call if you have any questions.

Sincerely,

 Charter Party Authorized Signature Date

Phil Grady
 Director of Sales

SPORTSARAMA

P.O. BOX 596
 209 W. Hatch St.
 STURGIS, MI 49091

269-651-5382

DATE: May 9, 2026
INVOICE # 61749

Bill To:
 North Side Middle School
 300 Lawrence St
 Elkhart, IN 46514

Ship To:
 Betsy Tepe

Track

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Chad Stewart			Net 30	

Product ID	Description	Quantity	Unit Price	Line Total
	Alleson Sublimated Track Uniforms			
J5136A	Boys Track Singlet: Royal/Vegas 30-s, 25-m, 15-l, 10-xl	80	28.00	2,240.00
J5136W	Girls Track Singlet: Royal/Vegas 15-xs, 30-s, 20-m, 10-l, 3-xl, 2-xxl	80	28.00	2,240.00
J266A	Boys Track Shorts: Royal/Vegas 30-s, 25-m, 15-l, 10-xl	80	33.00	2,640.00
J266W	Girls Track Shorts: Royal/Vegas 15-xs, 30-s, 20-m, 10-l, 3-xl, 2-xxl	80	33.00	2,640.00

SUBTOTAL	9,760.00
MISC.	
DISCOUNT	
FREIGHT	
TOTAL	9,760.00
PAID	
TOTAL DUE	9,760.00

THANK YOU FOR YOUR BUSINESS!



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Board of School Trustees

Michele Riise *MAR*
Superintendent

From: Kristin Sederberg
Interim Director of Elementary Schools

Date: 5/14/26

RE: Donation for Staff Breakfast

Instructional Leadership has received a generous donation of \$2,500 from Horace Mann to assist with the cost of providing a breakfast for staff returning on August 10, 2026.

Board approval is respectfully requested to formally accept the donation, and an appropriate letter of acknowledgement and appreciation is sent to:

Horace Mann
Attn: Laurie Marks
203 S Main Street Suite 3
Goshen, IN 46526

KS/mh



ELKHART
COMMUNITY SCHOOLS

WHERE LEARNING HAS NO LIMITS



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Board of School Trustees

Michele Riise *MAA*
Superintendent

From: Kristin Sederberg
Interim Director of Elementary Schools

Date: 5/14/26

RE: Donation for Staff Breakfast

Instructional Leadership has received a generous donation of \$100 from WestPoint Financial Group to assist with the cost of providing a breakfast for staff returning on August 10, 2026.

Board approval is respectfully requested to formally accept the donation, and an appropriate letter of acknowledgement and appreciation is sent to:

WestPoint Financial Group
Attn: Ashley Johnson and Kelly Weaver
2842 N 600E
Kendallville, IN 46755

KS/mh



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

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

DATE: 06/01/2026

TO: Mrs. Michele Riise *MAR*
Board of School Trustees

From: Kerry Leader *KL*

Re: Donation approval - West Side Middle School

The following donation was given to West Side Middle School. These funds will be used to assist with National History Day.

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

Welch Packaging - \$250
1130 Herman St.
Elkhart, IN 46516

WHERE LEARNING HAS NO LIMITS



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MRS. RIISE *MAR*
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: JUNE 1, 2026

RE: DONATION APPROVAL - EACC

Beacon Medical Group has donated miscellaneous medical supplies (please see attached for a breakdown) with an estimated value of \$1,500.00. These items will be used in our Medical programs.

The donated items will be useful in the classroom as they will be used by students for training purposes.

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

Beacon Medical Group
Attn: Taylor Gillen
420 N Niles Ave.
South Bend, IN 46617

Beacon Medical Group Donation – May 2026

Vacutainer blood collection tubes and specimen supplies

Pediatric manual resuscitators (BVMs)

Culture and specimen swabs

PAP testing materials

Blood collection and buccal collection kits

Safety needles and insulin syringes

Catheter tips and Irrigation/imaging supplies

Surgical masks and N95 respirators

Abdominal/trauma pads and dressings

Pediatric electrodes and CPR/AED training pads

Additional assorted healthcare consumables and lab supplies



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: MRS. RIISE *MAR*
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: JUNE 1, 2026

RE: DONATION APPROVAL - EACC

Kessington Machine Products has donated steel and aluminum material (please see attached for a breakdown) with an owner estimated value of \$10,000.00, to our CNC Machining program.

This donation will be useful in the classrooms as these materials will be used by students for training purposes.

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

Kessington Machine Products
Attn: Brandon Slisher
1020 County Road 6
Elkhart, IN 46514

Description	Mat Type	QTY (FEET)	STD Cost	Total \$ Value	EACC Delivered
2 1/2" DIA 7075-T7351 ALUMINUM	7075 T77351 Alum	36	\$ 29.10	\$ 1,047.60	\$ 1,047.60
3" DIA 7075-T7351 ALUMINUM	7075 T77351 Alum	11.5	\$ 45.94	\$ 528.31	\$ 528.31
2 1/2" RD 7055-T74511 AMS 4324 ALUMINUM	7055-T74511	96	\$ 33.35	\$ 3,201.60	\$ 3,201.60
304 SS AMS-5647 STAINLESS STEEL	304L	237.95	\$ 10.66	\$ 2,536.55	\$ 2,536.55
2 5/8 DIA 6061-T6 AMS-4117 ALUMINUM	Alum Cold Finish	12	\$ 51.18	\$ 614.16	\$ 614.16
2024-T351 ALUMINUM PER AMS-4119 S/S BY AMS-4120	Alum	22.48	\$ 8.75	\$ 196.70	\$ 196.70
QQ-A-225/6 2024-T351 ALUMINUM 1-5/8" DIA.	Alum	11	8	88	\$ 88.00
4-3/8 DIA ASTM B221 6061-T6511 ALUMINUM	Alum Ext RD	12	30.16	361.92	\$ 361.92
4 1/4 DIA 304 SS AMS-5639 STAINLESS STEEL	304SS	10.03	109.34	1096.6802	\$ 1,096.68
1 3/4 DIA 1018 CRS	1018	32.2	6.56	211.232	\$ 211.23

TOTAL \$ 9,882.75

Grant Approvals to Board of School Trustees - 6/9/2026

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?
FIRST and SAE Competition Grant	Gene Haas Foundation	EHS-ETI/ElkLogics Robotics	Nick Seidl	\$5,000	Funds will be used to purchase robot parts and equipment. David Bird, ETI Principal, will oversee the grant.	Competitive robotics allows students to practice STEM and soft skills required to be "College/Career Ready" and supports our goal of excellence in academics.	Robot Parts: \$4000 and Tools and Equipment: \$1000 (\$5000 total)	6/20/2026
2026-2027 HA Grant	IDOE	Elkhart Community Schools	Lisa Ernsberger	\$98,292.25	To support high ability staff, training, curriculum, testing, and materials. Director of High Ability	Every student is known by name, challenged and supported by highly effective staff, and in partnership with the community, will graduate career/college ready and life ready. The HA grant helps to support all HA students, grades K-12, and train the staff to be more highly effective with the HA students.	Salaries/Benefits - HA Coordinators, subs for PD: \$40,000 Professional Development: \$10,000 Field Trips: \$3,292.25 Curriculum: \$25,000 Cogat Testing: \$20,000	8/14/2026
FOR CONFIRMATION ONLY								
School Field Trip Booking Fund	VisitShipshewana.org	Elkhart High School	Hiroimi Hollett	\$240	The grant funds will be used to support the required field trips provided for students participating in the Japanese Exchange Program, which takes place in April. These experiences are an essential component of the program, offering both EHS and Japanese exchange students meaningful cultural immersion opportunities. Hiroimi Hollett will oversee the management of the grant through the Japanese Class Extracurricular account.	These funds support the district's vision, focus, and goals by providing real-world learning experiences that build global awareness. Through the Japanese Exchange Program, students develop cultural appreciation and a strong sense of responsible citizenship. The program aligns with academic standards by fostering cultural competence and authentic communication. Students actively engage in using Japanese in real-world contexts, allowing them to move beyond classroom learning and apply their skills in meaningful ways.	The \$240 in grant funds will cover part of the field trip to Shipshewana. The total cost of the trip is approximately \$1,612.25 for 48 participants. The breakdown includes \$288 for pretzel-making at Ben's Pretzels and \$1,324.25 for lunch at Das Essenhaus. VisitShipshewana.org will provide \$5 per person for participating in activities in the Shipshewana area.	5/8/2026

Michelle [Signature]
4/2/26



Human Resources Department

2720 California Road • Elkhart, IN 46514

Phone: 574-262-5500

TO: MRS. MICHELE RIISE
FROM: MS. MAGGIE LOZANO
DATE: JUNE 9, 2026

Revised

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of two (2) consent agreements.
- b. **Administrative Appointment** – We recommend the appointment of one (1) administrator effective June 3, 2026 through June 30, 2026.
- c. **Administrative Responsibilities Stipend** – We recommend the approval one (1) stipend for additional administrative responsibilities from June 3, 2026 through June 30, 2026.
- d. **Administrative Appointment** – We recommend the appointment of one (1) administrator effective July 1, 2026.
- e. **Administrative Appointment** – We recommend the appointment of two (2) administrators effective August 3, 2026.
- f. **Administrative Reassignment** – We recommend the approval of the reassignment of one (1) administrator effective August 3, 2026.
- g. **Administrative Reassignment** – We recommend the approval of the reassignment of one (1) administrator effective August 10, 2026.
- h. **New Certified Staff** – We recommend the approval of six (6) new certified staff for the 2026-27 school year.
- i. **Certified Staff Transfers** – We recommend the transfer of twenty-seven (27) certified staff for the 2026-27 school year.
- j. **Administrative Resignation** – We report the resignation of two (2) administrators.
- k. **Administrative Resignation Revision** – We recommend a revision to the resignation date for one (1) administrator.
- l. **Separation** – We report the resignation of seventeen (17) certified staff.
- m. **Administrative Retirement** – We report the retirement of one (1) administrator providing a total of thirty-two (32) years of service.
- n. **Retirement** – We report the retirement of three (3) certified employees providing a total of eighty-three (83) years of service.
- o. **Unpaid Leave Revision** - We report a change to the unpaid leave for one (1) certified staff.

- p. **Summer School-Elementary** – We recommend thirty-five (35) certified employees for the 2026 summer school program from June 8, 2026 – June 26, 2026.
- q. **Summer School-Secondary** – We recommend nine (9) certified employees for the 2026 summer school program from June 8, 2026 – June 26, 2026.
- r. **Summer Field Courses-Marine Biology** – We recommend two (2) certified employees for the 2026 summer field courses Marine Biology Trip from June 4, 2026 – June 17, 2026
- s. **Summer Field Courses-Colorado Trips** – We recommend two (2) certified employees for the 2026 summer field courses Colorado Trip from June 7, 2026 – June 20, 2026 and two (2) certified employees for the 2026 summer field courses Colorado Trip from July 12, 2026 – July 25, 2026.
- t. **Summer Music** – We recommend three (3) certified employees for the 2026 summer music program from July 7, 2026 – July 30, 2026.
- u. **Job Description** – We recommend the approval of twelve (12) job descriptions.

CLASSIFIED

- a. **Agreement** – We recommend the approval of one (1) settlement agreement.
- b. **New Classified Staff** – We recommend two (2) new classified staff for employment in the 2025-26 school year.
- c. **New Classified Staff** – We recommend one (1) new classified staff for employment in the 2026-27 school year.
- d. **Compensation Adjustment**– We recommend the approval of an adjustment to one (1) classified employee’s compensation effective July 1, 2026.
- e. **Classified Staff Transfers** – We recommend the transfer of four (4) classified staff for the 2025-26 school year.
- f. **Classified Staff Transfers** – We recommend the transfer of fourteen (14) classified staff effective July 1, 2026.
- g. **Classified Staff Transfers** – We recommend the transfer of eight (8) classified staff for the 2026-27 school year.
- h. **Claims** – We recommend the employment of four (4) employees for the 2025-26 school year.
- i. **Coaches** – We recommend the employment of six (6) coaches for the 2025-26 school year.
- j. **Separation** – We report the separation of twenty-eight (28) classified staff.
- k. **Retirement** – We report the retirement of two (2) classified staff who have provided a total of thirty-one (31) years of service.

- l. **Rescission** – We report the rescission of one (1) classified staff.
- m. **Summer School-Elementary** – We recommend five (5) classified elementary employees for the 2026 summer school program from June 8, 2026 – June 26, 2026.
- n. **Job Description Revision** – We recommend the approval of one (1) job description revision.



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For Final Consideration

TO: BOARD OF SCHOOL TRUSTEES
FROM: GREGG HIXENBAUGH *CALL NAR*
DATE: JUNE 9, 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
Compass Group USA, Inc. (Chartwells Division)	Ronda Ross	Recommendation to approve one-year renewal with Compass Group USA, Inc., Chartwells Division, to extend the existing cost-reimbursable food service management contract for the 2026-2027 school year, beginning July 1, 2026, and continuing through June 30, 2027. The renewal maintains the current contract structure. The proposed renewal increases both the administrative fee and management fee from \$0.0700 to \$0.0728 per meal, reflecting a 4% adjustment. This is subject to final IDOE approval and completion of all required signatures and certifications.	Food Services Fund	4% increase on administrative and management fees

Contractor	Requesting Administrator	Description	Funding Source	Amount
Edmentum	Dr. Amy Rauch	Recommendation to approve proposed license agreement with Edmentum for the use of Edmentum learning platforms, Courseware and Apex Learning. The Courseware license is for a three-year term, while the Apex Learning License is for a one-year term.	Education Fund	\$379,955.55
Edmentum	Dr. Amy Rauch	Recommendation to approve the proposed license agreement with Edmentum for the EdOptions learning platform. EdOptions Academy is a fully accredited K-12 virtual school that combines digital curriculum with state-certified teachers, offering over 500 courses, including AP and CTW options. This agreement has a one-year term.	Education Fund	\$120,000
Federated Media	Wendy Wood	Recommendation to approve the proposed agreement with Federated Media. The agreement provides for a three-month advertising campaign to support ECS promote its online learning option. The goal of the campaign is to increase awareness of the program among families and encourage parents to visit the district's website, ask questions, and complete enrollment applications.	Operations Fund	\$7,000



Contractor	Requesting Administrator	Description	Funding Source	Amount
Five Star Life	Doug Thorne	Recommendation to approve the Contract for Services with Five Star Life for the Five Star Life Summer Innovative Learning Program at Summit, in partnership with Summer Learning Labs, for rising sixth-grade students during the summer of 2026. Students will receive experiential learning, leadership development, academic support, meals, and related program services.	Payment by IDOE	\$51,000
Merative US L.P.	Ronda Ross	Recommendation to approve the partnership between Gallagher and Merative, a healthcare data analytics platform, to improve visibility into healthcare costs and support data-driven decision-making. The key benefits include financial clarity, actionable insights, and performance measurement.		This platform is fully funded by Gallagher

WDT/crr

Cc: Michele Riise
 Dr. Amy Rauch
 Ronda Ross



Book	Policy Manual
Section	2000 Program
Title	Proposed Revised - FIELD AND OTHER CORPORATION-SPONSORED TRIPS
Code	po2340
Status	Second Reading
Adopted	November 22, 2016
Last Revised	March 24, 2026
Last Reviewed	June 9, 2026

2340 - **FIELD AND OTHER CORPORATION-SPONSORED TRIPS**

The School Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the School Corporation's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: a) field trips; b) extra-curricular/co-curricular program-related trips; c) overnight trips; and d) other Corporation-sponsored trips.

Field Trips

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member, approved by the Superintendent and furthers or supplements an integral part of a course of study as planned and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the students' learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of state field trips that do not include an overnight stay must be approved by the Superintendent and the Board.

Field trips to destinations more than two hundred (200) miles from the Corporation must be approved by the Superintendent and the Board.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the Corporation. For example, a Corporation athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Superintendent, Building Principal, or athletic director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the Superintendent, athletic director, and building administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than IHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. The Corporation views overnight travel outside of the Corporation related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The Corporation recognizes the importance of overnight travel outside

of the Corporation to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall be approved first by the Principal and Superintendent in accordance with the Corporation's overnight travel guidelines, and then must be submitted to the Board for final approval.

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered Corporation-sponsored trips. The Board will approve only international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.

Approval of international travel also shall take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

Other Corporation-Sponsored Trips

Other Corporation-sponsored trips shall be defined as any planned student-travel activity that is approved as part of the Corporation's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the Corporation.

Trip Approval Process

No staff member may offer or lead any trip as a Corporation-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details and the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be supervised properly.

~~Any trip included in curriculum guides shall be considered to have been approved in advance. Each field trips not listed in the curriculum guide must be approved.~~

General Trip Provisions

The Superintendent shall approve all trips.

Students may be charged reasonable fees for field trips.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's policies and administrative guidelines.

All trips must be well-planned, properly-timed, and related to regular learning activities or to Corporation goals and objectives. There cannot be "free time" assigned on any single day or overnight field trip; students must be accountable to a chaperone at all times; students must be accounted for and in their assigned rooms each evening.

The person who signs the application must be a teacher going on the trip. However, the application must be approved by a building administrator. This person will be known as the trip leader and is responsible for planning and conducting the trip and for implementing a security plan. For overnight field trips, the teacher must submit to the Principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe the manner of bed checks and must include emergency contact information detailing the itinerary (hotels/short-term housing rental, destinations, transportation company information, etc.) for administrators, school police officers or SROs, parents, and nurses. The security plan must detail the responsibilities of each chaperone with their student assignments for the length of the overnight trip at all times.

For overnight field trips, the following lodging rules shall apply:

- A. Students (and their parents/guardians) shall be held liable for any damage or loss of property at all times while on the trip.
- B. There are to be NO MIXED GROUPS in hotel/lodging rooms or short-term housing rental rooms; that is, no males in females' rooms or vice versa. If students want to be in mixed-gender groups, they will need to do so in the lobby or

public area of the hotel or short-term housing rental.

- C. Students shall be in their rooms by curfew, which will be announced each night. Students may not leave their rooms after bed check. No exceptions will be made unless there is an emergency.
- D. Students must be considerate and respectful of other hotel guests or the host/owner of the short-term housing rental. Unnecessary and loud noises, such as slamming doors, running in the hallways, and loud music, are forbidden.
- E. No room service is allowed.
- F. Students will neither open hotel/lodging or short-term housing rental windows nor hang/throw objects out of hotel/lodging or short-term housing rental windows.
- G. Students are not permitted to change assigned hotel/lodging or short-term housing rental rooms.
- H. Students are not permitted to invite or solicit unknown person(s) or anyone not associated with the tour to the hotel.
- I. Students are not permitted to use facilities such as the pool or jacuzzi/hot tub unless a chaperone is present at all times.
- J. Students are not allowed to leave hotel/lodging or short-term housing rental grounds without a chaperone.
- K. Hotel/lodging rooms and short-term housing rental rooms are rented by and in the name of the school, not the individual students.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with this policy and the Corporation's administrative guidelines.

The Superintendent shall prepare administrative guidelines for the operation of both field and other Corporation-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all trips complies with the Rules for a Safe Learning Community & Good School Order;
- G. the staff member in charge shall have access to each student's Emergency Medical Authorization Form;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required, to accommodate students and/or chaperones with disabilities;
- J. provisions have been made for the selection of lodging (for overnight trips) that provide a safe and secure environment.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, welfare of the students in their charge is imperiled, or where changes or substitutions beyond their control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify their administrative superior immediately.

Trips Not Sponsored by the Corporation

No staff member, volunteer, coach, or other individual acting in some capacity for the Corporation may solicit students of this Corporation to participate in any trip not sponsored by the Corporation unless that individual has received approval of the principal and Superintendent to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the Corporation is participating as well as athletic activities outside the Corporation's athletic program.

If approval is granted to solicit students to participate, that individual must communicate clearly to parents that the trip is not Corporation-sponsored and that the individual is not participating within the staff individual's role representing the Corporation. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics.

Transportation for Field and Other Corporation-Sponsored Trips

Regular or special-purpose school vehicles shall be used for transportation on field and other Corporation-sponsored trips.

Transportation for all field and other Corporation-sponsored trips shall use vehicles owned or approved by the Corporation and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Corporation shall assume transportation costs for all field trips, subject to the provisions set forth below.

It shall assume the vehicle cost for all other trips, including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization or from a designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle and to supervise students upon return to the Corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, incorporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles and/or use of private vehicles.

Pursuant to State law, school buses may be used if the trip does not involve more than 200 miles of out-of-state travel.

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Legal

I.C. 20-27-9-3

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS
Code	po3162ACS
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	June 9, 2026

3162ACS - DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS WHO PERFORM SAFETY-SENSITIVE FUNCTIONS

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with School Corporation-owned and/or operated ('Corporation-owned') vehicles (collectively, 'Covered Employees') must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

The Board expects all Drivers to comply with Board Policy 4122.01 - Drug-Free Workplace, which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

Covered Employees

The term 'Covered Employee' means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service, and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term **alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term **illegal drug** means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- C. The term **controlled substance** includes the possession or use of any drug which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes but is not limited to marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and phencyclidine (PCP).
- D. The term **controlled substance abuse** includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term **safety-sensitive functions** includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading Corporation-owned vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled Corporation vehicle. This term further includes any period in

which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- F. The term **Driver** means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other service employees who may drive students in Corporation-owned vehicles or inspect, repair, and maintain Corporation-owned vehicles, and employees who drive vehicles designed to transport sixteen (16) or more people, and are required to hold a CDL.
- G. The term **while on duty** means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time they are relieved from work and all responsibility for performing work.
- H. The term **CDL license holder** means all regular and substitute bus drivers, staff members who may drive students in Corporation-owned vehicles or inspect, repair, and maintain Corporation-owned vehicles, and staff members who drive vehicles designed to transport sixteen (16) or more people (including the driver), who are required to hold a CDL.

The Board will not tolerate the possession, use, sale, or distribution of alcohol and/or any controlled substance or drug other than those approved for administration by the appropriate school personnel on school property, at any time. All CDL license holders must comply strictly with this policy. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substances while on duty.

The Superintendent shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in their system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations a) prior to employment, b) reasonable suspicion, c) upon return to duty after any alcohol or drug rehabilitation, d) post-accident: 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is visible damage to any motor vehicle that requires towing, e) on a random basis, and f) on a follow-up basis.

Candidates also shall be tested for the presence of alcohol in their system prior to employment.

The Superintendent shall require that the Corporation query the FMCSA's Drug and Alcohol Clearinghouse for current and prospective CDL holders' drug and alcohol violations before allowing a driver to operate a Corporation-owned and/or operated vehicle, consistent with Federal regulations, including consent requirements.

Any staff member who tests positive shall be prohibited from performing or continuing to perform safety-sensitive functions (e.g., driving any Corporation-owned vehicle) immediately and be referred to the Corporation's Employee Assistance Program and subject to discipline, up to and including discharge, in accordance with Corporation guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the Corporation's discretion and the employee may be required to participate in ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the Corporation.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then the test will be considered positive and the employee shall be prohibited from driving any Corporation-owned vehicle and be referred to the Corporation's Employee Assistance Program. The employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform their safety-sensitive functions (e.g., driving any Corporation-owned vehicle) immediately.

Staff members who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Corporation's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with their alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

If a staff member admits to failing a previous drug or alcohol test, or has refused to test, the staff member will not be permitted to perform safety-sensitive functions until completing the return-to-duty process.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while consuming or possessing alcohol or drives a school bus or performs safety-sensitive functions within six (6) hours after consuming alcohol;
- B. reports for duty or performs work while consuming or possessing a controlled substance, or drives a school bus or performs safety-sensitive functions within six (6) hours after consuming a controlled substance, unless the controlled substance is consumed or possessed in accordance with a medical prescription issued by an Indiana physician to the staff member;
- C. refuses to disclose any therapeutic drug use or submit to drug and/or alcohol testing;
- D. alters or attempts to alter or unduly influence alcohol and/or drug testing results; or
- E. fails to remain readily available for post-accident testing (including refraining from the use of alcohol for eight (8) hours following the accident or until undergoing a post-accident alcohol test, whichever occurs first, and notifying their supervisor of their location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care).

Prior to the beginning of the testing program, the Board shall provide a drug-free awareness program which will inform each Covered Employee about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at their overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the 'split specimen' at a Federally certified laboratory if so requested by a staff member. Requests for a 'split specimen' must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under Federal law (i.e., test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be provided copies of any records relating to their use of drugs and alcohol, including any records pertaining to their drug and alcohol tests, promptly. A tested individual must provide specific written consent before their test result can be provided to any other person except as required by law.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified (i.e., testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse. The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the Corporation's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the Corporation, the MRO, and to Federal and State governments

The Superintendent also shall select the agency or persons who will conduct the alcohol breathalyzer tests, the Corporation's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Notification

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual also shall be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

The Superintendent shall notify the medical review officer immediately that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made (i) by the end of the business day following the day the individual first receives notice of the violation or (ii) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

Reporting Test Results

The Superintendent shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of the Corporation's alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures

CDL Holders and other employees who perform safety-sensitive functions will be provided educational materials that discuss the employer's policies and procedures with respect to post-accident information and positive test results, among other things, at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and Corporation's procedures with respect to meeting these Federal regulations. The Board designates the Director of Transportation as the individual responsible for providing educational materials to CDL Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for the Director of Transportation, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL Holders and other employees who perform safety-sensitive functions are subject to Federal law addressing the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested for alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol and/or controlled substances problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under Federal law be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all Corporation property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of such materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety-sensitive functions. Each employee (and a labor organization representing Corporation employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Return-to-Duty (Safety-Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Employees also must comply with the SAP's written follow-up testing plan, which will be administered by the Corporation, or they will not be permitted to perform safety-sensitive duties.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

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The Board entrusts the safety of students being transported to and from school and school activities on school buses to the drivers of those buses. To be worth of the Board's continuing trust, each school bus driver must be mentally and physically alert at all times while on duty. The Board therefore establishes this policy and directs the Superintendent to promulgate administrative guidelines as need to fully implement Department of Transportation requirements for drug and alcohol testing of these employees of the Board.

The Board requires all CDL license holders to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. To implement this requirement, it is the policy of the Board that all CDL license holders are to be free of any impairment from the use of alcohol or controlled substances while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program pursuant to an administrative guideline that requires each employee who is employed as a regular or substitute bus driver or performs safety sensitive functions on school buses such as bus mechanics, and contractors who drive school buses pursuant to a transportation contract, to be subject to testing for the presence of alcohol in his/her system as well as for the presence of the following:

- A. Marijuana metabolites
- B. Cocaine metabolites
- C. Opiates metabolites
- D. Amphetamines
- E. Phencyclidine (PCP)

Tests are to be conducted pursuant to this policy and Federal regulations:

- A. prior to employment (for controlled substances only);
- B. based upon reasonable suspicion;
- C. upon an employee or contractor's return to duty after any alcohol or drug rehabilitation;
- D. after an accident under circumstances described in the Superintendent's administrative guideline;
- E. on a random basis; and
- F. on a follow up basis.

A driver who tests positive on a test described above shall be prohibited from driving a commercial motor vehicle or performing a safety sensitive function on a school bus. The employee shall also be subject to discipline, up to and including discharge and a contract driver shall be prohibited from driving on the same basis as if the driver was an employee of the Board.

The Board directs the Superintendent to comply with Department of Transportation regulations requiring that the Board provide educational materials that explain the requirements of drug and alcohol testing according to Federal regulations and the Board's policies and procedures for compliance with those regulations to school bus drivers and any organization of these employees. After the initial distribution of materials to each driver employed at the time of the distribution, the Superintendent or a designee shall see that each employee subsequently hired or transferred into one of these positions receives the materials required by this policy.

The materials to be provided to drivers pursuant to this policy shall include a detailed discussion of the following:

- A. the identity of the person designated by the Superintendent to answer employee questions about the materials
- B. the categories of drivers who are subject to drug and alcohol testing
- C. sufficient information about the safety sensitive functions performed by those employees to make clear what period of the employee's work day the employee is subject to this policy

- D. specific information concerning employee conduct that is prohibited by this policy
- E. the circumstances under which an employee will be tested for alcohol and/or controlled substances, including post-accident testing
- F. the procedures that will be used to test for the presence of alcohol and controlled substances, protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that test procedures are attributed to the correct person, including post-accident information and procedures and instructions required by Federal regulations
- G. the requirement that an employee submit to alcohol and controlled substances tests administered in accordance with Federal regulations
- H. an explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the consequences of refusal to submit a sample
- I. the consequences for an employee found to have violated this policy, including the requirement that the driver be removed immediately from driving or performing any safety sensitive function, and the procedures for seeking the assistance of substance abuse professionals and the return to duty process found in 40 C.F.R. 40.281 to 313
- J. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to the Superintendent

The Superintendent shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this policy. The original of the certificate signed by the employee shall be maintained in a file on the employee or contractor. An employee required to sign a certificate certifying that he or she has received a copy of the materials described in this policy who refuses to sign the certificate shall not be permitted to drive or perform any safety sensitive function until the certificate required by this policy is signed.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide services for implementation of the Department of Transportation rules including the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the Board's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports

The Superintendent shall also propose that the Board select the agency or persons who will conduct the alcohol tests, provide the Board's MRO, and the drug collection site(s) in accordance with the requirements of the law.

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Legal	I.C. 20-27-5 (driver qualifications – transportation contracts)
	I.C. 20-27-8 (driver standards)
	49 C.F.R. 40.85 (drugs to be tested for)
	49 C.F.R. 382.107 (safety sensitive function defined)
	49 C.F.R. 382.301 (pre-employment testing)
	49 C.F.R. 382.303 (post-accident testing)

49 C.F.R. 382.305 (random testing)

49 C.F.R. 382.307 (reasonable suspicion testing)

49 C.F.R. 382.601 (employer obligation to promulgate a policy on the misuse of alcohol and use of controlled substances)

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - STAFF EVALUATION
Code	po3220AC
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	June 9, 2026

3220 - STAFF EVALUATION

The School Corporation shall adopt a plan for annual performance evaluations of each certificated employee, as defined in I.C. 20-28-11.5-0.5, employed by the School Corporation. This includes each certificated employee, as defined in I.C. 20-29-2-4, and each teacher, as defined in I.C. 20-18-2-22. This plan may be reviewed and amended as needed.

The plan approved by the Board shall include the following components:

- A. performance evaluations for all certificated employees, as defined in I.C. 20-28-11.5-0.5, conducted at least annually;
- B. rigorous measures of effectiveness, including observations and other performance indicators;
- C. an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;
- D. discussion of the evaluation between the evaluated employee and the evaluator.

In developing a performance evaluation model, the Corporation may consider the following:

- A. test scores of students (both formative and summative);
- B. classroom presentation observations;
- C. observation of student-teacher interactions;
- D. knowledge of subject matter;
- E. dedication and effectiveness of the teacher through time and effort on task;
- F. contributions of teachers through group teacher interactivity in fulfilling the school improvement plan;
- G. cooperation of the teacher with supervisors and peers;
- H. extracurricular contributions of the teacher;
- I. outside performance evaluations;
- J. compliance with Corporation rules and procedures; and
- K. other items considered important by the Corporation in developing each student to the student's maximum intellectual potential and performance.

The Corporation's annual performance evaluation plan shall be in writing. The plan shall be posted on the Corporation's website. The plan is not subject to collective bargaining, nor is discussion required.

The Principal of each school in the Corporation shall report in the aggregate the results of staff performance evaluations for the school for the previous year to the Superintendent and the Board at a public Board meeting held before August 15 of each year on the schedule determined by the Board. The report of completed evaluations is not subject to collective bargaining, nor is discussion required.

The Corporation annually shall provide the Indiana Department of Education with the disaggregated results of staff performance evaluations for all schools in the Corporation before November 15 of each year.

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~~3220AC~~ **STAFF EVALUATION**

The School Board shall adopt a plan for annual performance evaluations for each certificated employee as defined in I.C. 20-29-2-4 and I.C. 20-18-2-22 employed by the School Board.

The plan approved by the School Board shall include the following components:

- A. performance evaluations for all certificated employees, conducted at least annually;
- B. objective measures of student achievement and growth to significantly inform the evaluation;

The objective measures must include:

- 1. student assessment results from statewide assessments for certificated employees whose responsibilities include instruction in subjects measured in statewide assessments;
 - 2. methods for assessing student growth for certificated employees who do not teach in areas measured by statewide assessments; and
 - 3. student assessment results from locally developed assessments and other test measures for certificated employees whose responsibilities may or may not include instruction in subjects and areas measured by statewide assessments.
- C. rigorous measures of effectiveness, including observations and other performance indicators;
 - D. an annual designation of each certificated employee in one (1) of the following rating categories:
 - 1. highly effective
 - 2. effective
 - 3. improvement necessary
 - 4. ineffective
 - E. an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;
 - F. a provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective;
 - G. for annual performance evaluations for school years beginning after June 30, 2015, provide for a pre-evaluation planning session conducted by the Superintendent or equivalent authority for the Corporation with the principals in the Corporation;
 - H. discussion of the evaluation between the evaluated employee and the evaluator.

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Legal

I.C. 20-28-11.5-4

Book	Policy Manual
Section	5000 Students
Title	Proposed Replacement Policy - STUDENT SUICIDE AWARENESS AND PREVENTION
Code	po5350
Status	Second Reading
Adopted	May 27, 2025
Last Reviewed	June 9, 2026

Replacement Policy - Volume 38, No. 1 - September 2025

~~5350~~ **STUDENT SUICIDE AWARENESS AND PREVENTION**

~~The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. Students who experience depression cannot benefit fully from the educational program of the School Corporation, and students who have attempted self-destruction pose a danger both to themselves and to other students. This Board policy is intended to increase child suicide awareness and prevention.~~

~~All Corporation personnel shall be alert to the student who exhibits signs of extreme depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member shall be taken with the utmost seriousness and may warrant follow-up based on implementation of the intervention procedure described below.~~

~~The Superintendent shall make available to families in the Corporation information concerning suicide prevention services in the community. The Superintendent shall encourage cooperation among the Corporation and suicide prevention services in the community.~~

~~The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:~~

~~Step 1—Stabilization~~

~~Step 2—Assess the Risk~~

~~Step 3—Take Appropriate Action Based on the Risk~~

~~Step 4—Communicate with Appropriate Parties~~

~~Step 5—Follow-up~~

~~Take Appropriate Action Based on the Risk in Step 3 shall include providing referral information about appropriate crisis intervention services or facilities to students, parents, and Corporation staff.~~

~~Follow-up in Step 5 and the suicide post-intervention process shall include the development of a plan to assist survivors of attempted suicide and to assist students and Corporation staff in coping with an attempted suicide or death of a student or Corporation employee. The plan may include counseling services for the student and the student's family related to suicide prevention.~~

~~The Corporation shall offer to students, parents, and staff in the Corporation training on warning signs and tendencies that may evidence that a student is considering suicide, including increasing awareness of the relationship between suicide and drug and alcohol use.~~

~~The Superintendent shall confirm that all Corporation teachers [] and any other appropriate Corporation employees **[END OF OPTION]** who are employed at schools that provide instruction to students in any combination of grades 5-12 attend or participate in at least two (2) hours of research-based in-service youth suicide awareness and prevention training program~~

every three (3) school years. The training required under this policy shall be held during the teacher's or Corporation employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

- A. a superintendent who holds a license under I.C. 20-28-5;
- B. a principal;
- C. a teacher;
- D. a librarian;
- E. a school counselor;
- F. a school psychologist;
- G. a school nurse;
- H. a school social worker.

The format of this training may include an in-person presentation, an electronic or technology-based medium, including self-review modules available on an online system, an individual program of study of designated materials, or any other method approved by the Board that is consistent with current professional development standards. The in-service training required under this section shall count toward the requirements for professional development required by the Board. The research-based youth suicide awareness and prevention training program required under this policy shall be demonstrated to be effective or a promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

The Corporation may leverage any

- A. existing or new State and Federal grant funds; or
- B. free or reduced-cost evidence-based youth suicide awareness and prevention training provided by any State agency or qualified Statewide or local organization

to cover the costs of the training required under this Policy.

The Superintendent shall develop any other program or activity that is appropriate to increase child suicide awareness and prevention.

The parent of a student in the Corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

Kelson v. City of Springfield, 767 F.2d 651 (9th Cir. 1985)
 I.C. 20-26-5-34.4
 I.C. 20-28-3-6
 I.C. 20-33-8-13.5(d)

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5350 - STUDENT SUICIDE AWARENESS AND PREVENTION

The School Board recognizes that depression and self-destruction are increasingly severe problems among children and adolescents. Students who experience depression cannot fully benefit from the educational program of the School Corporation, and students who have attempted self-destruction pose a danger to themselves and to other students.

This policy is meant to increase awareness and prevention of child suicide and self-destruction. The Board believes that a partnership between families, the community, and the Corporation is necessary to support students with mental health needs effectively.

The Corporation shall have a written memorandum of understanding with a community mental health center established under I.C. 12-29-2 able to deliver appropriate mental or behavioral health services.

Information regarding suicide prevention services in the community can be found by contacting the school counselor in any school in the Corporation.

Further information regarding crisis intervention referral is available to students, parents, and Corporation employees by contacting school counselors, the school social worker, or Student Support Services at the Corporation central office by calling 574-262-5540. In cases of emergency, dial 911 for immediate assistance.

The Corporation provides school counseling services for students and families related to suicide prevention.

The Corporation cooperates with the suicide prevention services in the community.

The Corporation recognizes the relationship between suicide and drug and alcohol use. The plan, training, and programs authorized under this policy will address awareness of this correlation.

The Corporation shall meet the training requirements for all employees in suicide awareness, prevention and response established by Indiana Law and any regulations issued by the Indiana Department of Education (IDOE) or the Indiana State Board of Education (ISBOE). Compliance with these statutes and regulations shall be reviewed annually. (I.C. 20-26-5-34.4)

Teacher licensing prerequisites include youth suicide awareness and prevention training. The ISBOE sets the timing/frequency/method for all licensure trainings. (I.C. 20-28-5.5-1)

The Superintendent shall ensure licensed staff meet training requirements and that suicide prevention training is part of required professional learning. Suicide prevention training shall include the warning signs and tendencies that may evidence that a child is considering suicide.

The Superintendent shall require teachers, counselors, and other licensed personnel to provide proof of suicide prevention training when applying for or renewing a license under I.C. 20-28-5. The Superintendent shall ensure that all licensed staff have uploaded completion certificates into IDOE's Licensing Verification and Information System for license renewal purposes.

The Superintendent shall ensure the training vendor/curriculum is approved by the ISBOE.

If an online platform is established or licensed under I.C. 20-19-3-29, then suicide-prevention training shall be delivered via that online platform.

Consistent with Indiana law, the Superintendent shall develop a plan that describes the protocol teachers are to follow in preventing suicide, actions to be taken should a suicide occur, how best to assist survivors of attempted suicide and how to assist students and Corporation employees in coping with a suicide or attempted suicide.

The plan shall include postvention strategies to support healing and prevent additional crises, including:

- A. Assemble and activate a Crisis Response Team to manage the response, including mental health professionals and administrators.
- B. Provide accurate information to staff, students, and parents, avoiding details that could lead to suicide contagion.
- C. Offer grief counseling and support groups for students and staff affected by the loss.
- D. Develop guidelines for memorials that honor the deceased without glorifying the act to prevent potential imitation.
- E. Monitor and support high-risk students over time, recognizing that grief and trauma responses can be delayed.
- F. Any other appropriate programs or activities designed to enhance awareness and prevention.

The parent of a student in the Corporation shall be allowed to review any materials used in any suicide prevention program.

Throughout any intervention, Board policies and Corporation confidentiality guidelines must be observed always.

The Superintendent shall communicate the repeal of I.C. 20-28-3-6 and the amendment of I.C. 20-26-5-34.4 to Principals and Human Resources so they know that while the legal citation has changed, the duty remains.

All provisions in this policy must be consistent with the Corporation's school safety plan. (See policy 8400 – School Safety Information) (I.C. 10-21-1-10; 511 IAC 6.1-2-2.5)

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Legal

- I.C. 10-21-1-10
- I.C. 12-29-2
- I.C. 20-19-3-29
- I.C. 20-26-5-34.4
- I.C. 20-28-5
- I.C. 20-28-5.5-1
- I.C. 20-28-5.5-1.5
- I.C. 20-34-3-21
- 511 IAC 6.1-2-2.5

Book	Policy Manual
Section	6000 Finances
Title	Proposed Revised - PURCHASING
Code	po6320
Status	Second Reading
Adopted	November 22, 2016
Last Revised	April 23, 2024
Last Reviewed	June 9, 2026

6320 - **PURCHASING**

It is the policy of the School Board that the Chief Financial Officer or Deputy Treasurer shall act as the purchasing agent for the Board. This policy applies only to purchases that are not paid from Federal funds or School Corporation matching funds. All purchases that are paid from Federal funds or Corporation matching funds shall be made pursuant to Policy 6325 - Procurements - Federal Grants/Funds.

Purchase or Lease of Materials and Performance of Public Works

The Board may purchase or lease materials in the manner provided in I.C. 5-22 and perform any public work, by means of its own workforce, without awarding a contract whenever the cost of that public work project is estimated to be less than \$375,000, adjusted annually by the percentage change in the Consumer Price Index for all Urban Consumers as published by the United States Bureau of Labor Statistics. The department of local government finance shall annually publish the adjusted cost estimate threshold for the current year, determined in the manner required by this subsection, on the department's website. Before the Board may perform any work under this section by means of its own workforce, the Corporation must have a group of employees on its staff who are capable of performing the construction, maintenance, and repair applicable to that work. For purposes of this section, the cost of a public work project includes:

- A. the actual cost of materials, labor, equipment, and rental;
- B. a reasonable rate for use of trucks and heavy equipment owned; and
- C. all other expenses incidental to the performance of the project.

Purchases of Supplies

For purposes of this policy "supplies" means any personal property. The term includes equipment, goods, and materials. The term does not include an interest in real property. For purposes of this policy "purchase" means buy, procure, rent, lease, or otherwise acquire.

The purchasing agent may make open market purchases of supplies totaling no more than \$50,000 for a single item or a group of similar items.

The purchasing agent shall seek at least three (3) price quotations on purchases of supplies that are more than \$50,000 but less than \$150,000 except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the Corporation.

The purchasing agent shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes.

If the purchasing agent receives a satisfactory quote, they shall award a contract to the lowest responsible and responsive quoter for each line or class of supplies required. The purchasing agent may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive quoter, they may purchase the items by following the procedure for items costing under \$50,000.

When the purchase of, and contract for, single items of supplies, is equal to or exceeds the amount stipulated by statute, the purchasing agent shall obtain competitive bids.

Competitive Bidding - Supplies

The purchasing agent shall follow the procedure described below in awarding a contract for supplies that equals or exceeds \$150,000.

- A. The purchasing agent shall issue an invitation for bids.
- B. An invitation for bids shall include the following:
 1. A purchase description.
 2. All contractual terms and conditions that apply to the purchase.
 3. A statement of the evaluation criteria that shall be used, including any of the following:
 - a. Inspection.
 - b. Testing.
 - c. Quality.
 - d. Workmanship.
 - e. Delivery.
 - f. Suitability for a particular purpose.
 - g. The requirement imposed in I.C. 5-22-3-5 for offers submitted by trusts.
 4. The time and place for opening the bids.
 5. A statement concerning whether the bid shall be accompanied by a certified check or other evidence of financial responsibility that may be imposed in accordance with rules or policies of the Board.
 6. A statement concerning the conditions under which a bid may be canceled or rejected in whole or in part as specified in I.C. 5-22-18-2.

Evaluation criteria that will:

- A. affect the bid price; and
- B. be considered in the evaluation for an award;

shall be objectively measurable.

Only criteria specified in the invitation for bids shall be used in bid evaluation.

The purchasing agent shall give notice of the invitation for bids in the manner required by I.C. 5-3-1. The purchasing agent also may provide electronic access to the notice through:

- A. the computer gateway administered by the Office of Technology; or
- B. any other electronic means available to the Corporation.

The purchasing agent shall open bids publicly in the presence of one (1) or more witnesses at the time and place designated in the invitation for bids.

Bids shall be:

- A. unconditionally accepted without alteration or correction, except as permitted below; and
- B. evaluated based on the requirements provided in the invitation for bids.

A contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder.

For a bidder to be considered responsive, the proposal shall:

- A. respond to all bid specifications in all material respects;
- B. contain no irregularities or deviations from the bid specifications that would affect the amount of the bid or otherwise provide a competitive advantage; and
- C. comply specifically with the solicitation and instructions to bidders.

The purchasing agent also may consider whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning its:

- A. experience (type of product or service being purchased, etc.);
- B. financial condition;
- C. conduct and performance on previous contracts (with the Corporation or other agencies);
- D. facilities;
- E. management skills; and
- F. ability to execute the contract properly.

The purchasing agent may consider the following factors in determining whether a bidder is responsible:

- A. the ability and character of the bidder to provide the supplies;
- B. the integrity, character and reputation of the bidder; and
- C. the competency and experience of the bidder.

The purchasing agent shall maintain the following information:

- A. The name of each bidder.
- B. The amount of each bid.
- C. Other information required I.C. 5-22 and its rules.

The information described above is subject to public inspection after each contract award.

Purchases of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

- A. For purchases of services anticipated to exceed \$50,000 in a single school year:
 - 1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.

2. If a new vendor is sought to provide services, the purchasing agent shall issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent shall interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and shall select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.
- B. For all other purchases of services, the purchasing agent may select the vendor they believe is the most appropriate vendor who provides the services sought.

The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

Public Works Projects - Less than \$300,000

Whenever the cost of a public works project will be at least \$50,000 but less than \$300,000, the following procedure applies:

- A. The Board shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and specifications are on file in a specified office. The notice shall be mailed not less than seven (7) days before the time fixed for receiving quotes.
- B. The Board shall not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes shall be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- C. The Board shall award the contract for the public work to the lowest responsible and responsive quoter.
- D. The Board may reject all quotes submitted.

Public Works Projects - At Least \$300,000 (Competitive Bidding)

Whenever the cost of a public works project will be at least \$300,000, the following procedure applies:

- A. The Board shall prepare general plans and specifications describing the kind of public works project required, but shall avoid specifications which might unduly limit competition. If the project involves the resurfacing (as defined by I.C. 8-14-2-1) of a road, street, or bridge, the specifications shall show how the weight or volume of the materials will be accurately measured and verified.
- B. The Board shall file the plans and specifications in a place reasonably accessible to the public, which shall be specified in the notice required by section 3 below.
- C. Upon the filing of the plans and specifications, the Board shall publish notice in accordance with I.C. 5-3-1 calling for sealed proposals for the public works project. If the Board receives electronic bids, the Board also shall provide electronic access to the notice of the bid solicitation through the computer gateway administered under I.C. 4-13.1-2-2(a)(6) by the Office of Technology.
- D. The notice shall specify the place where the plans and specifications are on file and the date fixed for receiving bids.
- E. The period of time between the date of the first publication and the date of receiving bids shall be governed by the size of the contemplated project in the discretion of the Board. The period of time between the date of the first publication and receiving bids may not be more than:
 1. six (6) weeks if the estimated cost of the public works project is less than twenty-five million dollars (\$25,000,000); and
 2. ten (10) weeks if the estimated cost of the public works project is at least twenty-five million dollars (\$25,000,000).
- F. The Board shall require the bidder to submit a financial statement, a statement of experience, a proposed plan or plans for performing the public works project, and the equipment that the bidder has available for the performance

of the public works project. The statement shall be submitted on forms prescribed by the State Board of Accounts.

- G. The Board shall not require a bidder to submit a bid before the meeting at which bids are to be received. The meeting for receiving bids shall be open to the public. All bids received shall be opened publicly and read aloud at the time and place designated and not before. Notwithstanding any other law, bids may be opened after the time designated if both of the following apply:
1. The Board makes a written determination that it is in the best interest of the Board to delay the opening.
 2. The day, time, and place of the rescheduled opening are announced at the day, time, and place of the originally scheduled opening.
- H. The Board shall:
1. award the contract for public works project or improvements to the lowest responsible and responsive bidder; or
 2. reject all bids submitted.
- I. If the Board awards the contract to a bidder other than the lowest bidder, the Board shall state in the minutes or memoranda, at the time the award is made, the factors used to determine which bidder is the lowest responsible and responsive bidder and to justify the award. The Board shall keep a copy of the minutes or memoranda available for public inspection.
- J. In determining whether a bidder is responsive, the Board may consider the following factors:
1. Whether the bidder has submitted a bid or quote that conforms in all material respects to the specifications.
 2. Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.
 3. Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.
- K. In determining whether a bidder is a responsible bidder, the Board may consider the following factors:
1. The ability and capacity of the bidder to perform the work.
 2. The integrity, character, and reputation of the bidder.
 3. The competence and experience of the bidder.
- L. The Board shall require the bidder to submit an affidavit that the bidder has not entered into a combination or agreement:
1. relative to the price to be bid by a person;
 2. to prevent a person from bidding; or
 3. to induce a person to refrain from bidding; and
 4. that the bidder's bid is made without reference to any other bid.

Purchasing Using Online Reverse Auctions

The Board authorizes the purchasing agent to conduct a reverse auction for the purchase of supplies by using an Internet purchasing site for issuing an invitation for bids and receiving bids.

The purchasing agent shall establish procedures for:

- A. transmitting notices, solicitations, and specifications;

- B. receiving offers;
- C. making payments;
- D. protecting the identity of the bidder or offeror;
- E. providing for the display of the amount of each offer previously submitted for public viewing;
- F. establishing the deadline by which offers shall be received and shall be considered to be open and available for public inspection;
- G. establishing procedures for the opening of offers; and
- H. maintaining adequate documentation regarding reverse auctions so that the transactions may be audited according to law.

The purchasing agent may charge a bidder in a reverse auction a fee set in the written procedures adopted above.

An internet purchasing site used for a reverse auction shall do the following:

- A. provide information that the purchasing entity considers necessary or beneficial to potential bidders.
- B. display the amount of all bids previously submitted regarding the reverse auction for public viewing.
- C. conceal information that identifies a bidder.
- D. comply with I.C. 5-22.

Procurement

The Board shall be informed of the terms and conditions of all competitive bids. All bids must be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

All specifically identified purchases that are within a program and were originally contemplated in the budgeting process may be made upon authorization of the purchasing agent.

The Board may designate a committee of at least two (2) of the Board members or a committee of not less than two (2) Corporation employees to open and tabulate bids:

- A. in connection with the purchase of supplies, materials, or equipment;
- B. for the construction or alteration of a building or facility; or
- C. for any similar purpose.

Those bids:

- A. may be opened by the committee at the time and place fixed by the advertisement for bids;
- B. shall be read aloud and tabulated publicly, to the extent required by law for governing bodies; and
- C. shall be available for inspection.

Those bids shall be reported to and the tabulation entered upon the records of the Board at its next meeting following the bid opening.

A bid may not be accepted or rejected by the committee but shall be accepted or rejected solely by the Board in a Board meeting open to the public.

The purchasing agent is authorized to make emergency purchases, without prior approval, of supplies needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the purchasing agent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before the requisitioner places a purchase order, they shall have the **purchasing agent** check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. an opportunity be provided to as many responsible suppliers as possible to do business with the Corporation;
- B. where the requisitioner has recommended a supplier, the purchasing agent may make alternate suggestions to the requisitioner if, in their judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- C. upon the placement of a purchase order, the purchasing agent shall commit the expenditure against a specific budget to guard against the creation of liabilities in excess of appropriations;
- D. unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriations being available.

Contracts can be awarded by the purchasing agent without Board approval for any single item or group of identical items costing less than \$5,000. All other contracts require Board approval prior to purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (2 C.F.R. 200.317 - .326) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A) and comply with 34 C.F.R. 80.36. Please refer to Policy 6325 - Procurements - Federal Grants/Funds.

I.C. 5-22-2-21

I.C. 5-22-2-30

I.C. 5-22-2-38

I.C. 5-22-3-3

I.C. 5-22-6-1 and 5-22-6-2

I.C. 5-22-7-1 et seq.

I.C. 5-22-7.5 - Online Reverse Auctions

I.C. 5-22-8-2, 5-22-8-3

I.C. 5-22-10-1 et seq.

I.C. 5-22-16-1, 5-22-16-2

I.C. 20-26-4-6, 20-26-4-8

I.C. 20-26-5-4

I.C. 36-1-12-2

I.C. 36-1-12-3

I.C. 36-1-12-4

I.C. 36-1-12-4.7

I.C. 36-1-12-49

Education Department General Administrative Regulations (EDGAR)

2 C.F.R. 200.317 - .326

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The Chief Financial Officer is the designated purchasing agent for Elkhart Community Schools. The Corporation Treasurer or Deputy Treasurer is authorized to act as purchasing agent in the event of the absence of the Chief Financial Officer. The Director of Technology is authorized to serve as the designated purchasing agent for Corporation technology needs.

All expenditures must be approved by the purchasing agent prior to being made.

For purchases of supplies and/or materials under \$50,000, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotations.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotations from at least three (3) suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven (7) days before the fixed date for receiving the quotations. If a satisfactory quotation is received, the purchasing agent shall award the contract to the lowest responsible and responsive offeror. The purchasing agent may reject all quotations received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quotation, the purchase may be made by following the process for purchases under \$50,000.

If the cost of the items purchased is in excess of the legal limit, as set forth in I.C. 5-22-8-1.2 & 3, specifications must be prepared describing the kind, quantity and quality of all materials, equipment, goods and supplies which may be needed for a designated period. The purchasing agent shall give notice of the time and place of receiving bids by publication by two (2) insertions in each of two (2) newspapers, in accordance with I.C. 5-3-1, and said notice shall appear at least ten (10) days prior to receiving of bids. If no valid bid is received therefore, or for any item thereof, the Board may approve the purchase of such item or items on the open market.

The purchasing agent will recommend the lowest responsible and responsive bid. Preference will be given to the school community bidder and then to the state bidder provided there are identical bids, and service and quality are equal. Normally, supplies and materials will be purchased from stores and business houses that regularly have in stock the merchandise under consideration.

Procurement — Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USD OE) requirements (2 C.F.R. 200.317 —.326) for the administration and management of Federal grants and Federally funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A) and comply with 34 C.F.R. 80.36. Please refer to Policy 6325 — Procurements — Federal Grants/Funds.

Purchase of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

- A. For purchases of services anticipated to exceed \$50,000.00 in a single school year:
 1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.

2. ~~If a new vendor is sought to provide services, the purchasing agent will issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent will interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and will select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.~~

B. ~~For all other purchases of services, the purchasing agent may select the vendor s/he believes is the most appropriate vendor who provides the services sought.~~

~~The Board should be advised, for prior approval, of all purchases of services when the purchase was not contemplated during the budgeting process.~~

~~The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the schools in operation.~~

~~Such purchases shall be brought to the Board for approval at the next regular meeting.~~

~~Revised 6/9/20~~

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Legal I.C. 5-22-8-2
I.C. 5-22-8-3

Book	Policy Manual
Section	7000 Property
Title	Proposed Revised - ELECTRONIC MONITORING AND RECORDING
Code	po7440.01
Status	Second Reading
Adopted	November 22, 2016
Last Revised	August 26, 2025
Last Reviewed	June 9, 2026

7440.01 - **ELECTRONIC MONITORING AND RECORDING**

The Board authorizes the use of video and audio monitoring equipment on **School** Corporation property and on buses. The monitoring equipment shall be used to protect Corporation property and assets from theft and vandalism, through deterrence and documentation. No representation shall be made that the monitoring system is capable of insuring protection of persons or property.

The monitoring of the conduct of persons on Corporation property is intended to assist students, staff, and visitors in protecting themselves and their property. Video and audio monitoring is to complement other means being employed by the Board and staff to provide a safe and secure working and learning environment for students and staff.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Corporation to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to deploy and operate fixed location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Board facilities. Common areas include but are not limited to hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with legal counsel before authorizing placement of monitoring equipment. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained.

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings in which monitoring equipment may be deployed. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility they are entering. Students and staff **also** shall ~~also~~ be advised of the use of monitoring the recording equipment in Corporation facilities and on Corporation property.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the School Corporation's schools and facilities. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Records obtained through the use of monitoring

equipment installed and operated in compliance with this policy may be authenticated and used as evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

Monitoring and recording equipment capability shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility of monitoring and recording. The results of monitoring or recording shall not be used for any tortious or criminal purpose and shall never be used in violation of the rights of the persons whose communication is monitored or recorded.

Not all monitoring will result in recording of what is monitored. Where a recording is made, not all recordings will include both audio and video, and the quality of recorded audio or video is not warranted to always be intelligible. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

~~Monitoring and recording equipment will not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.~~

~~Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live stream that includes both video and audio, provided the employee is afforded advanced notice of the observation.~~

~~Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video recording or live stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.~~

~~Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a student, and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the Superintendent, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.~~

~~School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.~~

~~The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, or the School Attorney Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after ten (10) days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of two (2) years from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.~~

~~With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.~~

Smart Sensor Monitoring Technology

To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on school property, including in school buildings and on school vehicles. Smart sensor monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct; as such, it may be used as evidence in disciplinary actions and may be provided to law enforcement in appropriate circumstances.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means that the Corporation employs to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and

supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the Corporation. The determination of where and when to use smart sensor equipment ~~shall will~~ be made in a nondiscriminatory manner. Smart sensor monitoring equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, gymnasiums, libraries, locker rooms, entryways, the front office, and other areas where students, employees, and visitors are permitted to freely come and go). The Superintendent ~~shall will~~ post notices in areas where smart sensor monitoring equipment is in use.

Any person who takes action to block, move, or alter the location of a smart sensor device shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the Corporation's schools and facilities and for law enforcement purposes and not for any other purposes. As such, information obtained through the use of smart sensor monitoring equipment may be used as evidence in any disciplinary proceedings or administrative proceedings, or provided to local law enforcement, subject to Board policy and administrative guidelines.

Smart sensor monitoring technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor monitoring equipment and will take appropriate action in any cases of wrongful use of this policy or such technology.

Monitoring and recording equipment shall not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a student and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the building principal, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.

The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven(7) days of the event/incident. Unless an investigation is being conducted, or the Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after ten (10) days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of two (2) years from the date of the action taken. Recordings also may be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Board.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

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Legal

FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Book	Policy Manual
Section	7000 Property
Title	Proposed Revised - ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	Second Reading
Adopted	November 22, 2016
Last Revised	January 12, 2021
Last Reviewed	June 9, 2026

7455 - ACCOUNTING SYSTEM FOR ~~FIXED ASSETS~~CAPITAL ASSETS

The School Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

- A. adequate insurance coverage
- B. control and accountability

Capital assets are defined as those tangible assets of the School Corporation:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines;
- C. which are capitalized in accordance with GAAP; and
- D. which the Corporation intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Leased capital assets and assets that are jointly-owned shall be identified and recorded on the capital asset system.

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Chief Financial Officer, pursuant to the State Board of Accounts, Department of Local Government Finance, I.C. 29-1-15-14 and 2 C.F.R. 200.439.

Normally, the cost recorded is the purchase price or construction costs of the asset. Also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs may include the following:

- A. Legal and title fees, closing costs
- B. Appraisal and negotiation fees, surveying fees
- C. Damage payments
- D. Land preparation costs, demolition costs
- E. Architect and accounting fees
- F. Design and consulting fees
- G. Transportation charges

Donated or contributed assets should be recorded at their fair market value on the date donated or acquired.

The Corporation will capitalize items with an individual value equal to or greater than \$5,000. Improvements or renovations to existing machinery and equipment will be capitalized only if the change causes the total cost to exceed \$5,000, extends its useful life two (2) or more years, and if the total costs will be greater than the current book value and less than fair market value. The Corporation should capitalize items whose individual acquisition costs are less than the threshold if those assets in the aggregate are significant, i.e., exceed the threshold.

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of capital assets.

Depreciation shall be recorded for funded capital assets using the method(s) agreed upon by the Superintendent and the Chief Financial Officer, pursuant to the capital asset depreciation guidelines established by the State of Indiana.

The following information shall be maintained for all capital assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

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~~As steward of the School Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.~~

~~The Corporation shall maintain a continuous inventory of Corporation-owned equipment.~~

~~For purposes of this policy, "equipment" shall mean a unit of furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least \$5,000 as a single unit and does not lose its identity when incorporated into a more complex unit. For capitalization purposes, the cost of the asset will include shipping and installation costs. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5,000.~~

~~For donated items, the estimated replacement cost will be used to determine the value for capitalization purposes.~~

~~Fixed assets that are leased/purchased and assets which are jointly owned with another entity shall be identified and recorded in the fixed asset system.~~

~~Fixed assets to be monitored shall be classified as follows:~~

- ~~A. land~~
- ~~B. buildings~~
- ~~C. improvements other than buildings~~
- ~~D. machinery, equipment, and vehicles~~
- ~~E. construction in progress~~

~~The following information shall be maintained for all fixed assets:~~

- ~~A. number of assets~~
- ~~B. asset description~~
- ~~C. asset classification (i.e. land, building, equipment, etc.)~~
- ~~D. location of asset (site, building and room)~~
- ~~E. date of purchase~~
- ~~F. purchase price~~
- ~~G. serial number and model number~~
- ~~H. fund number~~
- ~~I. details of disposal or trade-in of asset~~

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Book	Policy Manual
Section	7000 Property
Title	Proposed Revised - DIGITAL CONTENT AND ACCESSIBILITY
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7540.02—CORPORATION WEB PAGE

Purpose

The purpose of this policy is to set forth policies and guidelines for the creation, publication, maintenance, and oversight of websites/pages.

Philosophy

The Internet provides the school corporation with unique and ever-changing ways with which to interact with the community and improve student learning. It allows an individual school to provide current and complete information to its community at large, and it gives that community a means to communicate effectively with staff.

Websites/pages on corporation web servers might:

- A. provide parents with relevant and updated information, including school calendars, supply;
- B. lists, staff directories, and other information related to their schools and their students;
- C. publish exemplary student work as a resource for other students and the community;
- D. provide teachers with a forum for sharing their class schedules, projects, and curriculum with parents;
- E. showcase the Internet as an effective academic tool for student learning and research, as well as a teaching tool for educators;
- F. increase the ability of corporation staff to access information quickly and easily;
- G. streamline operational processes;
- H. post school board policies, agendas, meeting schedules, and improve community access to critical and rapidly changing information;
- I. promote the corporation to prospective teachers and staff, and allow online job applications; and
- J. publicize corporation achievements and accomplishments, and provide information on corporation performance.

Responsibilities

As with any instructional materials or publication used by or representing the school or corporation, the building principal or corporation administrator, respectively, is ultimately responsible for accuracy, appropriateness, and policy adherence of the information made available via the Internet.

Principals may elect to allow teachers to create and post student-generated material in accordance with this policy and with any additional administrative guidelines established at each site. In the case of student-generated material, teachers will share with principals the responsibility of oversight.

Responsible parties will in all cases ensure that information is properly maintained in accordance with school policy, Board policy, and state and federal law. All Users shall act in accordance with Board policy 7540, Computer Technology and Networks.

Corporation websites/pages are neither a public forum, nor a forum for student or staff expression. Removal of material that fails to meet established educational objectives, corporation website guidelines, or that is in violation of a provision of Board Policy or student disciplinary code will not be considered a violation of a student's or staff member's right to free speech.

Content Standards

All subject matter on web pages must reflect the professional image of the Corporation, its employees, and students. The content of all pages must be consistent with the School Corporation's Mission Statement and is subject to prior approval of the Superintendent.

Judgments concerning appropriateness of material, appearance, or content will remain with building or corporation administrators. Websites/pages that do not comply with the terms of Board policy are subject to having their approval revoked and sites/pages removed from the corporation's web presence.

When the content includes a photograph or information relating to a student, the Corporation will abide by the provisions of Policy 8330—Student Records.

All links included on websites/pages must also meet the criteria herein and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Websites/pages may not be used for commercial purposes or advertising without the prior expressed, written consent of the Superintendent. Under no circumstances can a website/page be used for political or religious advocacy, or to provide financial gains for any individual.

School websites/pages must be located on Corporation-affiliated servers approved by the Superintendent.

Although the corporation may develop a means by which a student's academic progress can be accessed on the Internet, individual school and staff websites may not publish this information.

Information may not be posted on the Internet if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or violates the copyright of others.

All links included on websites/pages must also meet the criteria herein and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act). Websites/pages shall link only to sites that have a purpose directly related to the educational mission of the Corporation or are a part of an approved advertising agreement. Links to non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Pages shall not link to sites that are considered unsuitable under any provision of Board policy.

The Corporation shall not be responsible for material found on remote sites reached by following links after the primary link provided from the school's site, nor shall the Corporation be responsible for the content of remote sites that alter their sites after the link is provided.

The Corporation shall not be responsible for the protection of individual rights concerning the publication of student-produced work, such as poems, short stories, photography, and art. However, such work should be published only in cases in which a student and student's parent understands this limitation and has granted permission for publication.

The Corporation retains all proprietary rights related to the design of websites/pages that are hosted on the Corporation's servers, absent written agreement to the contrary.

The Superintendent may prepare additional administrative guidelines defining the standards permissible for website/page publication.

7540.02 - DIGITAL CONTENT AND ACCESSIBILITY

A. Creating Digital Content

The School Board authorizes staff members and students to create content for the School Corporation's website and Corporation-approved/affiliated apps and services (see Bylaw 0100 - Definitions) (digital content).

Corporation-generated and school-related digital content must comply with State and Federal law, e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504),

Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA), and reflect the professional image/brand of the Corporation, its employees, and students. Corporation-generated digital content must be consistent with the Corporation's Mission Statement and is subject to prior review and approval of the Superintendent before being published on the Corporation's website or Corporation-approved/affiliated apps and services.

School-related student-created content for the Corporation's website or Corporation-approved/affiliated apps and services is subject to Policy 5722 - School-Sponsored Student Publications and Productions.

Creation of school-related content by students for the Corporation's website or Corporation-approved affiliated apps and services must be done under the supervision of a Corporation staff member.

B. Purpose of Digital Content

The Superintendent shall have final editorial authority over all content placed on the Corporation's servers or Corporation-affiliated servers and displayed on the Corporation's webpages, websites, and/or apps and services. The Superintendent has the right to remove pages or links from any webpage or website, as well as require that apps and services created by a Corporation staff member be removed from the Corporation's servers or Corporation-affiliated servers, based upon the Superintendent's determination that the content is inappropriate or is not accessible to individuals with disabilities.

The purpose of digital content covered by this policy is to educate, inform, and communicate. The following criteria shall guide the development of Corporation-generated digital content:

1. Educate

Digital content provided shall be suitable for and usable by students and teachers to support the curriculum and Corporation's objectives.

2. Inform

Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

Digital content may communicate information about the plans, policies and operations of the Corporation to members of the public and other persons who may be interested in and/or affected by Corporation matters.

The information published on the Corporation's website and Corporation-approved/affiliated apps and services should reflect and support the Corporation's policies and philosophy, including any mission statement.

When the digital content includes a photograph or information relating to a student, including Corporation-issued email accounts, the Corporation shall abide by the provisions of Policy 8330 - Student Records.

All links included on the Corporation's webpages, websites, and apps and services also shall meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the Corporation from linking the Corporation's webpages, websites, and apps and services to 1) recognized news/media outlets, e.g., local newspapers' websites, local television stations' websites, or 2) to webpages, websites, and apps and services that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party webpages, websites, and apps and services may not contain age-appropriate advertisements that are consistent with the requirements of State and Federal law.

Under no circumstances is Corporation-generated digital content to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student. As part of this prohibition, digital content contained on the Corporation's website shall not: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a tax levy or bond issue; 2) include a link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances shall a staff member post on their personal web pages/websites or private digital accounts (i.e., non-Corporation-approved/affiliated apps and services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation's website or Corporation-approved/affiliated apps and services for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal webpages or websites and/or private digital accounts (i.e., non-Corporation-approved/affiliated apps and services) (including but not limited to the staff member's personal accounts on Facebook, Instagram, Pinterest, YouTube Channel(s), or TikTok site(s)) to check grades, obtain class assignments and/or class-related materials, or to turn in assignments.

If staff members create digital content related to their classes, they shall be hosted on the Corporation's website or a Corporation-approved/affiliated apps and services.

The Corporation's website, including school-specific websites, generally shall be open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information or information concerning coursework particular to a specific student's classes/assignments is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content upon request.

Digital content published on the Board's website should reflect an understanding that both internal and external audiences shall be viewing the information.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to staff and students who publish digital content on the Board's website and Corporation-approved/affiliated apps and services.

The Corporation retains all proprietary rights related to the design of and content for its website(s) and any apps and services it operates and/or is affiliated with, absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in or for a class or as part of a school-sponsored extracurricular activity) to be displayed on the Corporation's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) shall provide written permission and expressly license its display without cost to the Corporation.

Likewise, prior written permission of a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Corporation's website.

C. **Accessibility of Web Content and Mobile Apps**

The Corporation is committed to providing individuals with disabilities an opportunity equal to that of individuals without disabilities to participate in the Corporation's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Corporation is further committed to ensuring individuals with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Corporation programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the Corporation's programs, services, and activities delivered in person or online.

This policy reflects the Corporation's commitment to and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131, and 28 C.F.R. Part 35, in all respects. For purposes of this policy, "web content" means "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions." Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., content in the following electronic file formats: portable document formats ("PDF"), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets."

1. **Technical Standards**

Web content and mobile apps that the Corporation provides and/or makes available, directly or through

contractual, licensing or other arrangements, shall comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exemption from the WCAG 2.1, Level AA requirements:

- a. Archived web content (provided all four [4] Federal criteria are met).
- b. Preexisting conventional electronic documents (with specific restrictions).
- c. Third party content that is not created pursuant to a contract between the Board and a third party.
- d. Password-protected documents pertaining to a specific student or account.
- e. Preexisting social media posts.

Even when the preceding exceptions apply, however, the Corporation still will provide effective communication and reasonable modifications in accordance with the ADA.

In addition, documents currently used for accessing Corporation programs, services, programs, and/or activities do not qualify for the above exceptions, regardless of creation date.

When a person with a disability cannot access Corporation-generated or affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the Corporation will: 1) provide alternate means of access to the same information and functionality; 2) make reasonable modifications to policies, practices, or procedures; 3) ensure effective communication through appropriate auxiliary aids and services; and 4) respond to accommodation requests within thirty (30) business days. Such accommodations may include: a) alternative document formats (large print, Braille, audio); b) telephone or in-person assistance for online services; or c) email or mail delivery of information typically accessed online.

2. **Digital Accessibility Coordinator**

The Board designates its Director of Technology Services and Director of Communications as the Corporation's Digital Accessibility Coordinator(s). Those individual are responsible for coordinating and implementing this policy.

The Board commits to providing the Digital Accessibility Coordinators with sufficient resources and authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board.

The Corporation's Digital Accessibility Coordinator(s) can be reached at DJ Rhoades, Director of Technology Services, drhoades@elkhart.k12.in.us, 574-262-5560 or Wendy Wood, Director of Communications, wwood@elkhart.k12.in.us, 574-262-5569.

3. **Third Party Content**

Links included on the Corporation's website and Corporation-approved/affiliated mobile apps that pertain to its programs, activities, and/or services also shall meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). The Corporation's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the Board's website and through Corporation-approved/affiliated mobile apps that are related to the Corporation's programs, activities, and/or services for compliance with the criteria for all new content published on the Corporation's website and mobile apps after adoption of this policy.

Content posted by third parties (e.g., members of the public) on Corporation platforms is exempt from the WCAG 2.1, Level AA requirements. Those platforms, however, along with content posted by the Corporation staff or contractors, must be fully compliant.

Additionally, nothing herein shall prevent the Corporation from including links on its website(s) and apps and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites);
or
- b. webpages, websites, or apps and services that are developed and hosted by outside vendors or organizations that are not part of the Corporation's program, benefits, or services.

The Board recognizes that such third party webpages, websites, and apps and services may contain advertisements that are not age-appropriate or consistent with the requirements of State and Federal law.

4. **Regular Audits**

The Corporation, under the direction of the Digital Accessibility Coordinator(s) or designees, shall audit at regular intervals the Corporation's digital content to ensure it meets the required technical standards.

This audit shall occur at least annually.

If problems are identified through the audit, such problems will be documented, evaluated, and if necessary, remediated within a reasonable period.

5. **Reporting Concerns or Possible Violations**

If a person accessing the Corporation's web content and/or Corporation-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns. The user also may file a formal complaint utilizing the procedures set out in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

D. **Instructional Use of Apps and Services**

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students, either in the classroom or for extended learning outside the classroom.

The Board requires the Director of Technology Services pre-approve each of the apps and services that a teacher intends to use to supplement and enhance student learning. To be approved, the apps and services shall have a FERPA-compliant privacy policy and comply with all requirements of the COPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.

The Board further requires the use of a Corporation-issued e-mail address in the login process for Corporation-approved/affiliated apps and services.

E. **Training**

The Corporation will provide periodic training for its employees who:

1. create web content, documents, or multimedia materials;
2. manage the Corporation's website and digital services;
3. select and contract with technology vendors; and
4. work on online communications. The training should cover:

this Policy and responsibilities associated with the specified staff members' roles related to implementation of this policy and ensuring the Corporation's digital content is appropriate and accessible.

Such training shall be facilitated by qualified individuals with demonstrated knowledge, skill, and experience concerning the accessibility standards and ADA compliance.

F. **One-Way Communication Using the Corporation Websites and/or Corporation-Approved/Affiliated Apps and Services**

The Board approves the use of the Corporation's website and Corporation-approved/affiliated apps and services to promote school activities and inform stakeholders and the general public about Corporation news and operations.

Such communications constitute public records that shall be archived.

When the Board or Superintendent designates communications distributed via the Corporation's website and/or Corporation-approved/affiliated apps and services to be one-way communication, public comments are not solicited or desired, and the website, or app or service is to be considered a nonpublic forum.

If the Corporation uses apps/services that do not allow the Corporation to block or deactivate public comments, the

Corporation's use of those apps/services shall be subject to Policy 754.05 - Use of Social Media, unless the Corporation is able to withhold all public comments automatically.

If unsolicited public comments can be withheld automatically, the Corporation shall retain the comments in accordance with its adopted record retention schedule but it shall not review or consider those comments.

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Legal

P.L. 106-554, Children's Internet Protection Act

15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act

20 U.S.C. 6777, 9134

47 U.S.C. 254, Communications Act of 1934, as amended

28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability;
Accessibility of Web Information and Services of State and Local Government Entities
- Effective 6/24/2024)

34 C.F.R. Part 99, Family Educational Rights and Privacy Act

47 C.F.R. 54.520, Children's Internet Protection Act

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY
Code	po8405
Status	Second Reading
Adopted	November 22, 2016
Last Revised	August 22, 2017
Last Reviewed	June 9, 2026

8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY, ANIMALS IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation- sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the Corporation, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of Corporation facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a corporation-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and Corporation safe school committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the Corporation.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to Corporation employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

ANIMALS IN CLASSROOMS

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal. **No live animal will be allowed in the classroom longer than a semester.**

Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

When bringing an animal into the classroom, considerations must be given to students or staff who may be allergic to the animal. In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered. The name of the student with the allergy shall remain confidential.

If after an animal is brought to class and school officials become aware that an individual did have an allergic reaction, the school shall resolve the issue and provide the necessary cleaning of all surfaces in the classroom to remove the allergen.

The care of an animal is the responsibility of the teacher. Cages and aquariums shall be cleaned by the teacher, not a student. Animal waste and materials from the cages shall be bagged and disposed of in a proper manner in a proper outside trash container. Waste water from an aquarium may be disposed of by flushing it down a toilet or any sink where food is not prepared. For animals staying in the classroom for longer than that day, it is the teacher's responsibility to provide care over the weekends and during vacations.

Under the teacher's supervision, students may handle the animal in the classroom after being given instruction on proper handling techniques for handling the animal, as well as proper hand washing techniques after handling the animal. When appropriate, students may feed the animal under the supervision of the teacher.

Live animal presentations and assemblies under the supervision and control of a trained professional may at times have more unique animals and may not be allowed in the classrooms. These presentations are allowed in accordance with the provisions of this policy.

Exceptions to this policy are service animals and fish in an aquarium provided the fish are of a reasonable size and quantity.

Owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

INDOOR AIR QUALITY (IAQ)

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation's website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator's name and contact information.

Each school facility is to meet criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including, but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

The Corporation shall comply with the ISDH's manual of best practices for managing indoor air quality at schools, including but not limited to the recommendations for radon testing.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination when a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours.
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment.
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air

In addition, activities that create indoor air quality health hazards shall not be permitted.

- E. when mold or mold contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours

Further, the school corporation shall endeavor to reduce irritants by not allowing the use of ozone generators sold as air purifiers while students are present in the classroom. Scented candles and air fresheners are not to be used in the classrooms.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

SCHOOL BUS AND OTHER VEHICLE IDLING

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality.

The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy 8615.

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.

DRINKING WATER TESTING

The Superintendent is responsible for implementing the appropriate testing of drinking water in all school buildings in the Corporation prior to January 1, 2023. The Superintendent must test the water to determine whether the drinking water equals or exceeds the action level for lead established in the Code of Federal Regulations of fifteen (15) parts per billion or fifteen one-thousandths (.015) milligram of lead per liter of water. The Superintendent may satisfy the requirement for testing the drinking water in a school building if the drinking water in the school building:

- A. was tested during the lead sampling program for school buildings conducted by the Indiana Finance Authority in 2017 and 2018;
- B. is tested in the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority in 2019 and 2020; or
- C. otherwise has been tested for compliance with the federal standards set forth above since calendar year 2016.

Any system exceeding the action level for lead shall implement all applicable source water treatment requirements established by the State of Indiana and pursuant to the Code of Federal Regulations necessary to reduce the lead level to below the action level for lead set forth above. After the implementation of applicable corrosion control and source water treatment requirements have been met, any system exceeding the lead action level shall complete a lead service line replacement. The Superintendent must provide a notice of lead tap water monitoring results to all students, staff, community members who are serving at the school sites that have been tested. If a system exceeds the lead action level,

the Superintendent shall implement the public education requirements. The results of the treatment provisions shall be reported to the State of Indiana. The Corporation shall maintain records of the program in accordance with the Code of Federal Regulations.

The Corporation shall test the drinking water in any child care facility or preschool operated by the Corporation before January 1, 2026, to determine whether lead is present in the drinking water in a concentration that equals or exceeds the action level for lead. Drinking water testing required by this section must be performed in accordance with the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority. If the drinking water in a Corporation child care facility or preschool has been tested through a lead sampling program conducted by the Indiana Finance Authority, additional testing is not required. If the testing of the drinking water in a Corporation child care facility or preschool indicates that the presence of lead in the drinking water equals or exceeds the action level for lead, the Corporation shall take action to reduce the concentration of lead in the drinking water to a level below the action level for lead by:

- A. eliminating the source of the lead in the drinking water; or
- B. installing a water filtration system that will reduce the level of lead in the drinking water to a level below the action level for lead. The water filtration system must meet the requirements of I.C. 16-41-21.2-4(e) and (f).

The Superintendent shall seek any State and Federal grant money available for lead sampling or testing, including any money available under the lead sampling program for school buildings and child care facilities conducted by the Indiana Finance Authority.

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Legal 40 C.F.R. Part 141
 Indiana Department of Health Model Policies
 I.C. 16-41-21.2, 16-41-37.5
 410 IAC 33-4-1 through 8

Cross References Policy 8615 - Idling School Buses and Other Idling Vehicles on School Property
 Policy 8453.01 - Control of Blood-Borne Pathogens
 Policy 8453 - Control of Noncasual-Contact Communicable Diseases
 Policy 8450 - Control of Casual-Contact Communicable Diseases
 8442 - Reporting Accidents
 Policy 8432 - Pest Control and Use of Pesticides Policy
 Policy 8431 - Chemical Management and Preparedness for Toxic or Asbestos Hazard
 Policy 8420 - Emergency Preparedness Plans and Drills

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452
Status	Second Reading
Adopted	November 22, 2016
Last Revised	June 9, 2026

8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The School Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the **School** Corporation.

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

[OPTIONS]

~~[]~~ The Corporation shall develop a ~~venue specific~~ **venue specific emergency** action plan for sudden cardiac **arrest and, for the 2025-2026 school year, do so in collaboration with the Indiana Department of Education (IDOE) and the local health department,** that includes the following:

- A. ~~requires that AEDs are maintained properly;~~ **A cardiac emergency response plan (CERP) that includes the core elements set forth by either the American Heart Association or other nationally recognized recommendations, including recommendations set by the National Athletic Trainers Association.**
- B. ~~establishes a goal of responding within three (3) minutes to a sudden cardiac arrest occurring within the venue;~~ **A requirement that the CERP be widely distributed and posted throughout the school, rehearsed frequently, and updated annually.**
- C. ~~requires periodic drills;~~ **A requirement that AEDs must be clearly marked and easily accessible at each venue where an athletic activity may occur or within one (1) to three (3) minutes of where each athletic activity is held. AEDs must be placed in accordance with guidelines set by the American Heart Association or other nationally recognized guidelines focused on emergency cardiovascular care.**
- D. ~~requires the plan to be posted in a conspicuous place in the venue visible to participants;~~ **A requirement that the Board work directly with local providers of emergency medical services (as defined in I.C. 16-18-2-110) to integrate the CERP into the community's local provider protocols.**
- E. ~~requires the plan be shared with each 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 and all student participants before the beginning of the season for each event in which students have an increased risk of sudden cardiac arrest;~~ **and A requirement that the AEDs must be made available for use by all individuals, regardless of an individual's training.**
- F. ~~is distributed to the Board () and all Corporation employees.~~ **A requirement that appropriate school staff and volunteers are trained in first aid, cardiopulmonary resuscitation, and AED use in a manner that follows evidence-based guidelines set forth by the American Heart Association or other nationally recognized guidelines focused on emergency cardiovascular care.**
- G. ~~()~~ **A systematic procedure for maintaining each AED in proper functioning order and storing needed supplies with the AED.**

Each Principal or Building Administrator shall manage the venue-specific emergency action plan for sudden cardiac arrest. The plan shall be shared with each head coach and assistant coach of an athletic activity, marching band leader, drama or musical leader, and sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest. The plan shall be posted in a conspicuous place so that it is visible to participants of an activity in the venue. Before the beginning of each season in a venue hosting activities in which students have an increased risk of sudden cardiac arrest, the plan shall be shared with the participating students. The plan also shall be distributed to the Board. (→) and all Corporation employees. **[END OF OPTION]**

The Superintendent shall develop a system by which each AED is maintained properly.

~~Each 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 shall be required to participate in a sudden cardiac training course which includes use of an AED. (See policies 1520.08, 3120.08, 4120.08 and 8455)~~

Each 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 shall be required to participate in a sudden cardiac arrest training ~~course~~ **course**, which includes the use of an AED. (See Policy 1520.08 - Employment of Personnel for Extracurricular Activities, Policy 3120.08 - Employment of Personnel for Extracurricular Activities, Policy 4120.08 - Employment of Personnel for Extracurricular Activities, and Policy 8455 - Coach Training, References, and IHSAA Reporting)

The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, **and** ~~the~~ placement of the AED, ~~training and oversight by a medical doctor or by the local EMS Medical Director.~~ The Board also directs the Superintendent, in conjunction with the ~~Medical Director~~ **local emergency medical services**, to review the guidelines, as appropriate. ~~The AED devices shall be located at school buildings for use by employees with proper AED training.~~ **AEDs must be made available for use by all individuals, regardless of training.**

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- Legal I.C. 16-31-3.5
- I.C. 20-34-8
- I.C. 34-30-12-1

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised - CHILD ABUSE AND NEGLECT
Code	po8462
Status	Second Reading
Adopted	November 22, 2016
Last Revised	June 9, 2020
Last Reviewed	June 9, 2026

8462 - CHILD ABUSE AND NEGLECT

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member and youth coach employed by this Corporation, volunteer coach, and any volunteer shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, they shall make a report immediately to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 and, if a crime is suspected, the appropriate local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS and/or the appropriate local law enforcement agency. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS and, if a crime is suspected, the appropriate local law enforcement agency to ensure that they have received the report and an investigation has begun.

The building administrator shall secure prompt medical attention for any such injuries reported.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, and, if a crime is suspected, the appropriate local law enforcement agency. If the parent or a member of the household is not the subject of the investigation, the Corporation may notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy also may be subject to disciplinary action. Information concerning alleged abuse of a student by a teacher is confidential information and is not to be shared with anyone other than the parent(s), administration, DCS, and, if a crime is suspected, the appropriate local law enforcement agency. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent after making a report of suspected abuse or neglect as described above.

The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of their employment attend or participate in training on child abuse and neglect, including

- A. training on the duty to report suspected child abuse or neglect under I.C. 31-33-5; and
- B. training on recognizing possible signs of child abuse or neglect

at least once every two (2) years. This training may include:

- A. an in-person presentation;
- B. an electronic or technology-based medium, including self-review modules available on an online system;

The training required by this policy shall count toward the Board's requirements for professional development and be provided during the Corporation employee's contracted day or at a time chosen by the employee.

Also, the Board requires each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment to attend or participate in at least one (1) hour of training at least every two (2) years on the identification and reporting of human trafficking. The format of this training may include:

- A. an in-person presentation;
- B. an electronic or technology-based medium, including self-review modules available on an online system;

This training shall count toward the requirements for professional development required by the Board.

Annually, the Corporation shall provide age-appropriate and research- and evidence-based instruction on child abuse and child sexual abuse to students in Kindergarten through Grade 12. This instruction may be delivered by a school safety specialist, school counselor, school social worker, school psychologist, or any person with training and expertise in the area of child abuse and child sexual abuse.

A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

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Indiana law requires that anyone who observes child abuse or neglect, or reasonably suspects that a child has been abused or neglected, report this observation:

"Child abuse or neglect" as used in this policy refers to a child under the age of eighteen (18) in any of the following conditions:

- A. The child's physical or mental condition is seriously impaired or seriously endangered, as a result of the inability, refusal, or neglect of his parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision;
- B. The child's physical or mental health is seriously endangered due to the act or omission of his/her parent, guardian, or custodian;
- C. The child is the victim of a sex offense;
- D. The child's parent, guardian, or custodian allows him/her to participate in an obscene performance;
- E. The child's parent, guardian, or custodian allows him/her to commit a sex offense.

An individual (i.e. teacher, administrator, classified employee, etc.) who has reason to believe that a child is a victim of child abuse or neglect shall make a report, as required by law, to the local child protection service agency, or local law enforcement.

"Reason to believe" as used in this policy means evidence (such as a child's statement or appearance) which, if presented to individuals of similar background and training (i.e. professional educators, school nurses, social workers, etc.), would cause those individuals to believe that a child was abused or neglected.

Any Elkhart Community School employee making such a report shall give notice in writing to the building principal that a report has been made. Employees giving such notice shall utilize the adopted form.

The building principal receiving a report pursuant to paragraph 2 shall also make a report, as required by law, to the local child protection service agency, or local law enforcement, and notify the Director of Student Services.

Maintenance of Reports

Reports of abuse or neglect shall be forwarded to the Assistant Superintendent of Student Services/designee where they will be permanently retained in a confidential file. In the event the OFC report is sent to the building principal, the report shall be forwarded to Student Services by the principal.

~~The Student Services/designee shall maintain an index of all such reports by Student Test Number.~~

~~All such reports shall be destroyed after the student's graduation.~~

~~Under Indiana law, any person who, in good faith, reports suspected child abuse or neglect is immune from civil or criminal liability.~~

- Legal
- I.C. 20-28-3-4.5
- I.C. 20-28-3-7
- I.C. 20-30-5-5.7
- I.C. 31-33-22-1(a)
- I.C. 31-33-5-5(b)
- I.C. 31-33-5-3
- I.C. 31-33-5-2(b)
- I.C. 31-33-1-1
- I.C. 31-33-5-1

**Elkhart Community Schools
New Course Proposal for 2027-2028**

<p>State Title</p>	<p>Construction - Next Level Programs of Study</p> <p>Heating, Ventilation, and Air Conditioning (HVAC)</p> <p>7131 - Principles of HVAC</p> <p>7125 - HVAC Fundamentals</p> <p>7126 - HVAC Service</p> <p>7244 - HVAC Capstone</p>
<p>Course Description</p>	<p>7131 - Principles of HVAC</p> <p>Principles of Heating, Ventilation, and Air Conditioning (HVAC) covers many of the topics needed for students to be successful in the mechanical construction industry. Its modules include history of the HVAC industry, OSHA 10-hour construction industry training, communication and customer service skills. This course will also cover basic electricity concepts.</p> <p>7125 - HVAC Fundamentals</p> <p>HVAC Fundamentals introduces fundamentals applicable to the heating and refrigeration phases of air conditioning. Includes types of units, parts, basic controls, functions, and applications. Emphasizes practices, tool and meter use, temperature measurement, heat flow, the combustion process, and piping installation practices. Covers the basic sequence of operation for gas, oil, and electric furnaces. Introduction to compression systems used in mechanical refrigeration, including the refrigeration cycle and system components. Introduces safety procedures, proper use of tools used to install and service refrigeration equipment, refrigerant charging and recovery, system evacuation, calculating superheat and subcooling, and using a refrigerant temperature/pressure chart. This course will use lecture, lab, and online simulation to prepare students for the nationally recognized certification exam as part of the outcome assessment learning objectives.</p> <p>7126 - HVAC Service</p> <p>HVAC Service continues the study of air conditioning and refrigeration along with the procedures used to analyze mechanical and electrical problems encountered when servicing heating systems. Students will better understand compressors, metering devices, system recharging, refrigerant recovery, basics of motor types, equipment installation, and troubleshooting practices as they apply to air conditioning and refrigeration systems. Additionally, students will be able to</p>

**Elkhart Community Schools
New Course Proposal for 2027-2028**

	<p>understand electrical schematics and connection diagrams, combustion testing, venting and combustion air requirements, sequence of operation, heating controls, troubleshooting techniques, installation practices, basic codes applying to furnace codes, and service procedures. This course will use lecture, lab and online simulation to prepare students for the nationally recognized certification exam as part of the outcome assessment learning objectives.</p> <p>7244 - HVAC Capstone</p> <p>The HVAC Capstone course covers procedures used to analyze mechanical and electrical problems encountered when servicing heating systems. Topics include electrical schematics and connection diagrams, combustion testing, venting and combustion air requirements, sequence of operation, heating controls, troubleshooting techniques, installation practices, basic codes applying to furnace codes, and service procedures. Students may also have the opportunity to gain an understanding of Heat Pump Systems or to develop skills needed to fabricate and install ductwork. This course will use lecture, lab, and online simulation to prepare students for the nationally recognized certification exam as part of the outcome assessment learning objectives.</p>
<p>Grade Levels</p>	<p>7131 - Principles of HVAC: Grades 9, 10, & 11</p> <p>7125 - HVAC Fundamentals: 10, 11, & 12</p> <p>7126 - HVAC Service: Grades 10, 11, & 12</p> <p>7244 - HVAC Capstone: Grades 11& 12</p>
<p>Pathway</p>	<p>Pathway - Construction</p> <p>Area of Specialization - Heating, Ventilation, and Air Conditioning</p>
<p>Length of Course</p>	<p>Full year</p>
<p>Prerequisites</p>	<p>7131 - Principles of HVAC: None</p> <p>7125 - HVAC Fundamentals: 7131</p> <p>7126 - HVAC Service: 7131 and 7125</p> <p>7244 - HVAC Capstone: 7131, 7125, and 7126</p>

Elkhart Community Schools New Course Proposal for 2027-2028

Additional Required Information:

Resources	<p>All resources will be based on the dual credit partner's recommendations. Additional equipment needs will be met through Perkins funding. In addition, a supply budget will be incurred into the regular career center operating funds budget.</p> <p>The curriculum will vary depending on the CTE course listed above; however, key competencies must be met and can be found at this website:</p> <p>https://www.in.gov/che/cte/files/NLPS-Review-Doc_Update_08.28.24.pdf (pg 795-806)</p> <p>Students can work in project-based learning projects and internship opportunities with this course.</p> <p>Dual credits will be offered through the CTE course in this pathway, and textbooks will be assigned and provided for students based on the CTE pathway.</p>
Additional cost?	TBD - additional cost will be associated with industry certification and training materials through the ESCO Institute.
Rationale for the course	The Heating, Ventilation, and Air Conditioning pathway will provide students with the opportunity to pursue employment in the information technology career cluster. The pathway includes postsecondary coursework in partnership with Ivy Tech, with an NLPS course aligned with it, and the critical competencies for dual credit courses on the high school crosswalk. The CTE pathway will apply real-world learning experiences while enrolled in the Principles, CTE Concentrator A and/or Concentrator B, or CTE Capstone course.
How does this course fit into your department's and your school's total program?	Upon completion of these course sequences, students will be prepared to attend a 2-year or 4-year post-secondary institution in a CTE field or to enter the workforce directly.
Anticipated number of students	24 students - morning session 24 students - afternoon session
What courses might this replace in their schedules?	This course will be enveloped into the Elkhart Area Career Center Elective schedule either in the AM or the PM session
Name of person on staff licensed to teach this course	To offer a course, we need to have a licensed, highly qualified teacher.

Elkhart Community Schools
New Course Proposal for 2027-2028

Kristen M Watt
Education Coordinator Signature

5/22/26
Date:

Written Name

[Signature]
Principal

5/26/26
Date:

Written Name

[Signature]
Director of Career and Technical Education

5/28/26
Date:

Written Name

Brandon Eakins

[Signature]
Amy Rauch
Nichelle Bisco

6/1/26
6/1/26
6/3/26

Book	Policy Manual
Section	5000 Students
Title	Proposed Revised - PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	First Reading
Adopted	November 22, 2016
Last Revised	August 27, 2024
Last Reviewed	June 9, 2026

~~5136 PERSONAL COMMUNICATION DEVICES~~

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

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

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

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

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

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

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

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

~~Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and~~

situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

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

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

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

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

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

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

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

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

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

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

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

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

~~Revised 8/13/24~~

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

Definitions

"Personal communication devices (PCDs)" are defined as any portable wireless device 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 telephones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smart glasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

"School day" means the entirety of the time a student is present on school property for a student instructional day (as defined in I.C. 20-30-2-2).

"School sanctioned personal communication device" means a personal communication device that:

- A. is owned by a student or a third party vendor;
- B. is approved by the school for instructional use;
- C. is required or permitted by the school for participation in classroom instruction;
- D. is subject to school managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
- E. is not a cellular telephone, gaming device, or smartwatch that is connected to a cellular telephone, a cell tower, or the Internet.

PCD Use Prohibited During School Day

Students are prohibited from using a PCD while present on School Corporation property during the school day unless an exception applies.

Exceptions

Exceptions to the prohibition against the use of PCDs on school property during the school day are limited to the following:

- A. a student may use a PCD as directed by a teacher for educational purposes during the school day on a Corporation-supplied PCD;
- B. a student may use a PCD if its use is necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care provider;
- C. a student may use a PCD if the use of a PCD is included in the student's individualized education program (IEP) or Section 504 plan;
- D. a student may use a PCD if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designee; or
- E. a student may use a PCD if necessary for language translation to ensure access for English language learners, using school-supplied PCDs or applications where available.

Devices Stored During the School Day

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs shall be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students shall not use PCDs on a Corporation bus or other Corporation vehicle during the school day. Students shall follow all instructions regarding proper storage.

Students are responsible for ensuring that their PCDs are powered off and stored appropriately. The Corporation is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day if prior to the conclusion of the school day, the student may retrieve their PCD from storage.

Students may use PCDs while traveling to and from school on a Corporation bus or other Corporation vehicle.

Use of PCDs Outside the School Day

Students are permitted to use PCDs

- A. on Corporation property outside the school day;
- B. during after-school activities (e.g., extra-curricular activities) at the discretion of the sponsor/advisor/coach;
- C. at school-related functions at the discretion of the sponsor/advisor/coach;
- D. on a Corporation bus or other Corporation vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

PCD use is not permitted unless specifically allowed by this policy.

Use of a PCD on Corporation property, including a Corporation bus or other Corporation vehicle, that results in a distraction, disruption or otherwise interferes with the educational environment or that creates an unsafe environment shall not be tolerated and may result in the loss of the use of the PCD while on Corporation property.

Restrictions on PCD Possession and Use

Only school sanctioned personal communication devices may be brought to school and used by students, subject to the parameters set forth above.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area or in the circumstance where the student needs privacy to manage their health care, in which case the student should find a location where no other students are present.

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

Students who violate this policy and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day. Should there be a further violation, a parent/guardian will be responsible for retrieving device at the end of the day, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

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

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

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

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

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

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

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Enforcement

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

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

Student Responsibility for Personal PCDs

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

Publication

The Corporation shall publish this policy on its website.

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

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

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED - PROMOTION, PLACEMENT AND RETENTION
Code	po5410
Status	First Reading
Adopted	November 22, 2016
Last Revised	February 25, 2025
Last Reviewed	June 9, 2026

5410 - **PROMOTION, PLACEMENT AND RETENTION**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objective established for each.

A student will be promoted to the succeeding grade level when they have:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Any decision regarding retention of a student who is eligible for special education and related services shall be made in accordance with the student's individualized education program (IEP) and in compliance with the statewide assessment program's policies and Federal law.

A student who is eligible for special education and related services shall be promoted or retained based on the recommendation of the case conference committee and the student's IEP.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

~~The school shall make one (1) of the following determinations:~~

- ~~A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third grader in the subsequent school year, and the student should receive~~

~~third grade instruction in all subject areas.~~

- B. ~~Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth grade instruction in all subject areas. However, the student will continue to receive third grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".~~

The principal shall review the student's academic performance, including the student's performance in reading and other subject areas, available assessment data, classroom performance, teacher input, and any other relevant information. Following that review, the principal shall prepare a preliminary recommendation to the superintendent or designee regarding the student's placement for the subsequent school year.

The principal's preliminary recommendation shall identify one of the following options:

1. Retention Recommendation

Retention is recommended based on the student's overall academic performance in all subject areas. If approved by the superintendent or designee, the student shall be reported to the state as a third-grade student for the subsequent school year and shall receive third-grade instruction in all subject areas.

2. Promotion with Continued Third-Grade Reading Instruction

Retention is not recommended based on the student's overall academic performance in all subject areas. The student should advance to fourth-grade instruction in all subject areas. The student should advance to fourth-grade instruction in all subject areas. However, the student shall continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a good-cause exemption.

The superintendent or designee shall review the principal's preliminary recommendation and make the final determination regarding the student's placement and instructional requirements for the subsequent school year.

Good cause exemptions that may be considered are:

- A. the student was subject to retention and previously has been retained in grade 3 for one (1) school year;
- B. the student has an intellectual disability or the student's IEP specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. an English learner student who has received services for fewer than two (2) years and whose Individual Learning Plan (ILP) Committee including the parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record (if one exists), and an English learner corporation administrator (if one exists) has determined that promotion is appropriate based on the implementation of research-based instructional practices outlined in the student's ILP;
- D. the student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment;
- E. the student has received intensive intervention as determined by the Indiana Department of Education in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

A parent whose child has been retained in grade 3 under the reading deficiency remediation plan and would not be subject to retention for other reasons may appeal the student's retention if the parent believes that the student meets one of the above exemptions. The Superintendent shall develop administrative guidelines that include the procedure for appeal.

The Superintendent also shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before they are retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Revised 8/8/17

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Legal

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

IDOE Memorandum April 7, 2017: IREAD-3 Guidance for 2017-18 School Year

Cross References

[po2623 - STUDENT ASSESSMENT](#)

Book	Administrative Guideline Manual - First Draft Clean
Section	5000 Students
Title	PROPOSED REVISED - RETENTION OF STUDENTS IN GRADES K - 8
Code	ag5410
Status	First Reading
Last Revised	October 24, 2017
Last Reviewed	June 9, 2026

5410 - **RETENTION OF STUDENTS IN GRADES K - 8**

- A. In alignment with the Building Team processes in a given building (Multi-Tiered System of Support or MTSS), a teacher or parent requests support to address a pattern of concerning academic or social/emotional behavior for a given student.
- B. The building team, with the student's teacher, reviews existing data, including individual performance and class comparisons.
- C. Team members or District support personnel observe the student in multiple school settings at different times of the day, recording information which includes relationships between the student's performance and antecedents/results.
- D. Team members identify additional information and data needed to formulate an intervention plan, including data from parents when relevant, and improve the instruction to meet the individual student's needs.
- E. Once this data has been collected, the building team constructs a hypothesis for the root cause of the student's difficulty and designs a plan to address this conclusion. This plan must include:
 - 1. specific concern(s);
 - 2. data used to define this concern;
 - 3. statement of the hypothesized root cause;
 - 4. specifics on strategies which will be delivered with fidelity;
 - 5. the mechanism/instrument that will be used to measure progress;
 - 6. the academic or behavioral outcomes which are appropriately anticipated; and
 - 7. the adequate amount of time needed to determine the effectiveness of the intervention.
- F. The building principal meets with parent(s) to share information related to the plan.
- G. The teacher and other service staff fulfill the plan as articulated by the building team, reporting progress to building principal and parent(s), and making adjustments as needed.
- H. If the student has not demonstrated anticipated improvement given adequate time, the building team may continue to collect data and refine the intervention plan or may determine other avenues of support are worthy of pursuit.
- I. If the Building Team eventually determines the root cause of the student's difficulties is a developmental mismatch between the student and his or her chronological grade placement, the Building Team shall hold a meeting with parent(s) and, subsequent to this meeting, may submit a request to retain a student. (ENL students will not be retained on the basis of their language deficiency. Decisions regarding promotion/retention of special education students will be made by a case conference committee and shall not be based on the existence of a disability alone.)
- J. Internal requests to retain must be submitted to the Instructional Leadership Department prior to ~~January~~ **March** 31st of the year preceding the possible repeated grade. The request must be accompanied with:
 - 1. an explanation of the additional factors to support this recommendation, including the hypothesized root cause of the student's difficulty and the specific data used in the determination;
 - 2. the interventions, accommodations, and/or modifications align to the root cause when implemented and what resulted; and
 - 3. a proposal of how retention will address the root cause in a way promotion cannot.

- K. A member of the Instructional Leadership team ~~will~~ **may** conduct a classroom visit during the month of ~~April~~ **February** to learn more about what is being done in providing an instructional match for the student's needs and will participate in a meeting with the building team and parent(s).
- L. In May of the year preceding the possible retention, requests for the retention of students will be approved or denied by the **Superintendent**/Instructional Leadership Department.
- M. In instances where a student is retained, a conference shall be held by the principal with the student's parent/guardian to discuss the retention plan.
- N. Principals will discuss with Instructional Leadership instances of parental request for retention which occur with inadequate time to execute this process.

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