

**Notice of Public Meeting on First Amendment to
Employment Contract for Superintendent of Schools**

The Board of School Trustees of the Elkhart Community Schools (“Board”) will hold a public meeting on Tuesday, May 12, 2026, at 6:00 p.m. at the J.C. Rice Educational Services Center located at 2720 California Road, Elkhart, Indiana, to discuss and hear public comments including objections to and support for the proposed terms of the First Amendment to Employment Contract for Superintendent of Schools, as required by the terms of I. C. 20-26-5-4.3. The Board will conduct this public meeting during its regular Board meeting. The Board anticipates taking a vote on the proposed Amendment at this same meeting.

**Summary of Proposed First Amendment to
Employment Contract for Superintendent of Schools**

1. Term: The effective date of the employment contract changes to April 3, 2026.
2. Compensation and Benefits: No substantive changes.

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.

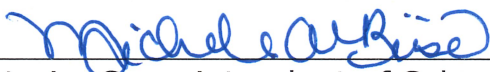
PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

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.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 12, 2026

CALENDAR

May	12	5:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	12	6:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	9	3:30 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. PUBLIC COMMENT

E. MOMENT OF PRIDE

F. ALUMNI EXCELLENCE

G. EXCELLENCE OF ELKHART

H. CONSENT ITEMS:

- Minutes – April 21, 2026 – Regular Board Meeting
- Claims
- Fundraisers
- Extra-Curricular Purchases
- Gift Acceptances
- Conference Leave Requests
- Overnight Trip Requests
- Grants

I. OLD BUSINESS

Contracts – The administration presents contracts for final consideration.

- Network Solutions, Inc.
- Seesaw Learning, Inc.

Board Policy 7510.01 – Use of School District Vehicles – The administration presents proposed new Board Policy 7510.01 – Use of District Vehicles for final consideration.

J. NEW BUSINESS

Personnel Report

Approval of a First Amendment to the Employment Contract for Superintendent of Schools – It is recommended that the Board approve 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.

Approval of a First Amendment to the Employment Contract for Deputy Superintendent of Schools – It is recommended that the Board approve a limited amendment to the employment contract for Dr. Amy Rauch that accelerates the effective date of her employment as Deputy Superintendent to April 3, 2026.

Performance Services, Inc. Contract – The administration recommends a contract price amendment to the Not to Exceed Contract with Performance Services, Inc. for work at the Elkhart High School Freshman Division as a part of a Guaranteed Energy Savings Contract. The contract price amendment covers HVAC and plumbing improvements only.

Two Cubed Solutions Contract – The administration recommends approval of a contract with Two Cubed Solutions for temperature control installation for work at the Elkhart High School Freshman Division.

Contracts – The administration presents contracts for initial consideration and requests to waive second reading.

- Integrated Technology
- Neola, Inc.
- Network Solutions
- Servpro of North Elkhart County
- Skybound Education

Contracts – The administration presents 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
- Zendesk Renewal

Board Policies – The administration presents 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)
- Board Policy 8462 – Child Abuse and Neglect

Administrative Regulation JFC-(1) – Rulers for a Safe Learning Community and Good School Order – The administration presents proposed revisions to Administrative Regulation JFC-(1) – Rules for a Safe Learning Community and Good School Order for initial review.

2026 – 2027 Intense Intervention Programming

New Course Proposals – The administration presents the proposed new course offering, *Intro to Public Service*, for Board review.

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

Financial Update

K. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

L. ADJOURNMENT

MOMENT OF PRIDE



May 12, 2026

Student Government

- April 24
- Newly elected Student Government Officers!
- President - Camryn Tyrakowski
- Co VP - Abby Gall
- Co VP - Giana Anglemyer
- Secretary - Brynn Grasty



Early Childhood Education

- April 28
- Early Childhood Pathway
- Hosting preschool students for half-days
- Mr. Shults and other guest readers read to students
- Students had green eggs and ham for snack!



Prom

- May 2
- Century Center
- More than 500 students attended
- Dinner, Dancing, and Prom Court
 - Prom Queen - Madelyn Fletcher
 - Prom King - Louis Leonard



Breakfast for Administrators

- May 4
- Sophomore Class
- Sponsored breakfast for Administrators



Bring Change to Mind

- May 4
- Bring Change to Mind and Student Government
- May Mental Health Awareness on Mondays
- Table of resources, goodies, and support.



Breakfast for Transportation and Coffee Bar

- May 4 - Flowers
- May 5
- Senior class provided breakfast treats for transportation
- NHS provided a coffee bar for teachers and staff
- May 6 - Gift bags
- May 7 - Note Cards
- May 8 - Taco Bar



Ivy Tech Graduation

- May 7
- More than 70 students participated in Ivy Tech's Graduation Ceremony.
 - 42 students earned the Associate of General Studies Diploma
 - 172 students earned the Indiana Common Core Diploma
- More than 900 students are currently enrolled in Ivy Tech.
- 419 students have more than 15 credits!



Orchestra to STATE FINALS!

- May 9
- Top 8 orchestras in the state!
- Competed against 7 other schools
 - Hamilton Southeast
 - Carmel
 - Fishers
 - North Central - Indy
 - Penn
 - Floyd Central
 - Avon



Upcoming Events



- Lots of Athletics - May and June for Sectionals, Regionals, and State Finals
- SoS Awards - Week of May 18
- Senior Awards - May 27
- Last Day of School - May 29
- Graduation - June 11

Excellence of Elkhart

May 12, 2026



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

Health Education





ACADEMICS

Next Generation Hoosier Educators





ARTS

Seven Years In a Row!

MM Foundation*

2026
BEST
Communities
for MUSIC
EDUCATION

Brought to you by The NAMM Foundation*

We Did It!

Elkhart Community Schools



ARTS

ISSMA Festival Success





ATHLETICS

Lion's Launch





ATHLETICS

2026 Girls' Soccer City Champions





FUTURE HAPPENINGS

- **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

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



ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



ParentSquare



MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

April 21, 2026

Elkhart High School, 2608 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
Mr. Scott recited the Elkhart Promise.			The Elkhart Promise
One (1) audience member addressed the Board during public comment regarding intense classrooms for the 2026-2027 school year.			Public Comment
During the Moment of Pride, Chloe Ivory presented highlights from Elkhart High School (EHS).			Moment of Pride
Chloe shared that Mrs. Booker was selected as Teacher of the Year from a pool of twelve (12) nominees following committee review. She also reported the Performing Arts Department hosted its annual Coffee House talent show on March 26, featuring a variety of student performances and strong attendance.			
Regan Iannarelli was named McKinnies Realty Student Athlete of the Month and represented the Lions at the state finals in both bars and floor. Chloe also highlighted the international exchange program, noting twenty-five (25) students from Yamate, Japan visited EHS for 10 days, participating in classes, cultural activities, and local excursions, with EHS students scheduled to visit Japan this summer.			
Additional updates included a student government fundraiser supporting the Elkhart County Humane Society, and financial literacy seminars for seniors hosted by Lake City Bank. Through a partnership with Lake City Bank and the Federal Home Loan Bank, twenty-five (25) seniors were each awarded \$1,000 to assist with postsecondary expenses.			

Chloe concluded by sharing several upcoming events, including the ISSMA High School Band Festival, National Honor Society induction, prom, School of Study Awards, Senior Awards, and commencement.

Board Member Eric Ivory commended Chloe for her presentation, noting her confidence and composure.

Director of Human Resources Maggie Lozano introduced the Distinguished Support Staff recognition, noting the opportunity to honor staff members who make a meaningful impact across the district. She explained nominees were selected by their peers, administrators, and colleagues for their dedication, compassion, and commitment to supporting students and school operations.

Distinguished
Staff

Mrs. Lozano outlined the four award categories: elementary, secondary, district, and certified staff not assigned to a classroom. She stated all nominees would be recognized for their contributions, with one individual from each category ultimately receiving the Distinguished Support Staff award.

She then invited all nominees who were present to come forward to receive their awards and participate in a group photo before proceeding with each category. Mrs. Lozano also noted several nominees were unable to attend but would still be recognized for their contributions.

Elementary Nominees:

Jessica Burt
Esau Corona
Kathleen Davis Stowell
Nikole Dinehart
Amanda Dixon
Toni Elswick
Ciara Green
Christine Hack
Hannah Harmon
Cynthia Kuechler
Hannah Litka
Alicia Mendez
Faith Miramontes
Mia Osoria
Luz Palacios
Heidi Pawling

Bridget Petershiem
Abigail Quiroz Garcia
Megan Rodman
Margaret Schnippel
Jessica Scholfield
Jennifer Souter
Joseph Temple
Crystal Zullo

Secondary Nominees:

Yesenia Alvarez
Dylan Bogaert
Lindsey Boomershine
Sylvester Brown
William Coatie
Jovon Deal
Brenda Egick
Brandin Fontes
Andrew Zachary Geers
Maria Gonzalez Alvarado
Dana Hunt
Aurora Leon Bautista
Dalida Mood
Justin Nelson
Christine Otto
Mary Patton
Matilynn Rodriguez

Certified Nominees:

Laura Christensen
Shelby Eby
Angelina Lazovich

District Nominees:

Charrell Stevens

Mrs. Lozano announced the recipients of the Distinguished Support Staff Awards, recognizing one individual in each category for their outstanding contributions to the district.

For the elementary category, Chris Hack was named Distinguished Support Staff of the Year. In brief remarks, she emphasized the importance of having "heart" in education and spoke about the value of teamwork and unity in supporting students and staff.

For the secondary category, Sylvester Brown was recognized for his consistent kindness, strong presence, and proactive support of students and staff. He shared appreciation for his colleagues and noted the importance of patience and building relationships with students.

In the certified support staff category, Shelby Eby was honored for her leadership, expertise, and commitment to supporting English Learners (EL) and staff across the district. She expressed gratitude for her colleagues and the opportunity to serve in the district.

For the district category, Charrell Stevens was recognized for her reliability, knowledge, and positive impact across departments. She acknowledged her team in Exceptional Learners and Student Services and expressed appreciation for the nomination.

Mrs. Lozano concluded by congratulating all nominees and emphasizing their vital role in supporting students and the success of ECS. Mr. Scott also extended congratulations, noting the importance of their contributions, and expressing appreciation for their service to the district.

Beardsley Principal Machel Seese, joined by Assistant Principal Angelica Nagy, presented an overview of Beardsley Elementary School, and highlighted the school's commitment to fostering a culture where students feel they belong, matter, and contribute to a positive learning environment.

Beardsley
Report

Mrs. Seese shared Beardsley recently refined its daily creed to better reflect this vision and students recite it each morning. She emphasized the wide range of extra-curricular opportunities available to students, including student council, chess, athletics, and Girls on the Run, all of which support student engagement and skill development.

A major focus this year has been improving attendance. Mrs. Seese described the implementation of "Popcorn Fridays," where students with perfect weekly attendance receive a reward. She noted this initiative has led to increased student attendance, and also encouraged parent involvement, with volunteers helping distribute rewards.

Academically, Beardsley has demonstrated strong growth. Mrs. Seese reported a 27% increase in IREAD pass rates last year, nearly reaching

80%. She attributed this success to targeted instructional strategies, the support of a literacy coach, and after-school tutoring. Continued growth is anticipated, with a goal of an additional 10% increase. She also highlighted steady improvement in ILEARN Math and English/Language Arts scores, supported by the use of daily math review and district curriculum maps.

Mrs. Seese shared notable progress among kindergarten students through a focused five-minute daily intervention targeting letter recognition and sounds. She reported significant gains with students demonstrating accelerated early literacy development.

She outlined ongoing efforts to support staff through professional development, including LETRS training aligned with the Science of Reading, as well as initiatives to strengthen school culture and morale. Student-focused efforts include monthly themed activities, pride assemblies, and academic events to reinforce learning and positive behavior.

Family and community engagement remain a priority. Mrs. Seese highlighted events such as the Wellfield Botanic Gardens family night, upcoming Loteria Night, and continued development of the school's PTO. She emphasized the success of the after-school tutoring program, supported by the Full-Service Community Schools grant, which has shown measurable student growth.

Additionally, Mrs. Seese noted the strong partnership with the Boys & Girls Clubs of Elkhart County, which is located on the Beardsley campus providing easy access for student participation in after-school tutoring. She also shared that the organization provides scholarships, benefiting 78 students daily.

Mrs. Seese concluded by affirming the school's commitment to maintaining a positive culture, increasing community involvement, and continuing to use data-driven practices to support student success.

Mr. Scott thanked the Beardsley team for their presentation and invited staff members in attendance to stand and be recognized for their efforts.

Interim Superintendent Michele Riise expressed appreciation to Principal Seese and Beardsley staff for their leadership and dedication. She commended the building's strong focus on academics, attendance, and student success, noting the effective implementation of curriculum maps and instructional practices. Mrs. Riise also highlighted the positive school culture, including the success of initiatives such as "Popcorn Friday," and encouraged the team to continue building on their progress.

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

In the area of Academics, Eastwood's Math Bowl team earned first place at a competition held in the auditorium of EHS, demonstrating strong teamwork, problem-solving skills, and academic excellence while representing their school with pride.

Additionally, seniors in the Business and International School of Study at EHS participated in the Money Masters Scholarship Program, presented by Lake City Bank. Through this experience, students gained practical financial literacy skills, including budgeting, credit management, and planning for life after high school.

In the area of Arts, EHS sophomore Natalia Gonzalez-Ocampo earned the highest honor and top cash award at The People Next Door student art and creative writing contest for her painting *Fearfully and Wonderfully Made*. The awards were presented on Holocaust Remembrance Day, April 15, at the Mishawaka Public Library. She was one of four EHS students recognized in the competition.

Additionally, the Middle School and Elementary Youth Art Month Awards and Celebration showcased student artwork from across the district. The event, held at EHS, filled the Welcome Center with elementary and middle school artwork, providing families an opportunity to celebrate student creativity and talent as Youth Art Month concluded in March.

In the area of Athletics, EHS student-athletes Steven Sandefur (sophomore), Rylee Drummond (junior), and Ava Walker (junior) were named All-American Strength and Conditioning Athletes of the Year. This prestigious recognition honors high school athletes whose accomplishments reflect exceptional dedication to strength training and conditioning.

Additionally, Rylee Drummond set a new school record in the high jump at 5'7", becoming the top female high jumper in ECS history.

Some upcoming events across Elkhart Schools include:

- April 23: High Ability Parent Night
- April 25: Bristol Elementary- The Final Round, Family and Community Event
- April 28 & 30: Consolidated School Open Houses
- April 27: Inaugural Lion's Launch for Middle School Sports
- May 4: 5th Grade Open Houses at the Middle Schools

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 – March 10, 2026 – Regular Board Meeting (revised)	Minutes
Minutes – March 24, 2026 – Regular Board Meeting	
Minutes – March 27, 2026 – Special Board Meeting	
Payment of claims totaling \$14,509,802.14 as shown on the April 21, 2026, claims listing. (Codified File 2526-149)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2526-150)	Fundraisers
Extra-curricular purchase request: Elkhart High Athletics Extra-Curricular account to pay for a scoreboard/clock from Watchfire, and installation by McKean Solutions for a total of \$32,805 and West Side Athletics Extra-Curricular account to pay for the reconditioning of football helmets from Certor Sports, Distribution Center for a total of \$1,836.13.	Extra-Curricular Purchases
ECS received the following donation: \$500 from HRP Construction to EHS Softball team to be used towards improvements to the facility; \$500 from Welch Packaging Group, Inc. to EHS Softball team to be used towards training equipment for the program; \$500 from Osolo Twp Vol Fire Dept., Inc. to EHS Softball team to be used towards training equipment and improvements to the facility; \$1,350 from INOVA Federal Credit Union to EHS to be used to pay for student admissions to museums, transportation, and lunch in relation to the Fieldtrip program; donation of four (4) youth bicycles and four (4) helmets, with an estimated value of \$945, from Belmont Mennonite Church to Mary Beck to be used in a student drawing after completing the Spring Break Reading and IXL Challenge; \$500 from Koons & Koons CPA, Inc. to EHS Boys' Volleyball team to be used towards travel gear and additional jerseys for the program; \$500 from Mike Krempec to EHS Unified Track team to be used towards travel gear for the program; \$500 from Michael and Kara Koons to EHS Boys' Volleyball team to be used towards travel gear and additional jerseys for the program; \$500 from an anonymous donor to the EHS Marine Biology trip to be used to pay for student costs for excursions on the trip; \$1,000 from Forest River, Inc. to EHS Marine Biology trip to be used to pay for student costs for excursions on the trip; \$1,000 from Alliance RV to EHS Marine Biology trip to be used to pay for student costs for excursions on the trip; \$8,000 from Linda Homo to EHS Boys' Track & Field team to be used towards training equipment and travel gear for the program; donation of a tire machine, with an estimated value of \$4,000, from Monteith's Best-One Tire & Service to Elkhart Area Career Center (EACC) to be used by students in the Automotive Technology program for training purposes; \$1,250 from the Community	Gift Acceptances

Foundation of Elkhart County to EACC to cover the cost of lunch for Business partners who participated in Mock Interviews; EACC was named the beneficiary of an endowment fund established through the generous donation from Stephen Eldridge, in partnership with the Community Foundation of Elkhart County, and will provide an annual stream of income to the EACC to be used to support students and purchase materials, supplies, and opportunities to extend student learning; and \$5,000 from Alliance RV, LLC to ECS Human Resources Department to be used towards the Staff Recognition event at the Wellfield Botanic Gardens.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 21, 2026, listing. (Codified File 2526-151)

Conference
Leave Requests

Confirmation of the following Overnight Trip Requests: EHS ElkLogics Robotics team to participate in the FIRST Indiana Robotics State Championship in Indianapolis, Indiana on April 17 - 19, 2026; EACC Motorsports Performance Students to participate in the FFA State Contest on April 23 - 24, 2026 in Lebanon, Indiana; and EHS Girls' Track & Field team to complete in the Hoosier State Relays in Indianapolis, Indiana on March 27 - 28, 2026 (for confirmation only).

Overnight Trip
Requests

Confirmed submission of the following grants: Donors Choose Grant hosted my Mid-American Conference, totaling \$1,000, to be used to purchase engaging supplemental resources for the new CKLA curriculum and materials to strengthen student fact fluency; Donors Choose Grant hosted my Mid-American Conference, totaling \$1,000, to be used to purchase engaging supplemental resources for the new CKLA curriculum and additional classroom resources for students; and Next Generation School Improvement Grant, hosted by the Indiana Department of Education (IDOE), totaling up to \$300,000 to be used to support personalized and career-focused learning environments by transforming teaching and learning through the implementation of problem-based learning, making education more relevant and engaging. (Codified File 2526-152)

Grants

By unanimous action, the Board approved the following contracts as presented during the March 24, 2026, meeting: IACE Travel; MAZI Educational Consulting, LLC Amendment; JWF Specialty Company; and Boys & Girls Club of Elkhart County Summer Learning MOU. (Codified File 2526-153)

Contracts for
Final
Consideration

By unanimous action, the board approved proposed revisions to Board Policy 3213.04ACS - Student Staff Relationships, including revisions discussed during the March 24, 2026, meeting.

Board
Policy
3213.04ACS

Personnel Report

Approval of one (1) certified consent agreement regarding unpaid time. (Codified File 2526-154)	Certified Agreement
Approval of the following one (1) certified administrator reassignment for the 2026-2027 school year: Bryan Hammontree – Elkhart Academy/Alternative Programs Principal to Virtual School Principal (6-12)	Certified Administrator Reassignment
Employment of the following one (1) certified staff effective for the 2025-26 school year on date indicated: Jeremy Simpkins – Career Center/Machine Trades at Career Center, 4/14/26	Certified Employment 2025-26
Employment of the following one (1) certified staff effective for the 2026-27 school year on date indicated: Ryane Homan – Speech Pathologist at Cleveland, 8/10/26	Certified Employment 2026-27
Transfer of the following ninety-three (93) certified staff effective August 10, 2026: Ashley Arms-Watson – Grade 3 at Osolo to Grade 3 at Pinewood Keith Baker – Assistant Principal at Freshman Division to 6 th Grade Language Arts at West Side Amanda Balk – Grade 4 at Woodland to Grade 4 at Cleveland Jeremy Bechtel – Principal at Woodland to Grade 3 at Eastwood Nathan Berkey – Music at Pierre Moran and Elkhart High to Music at North Side and Elkhart High Christina Beyer – Music at Roosevelt to Music at Pierre Moran and Elkhart High Jeffrey Blair – P.E. at Osolo to Grade 5 at Eastwood Lyndel Borener – Music at Woodland to Music at Pinewood Jill Carrison – Grade 4 at Osolo to Grade 4 at Pinewood Rhonda Cheney – Grade 3 at Bristol to Grade 3 at Feeser Mary Clark – Kindergarten at Woodland to Kindergarten at Cleveland Emily Clinton – Grade 5 at Osolo to Grade 3 at Cleveland Ellen Coget – Kindergarten at Beck to Kindergarten at Daly Kathy Cora – Grade 2 at Osolo to Grade 2 at Eastwood Amanda Davis – Grade 5 at Bristol to Grade 4 at Pinewood Trista Delgado – Grade 4 at Osolo to Grade 4 at Pinewood Jennifer Dennis – Grade 2 at Beck to Grade 2 at Cleveland Christopher DeSelm – Literacy Cadre Coach at Bristol to Grade 5 at Eastwood Taryn Diaz De Leon – Grade 3 at Bristol to Grade 3 at Pinewood	Certified Transfers

Stephanie Elam Garcia – Career Readiness at North Side to Computer Science Grade 8 at West Side

Autumn Elkins – Kindergarten at Osolo to Grade 1 at Cleveland

Christine Erlacher – Literacy Cadre Coach at Woodland to Literacy Cadre Coach at Riverview

Lisa Ernsberger – Assistant Principal at Beck to Student Activities Director at Elkhart High

Billie Jo Etchason – Grade 3 at Feeser to ENL at Cleveland

Sara Floerchinger – Intervention at Osolo to Intervention at Pinewood

Karina Flores – ENL at Woodland to ENL at Roosevelt

Connie Freel – Grade 4 at Bristol to Grade 4 at Pinewood

Carol Freihofer – Grade 2 at Bristol to Grade 2 at Pinewood

Natasha Gawthrop – Intervention at Bristol to Special Education at Daly

Elizabeth Gerndt – Special Education at Woodland to Special Education at Daly

Jessica Glossenger – Pre-K at HELC to Grade 1 at Eastwood

Katie Green – Special Education at Woodland to Special Education at Cleveland

Anita Grove – Grade 5 at Bristol to Intervention at Pinewood

Misty Grubbs – Music at Elkhart High and Pierre Moran to Music to Music at Elkhart High and Freshman Division

Kristine Haithcox – Grade 1 at Bristol to ENL at Pinewood

Amber Hammontree – Grade 1 at Woodland to Grade 1 at Cleveland

Cynthia Hansel – Grade 4 at Woodland to Grade 5 at Eastwood

Katelyn Hansen – Grade 1 at Beck to Gen Ed at Pride

Kelly Harris – Grade 2 at Osolo to Grade 2 at Eastwood

Christy Hauptert – Assistant Principal at West Side to Language Arts at Elkhart High

Annette Hines – Grade 1 at Osolo to Grade 1 at Riverview

Jason Hite – Grade 4 at Bristol to Grade 4 at Pinewood

Alexandria Hollingsworth – Kindergarten at Bristol to Kindergarten at Pinewood

Stephanie Hubler – ENL at Beardsley to ENL at Roosevelt

Airra Jackson – Grade 5 at Beck to Grade 5 at Roosevelt

Morgan Jordan – Grade 2 at Woodland to Grade 2 at Cleveland

Bethany Keever – Grade 5 at Osolo to Grade 5 at Pinewood

Holly Kimball – Literacy Cadre Coach at Beck to Literacy Cadre at Monger

Kim Latimer-Grannan – Art at Woodland to Grade 2 at Cleveland

Michael Marchi – Grade 4 at Beck to Grade 4 at Monger
 Stephanie Markley – P.E. at Woodland to P.E. at
 Cleveland
 Gabriela Martinez – ENL at Osolo to ENL at Eastwood
 Jessica McIntyre – Grade 3 at Beck to Grade 4 at Daly
 Rose Miller – Kindergarten at Beck to Intervention at
 Feeser
 Evelyn Muniz – Grade 4 at Woodland to Grade 4 at
 Cleveland
 Angelica Nagy – Assistant Principal at Beardsley to Grade
 3 at Beardsley
 Mark Osterhout – Music at Bristol to Music at Monger
 Michael Pflugner – P.E. at Bristol to P.E. at Beardsley
 Holly Powell – Science at Freshman Division to ENL K-12
 at Alt Schools
 Cassandra Pratt – ENL at Beck to Kindergarten at Daly
 Alejandra Puentes – Grade 5 at Beck to Grade 4 at
 Roosevelt
 Laura Ralston – Social Worker at Osolo to Social Worker
 at Beardsley
 Betsabe Rangel – Special Education at Beck to Special
 Education/PACE at Roosevelt
 Karla Reed – ENL at Beck to ENL Monger
 Brittany Rice – Grade 5 at Woodland to Grade 5 at
 Cleveland
 Amy Richardson – Kindergarten at Woodland to ENL at
 Cleveland
 Alisha Rocha – Grade 3 at Osolo to Grade 3 at Pinewood
 Tierah Rodman – Special Education at Osolo to Special
 Education at Pinewood
 Rebecca Saeger – Grade 3 at Beck to Grade 3 at Cleveland
 Ashley Schuman – Special Education at Bristol to Special
 Education at Pride
 Carrie Shank – Music at Pinewood to Music at Elkhart High
 and Pierre Moran
 Kyle Shoemaker – P.E. at Beck to Intervention at
 Eastwood
 Shelly Sierzputowski – Science at Elkhart High Human
 Services to Grade 4 at Beardsley
 Rebecca Smeltzer – Music at Osolo to Music at Beardsley
 Karen Sproul – Grade 2 at Beck to Grade 2 at Daly
 Julie Stammich – Intervention at Beck to Grade 3 at
 Roosevelt
 Tonja Stern-Gilbert – Grade 1 at Woodland to Grade 1 at
 Cleveland
 Eliza Stoltzfus – Grade 2/3 Split at Roosevelt to Grade 5
 at Roosevelt
 Jennifer Szklarek – Grade 5 at Woodland to Grade 5 at
 Cleveland
 Amber Teall – Grade 2 at Bristol to Grade 2 at Pinewood

Melissa Teitsma – Grade 2 at Woodland to Interventions at Cleveland
 Kathryn Thornthwaite – Music at Roosevelt to Music at North Side and Elkhart High
 Marissa Tinkle – Assistant Principal at Bristol to Grade 2 at Pinewood
 Claire Troyer – Grade 3 at Woodland to Grade 3 at Cleveland
 Kimberly Varga – Coordinator at Monger to Social Worker at West Side
 Harold Walt – Music at Roosevelt to Music at North Side
 Taryn Weidner – Art at Beck to Art at Pinewood
 Kimberly Williams – Grade 4/5 Split at Roosevelt to Grade 3/4 Split at Roosevelt
 Tara Willaims – Intervention at Woodland to Intervention at Cleveland
 Rachel Woodward – Kindergarten at Woodland to Kindergarten at Cleveland
 Caitlin Wynne – Social Worker at Bristol to Social Worker at North Side
 Elona Yoder – Science at Elkhart High ETI to Career Readiness at North Side
 Teresa Zinich – Speech Pathologist at Woodland to Speech Pathologist at Pinewood

Resignation of the following four (4) certified staff effective on date indicated:

Certified Resignation

Natalie Fultz – Special Education at Roosevelt, 5/29/26
 Kenneth Helbling – Digital at Career Center, 5/29/26
 Linda Ponterio – Psychologist at Exceptional Learners, 6/3/26
 Priscilla Rodriguez – Counselor at North Side, 6/5/26

Separation of the following fifty-five (55) certified staff due to contract conclusion:

Certified Separation

Leticia Armstrong – Grade 5 at Feeser, 5/29/26
 Aylin Arriaga – ENL at Roosevelt, 5/29/26
 Alec Betz – Art at Pinewood, 5/29/26
 Sarah Bielski – Art at Freshman Division, 5/29/26
 Richlyn Bigham – Music at Monger, 5/29/26
 Gabrielle Books – ASL at Elkhart High B&IR, 5/29/26
 Vilma Carrocio Ortiz – Mathematics at West Side, 5/29/26
 Morgan Chupp – Mathematics at Elkhart High A&C, 5/29/26
 Chad Crabtree – Social Studies at West Side, 5/29/26
 Benjamin Current II – Mathematics at Freshman Division, 5/29/26
 April Davis – Grade 1-2-3 Split at Pride, 5/29/26
 Janine Doot – Grade 5 at Eastwood, 5/29/26
 Colleen Doyle – P.E. at Cleveland, 5/29/26

Alexandria Fisher – Science at Freshman Division,
5/29/26

Judith Genewick – Grade 3 at Osolo, 5/29/26

Clara Hadley – Language Arts at Elkhart Academy,
5/29/26

Bella Ibarra Escobar – Grade 6 Language Arts at West
Side, 5/29/26

Anna-Mariah Jacobo – Music at Beck, 5/29/26

Bredi Jones – Grade 2 at Pinewood, 5/29/26

Cameron Kincaid – Grade 4 at Beck, 5/29/26

Benjamin Kitt – Business Education at Freshman Division,
5/29/26

Frederick Koeppel, Jr. – Social Studies at North Side,
5/29/26

Toni Kozlowicz – Grade 1 at Beardsley, 5/29/26

Karina Lenfestey – Grade 3 at Pinewood, 5/29/26

Dwight Luna – Graphic Arts at Career Center 5/29/26

Jamita Maddox – Grade 2 at Cleveland, 5/29/26

Sydney Mais – Health at North Side, 5/29/26

Davina McCutchen – Grade 4 at Beardsley, 5/29/26

LB Hannah McDaniel – Grade 3 at Woodland, 5/29/26

Michael S. Mitchell, Jr. – P.E. at Beardsley, 5/29/26

Elizabeth Moody – Language Arts at West Side, 5/29/26

Grant Mudge – Language Arts at Elkhart High A&C,
5/29/26

Sesalie Nelson – Kindergarten at Daly, 5/29/26

Madison Nunez – Grade 2 at Riverview, 5/29/26

Patrick Nussbaum – Science at Elkhart High ETI, 5/29/26

Jacob Pegura – Computer Science at West Side, 5/29/26

Erica Perry – Grade 1 at Beck, 5/29/26

Nevaeh Prater – Science at Elkhart Academy, 5/29/26

Sekeba Qaiyim – Cosmetology at Career Center, 5/29/26

Kailyn Rigdon – Art at North Side, 5/29/26

Nicholas Rinehart – Grade 3 at Beardsley, 5/29/26

Jennifer Rittenhouse – Social Studies at West Side,
5/29/26

Muhammad Shabazz – Social Studies at Pierre Moran,
5/29/26

Shannan Simon – Art at Freshman Division, 5/29/26

Helen Stutsman – Language Arts at North Side, 5/29/26

Katrina Torres – FACS at Elkhart High HS, 5/29/26

Sarah Tripp – P.E. at Freshman Division, 5/29/26

Megan Vansickle – Grade 3 at Eastwood, 5/29/26

Ana Wahll – Science at Elkhart High B&IR, 5/29/26

Amy Watson – Grade 1 at Osolo, 5/29/26

Terry Wood – Business Education at Elkhart High B&IR,
5/29/26

Approval of the following one (1) job description:
Deaf/Hard of Hearing

Certified Job
Description

<p>Employment of the following four (4) classified employees effective in 2025-26 school year on date indicated:</p> <p>Anjnette Byrne – Bus Helper at Transportation, 5/26/26 Kenneth Eaton – Custodian at Elkhart High, 5/28/26 Jessi Jackson – Night Custodian at Freshman Division, 5/13/26 Kassandra Plaster – Technical Assistant at Career Center, 8/18/26</p>	<p>Classified Employment</p>
<p>Transfer the following three (3) classified employees effective in the 2025-26 school year:</p> <p>Esperanza Arms – Custodian at Osolo to Custodian at Monger Jared Landsaw – Custodian at Eastwood to Night Supervisor at North Side Patrick Walton – Bus Driver at Transportation to Mechanic at Transportation</p>	<p>Classified Transfers 2025-26</p>
<p>Transfer the following twenty (20) classified employees effective in the 2026 – 2027 school year:</p> <p>Abigail Anderson – Social Worker w/Masters at Woodland to ECOLE Site Coordinator at Monger Elvira Antonio – Secretary to the Principal at Bristol to Bookkeeper at Athletics Callie Alford – Assistant Secretary at Woodland to Assistant Secretary at Roosevelt Rachel Buckley – Assistant Secretary at Bristol to Department Secretary at Athletics Jessica Campos – Assistant Secretary at HELC to ENL Community Translator/Interpreter – Parent Liaison at Riverview Cristal Chanon – Building Translator/Parent Liaison at Monger to ENL Community Translator/Interpreter – Parent Liaison at Monger Mirian Yohanna Cruz Manzanares – Building Translator/Parent Liaison at Osolo to ENL Community Translator/Interpreter – Parent Liaison at Pinewood Ernest Ferland – Paraprofessional at Woodland to Paraprofessional at Pinewood Heather LeVan-Grinage – Technical Assistant at Woodland to Paraprofessional at West Side Ercilia Maeda – Paraprofessional at Roosevelt to ENL Community Translator/Interpreter – Parent Liaison at Feeser Maria Martinez – Paraprofessional at Monger to ENL Community Translator/Interpreter – Parent Liaison at Daly Rebecca Rohrer – Paraprofessional at Osolo to Paraprofessional at Beardsley</p>	<p>Classified Transfers 2026-27</p>

Heidi Pawling – Secretary to the Principal at Woodland to Assistant Secretary at Cleveland
 Jeffrey Penney – Technical Assistant at Osolo to Technical Assistant at Roosevelt
 Karen Pfister – Paraprofessional at Woodland to Paraprofessional at Cleveland
 Erin Pickart – Speech Language Pathology Assistant at Beck to Speech Language Pathology Assistant at Daly
 Lisa Pittenger – Technical Assistant at Bristol to Secretary to the Principal at Elkhart High Human Services
 Casey Saupe - Speech Language Pathology Assistant at Daly to Speech Language Pathology Assistant at Middle School
 Mariana Villalobos – Building Translator/Parent Liaison at Roosevelt to ENL Community Translator/Interpreter – Parent Liaison at Eastwood
 Shannon Yoder – Paraprofessional at Feeser to Paraprofessional at Monger

Employment of the following two (2) substitute teachers effective with the 2025-26 school year: Substitute Teachers
 Rebecca Cebra – Substitute Teacher
 Carol Palmer – Substitute Teacher

Employment of the following three (3) Coaches in the 2025-26 school year: Coaches
 Toni Elswick – Assistant Girls Soccer Coach and Assistant Boys Soccer Coach at Bristol
 Carmen Macon – Assistant Girls Track Coach at Pierre Moran
 Santos Mateo-Jimenez – Head Girls Soccer Coach and Head Boys Soccer Coach at Cleveland

Resignation of the following five (5) classified employees effective on date indicated: Classified Resignations
 Kim Bachtel – Assistant Manager of Transportation at Transportation, 3/25/26
 Susan Miller – Paraprofessional at Daly, 4/2/26
 Ashley Schuman – Assistant Girls Soccer Coach at Bristol, 3/16/26
 Ella Szymczak – Paraprofessional at Eastwood, 4/17/26
 Sarah Yoder – Registered Nurse at Bristol, 6/1/26

Retirement of the following three (3) classified employees effective on date indicated: Classified Retirements
 Susan Behling – Receptionist at Freshman Division, 6/23/26 with 29 Years of Service
 Anthony Krabill – Program Director at WVPE, 5/29/26 with 18 Years of Service

John McClure – Registered Nurse at HELC, 6/1/26 with 29 Years of Service

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

Classified Leaves

Mykayla Meachum – Custodian at Career Center, beginning 3/31/26 and ending 5/4/26

Termination of the following three (3) classified employees effective on the dates indicated:

Classified Terminations

Cameron Clevenger – Custodian at HELC, 4/21/26, did not pass probation

Gary Roth – Custodian at Freshman Division, 4/21/26, in accordance with Policy 3210CS

Joseph Rowan – Substitute Teacher at ESC, 4/21/26 in accordance with Policy 3210CS

Approval of the following one (1) job description:

Classified Job Description

Program Director – WVPE Public Radio

Mr. Scott recognized Dr. Larry Huff for his leadership and service to the district, noting his positive impact on student achievement, instructional improvement, and the district’s financial stability. He highlighted the district’s academic growth, implementation of cost-saving strategies, and leadership throughout the consolidation process, describing the work as challenging but necessary for the district’s long-term sustainability.

Resignation of Dr. Larry Huff

Mr. Scott concluded by thanking Dr. Huff for his student-centered leadership and dedication to ECS and wished him continued success as the next superintendent of Rockford Public Schools.

By unanimous action, the Board approved the resignation of Dr. Larry Huff, effective April 3, 2026, and satisfaction of related contractual obligations. (Codified File: 2526-155)

By unanimous action, the Board approved the appointment of Michele Riise as Interim Superintendent, effective April 3, 2026.

Appointment of Interim Superintendent

By unanimous action, the Board approved the appointment of Dr. Amy Rauch as Interim Deputy Superintendent, effective April 3, 2026

Appointment of Deputy Superintendent

By unanimous action, the Board approved the appointment of Kristin Sederberg as Interim Director of Elementary Schools, effective April 3, 2026.

Appointment of Director of Elementary Schools

District Counsel/Chief of Staff Doug Thorne presented the first amendment to an agreement concerning the aquatics facility and recommended Board approval on behalf of the administration.

Elkhart Aquatics
Center
Addendum

Mr. Thorne recognized Pete McCown, President of the Community Foundation of Elkhart County (CFEC), for his partnership and leadership throughout the aquatic's facility process, including the development of the original agreement beginning in 2016 and the recent work associated with the first amendment to the agreement. Mr. Thorne thanked the CFEC and Beacon Health System for their collaboration and continued support of the project.

Mr. Scott also expressed appreciation for Mr. McCown's efforts in helping establish one of the premier aquatic centers in the region. noting the facility provides students with opportunities to learn essential swimming skills while also supporting high levels of athletic competition and development.

Mr. McCown stated the CFEC was pleased to partner with both Beacon and ECS and shared that the facility had recently hosted the small college and university national swimming and diving championships for the second consecutive year, with the potential to continue hosting in future years. He further noted the states of Illinois and Iowa hold their high school swimming and diving championships annually at the Elkhart aquatic facility, bringing participants from cities such as Chicago and St. Louis to Elkhart. Mr. McCown concluded by thanking Beacon and ECS for their continued partnership.

By unanimous action, the Board approved the First Amendment to the Agreement Concerning Aquatics Facility Elkhart Health Fitness and Wellness Center between Elkhart Health, Fitness and Aquatics, Inc. and its manager, Beacon Health Systems, Inc. and Elkhart Community Schools. (Codified File: 2526-156)

Mr. Thorne presented seven (7) contracts for initial consideration and requested waiver of second reading for contracts with Integrated Technology LLC; Qualtrics; Elkhart County Youth for Christ d/b/a Lifeline; Five Star Life; and Education Advanced, Inc. He noted that contracts with Network Solutions, Inc. and Seesaw Learning, Inc. will return for a second reading at a future meeting.

Contracts for
Initial
Consideration

By unanimous action, the Board waived second reading and approved contracts with Integrated Technology, LLC; Qualtrics; Elkhart County Youth for Christ d/b/a Lifeline; Five Star Life; and Education Advanced, Inc., as presented. (Codified File: 2526-157)

The administration presented proposed new Board Policy 7510.01 – Use of School District Vehicles for initial consideration.

Board Policy
7510.01

Chief Financial Officer Ronda Ross presented the March financial report and provided updates on the district's Education Fund, Operations Fund, and ongoing cost-saving initiatives.

Financial
Report

For the Education Fund, Ms. Ross reported total March receipts of approximately \$7.7 million and reviewed monthly expenditures, net revenue, and the ending cash balance. She noted approximately ninety-five (95) percent of Education Fund expenditures continue to be allocated toward wages and benefits, compared to a target closer to eighty (80) percent, emphasizing the continued need for expenditure reductions and operational adjustments. The Education Fund cash balance for March was reported at approximately \$1.1 million.

Ms. Ross then reviewed the Operations Fund, explaining expenditures remain consistent with typical monthly spending patterns while major revenue payments are generally received in June and December. She noted the district expects bond proceeds in April and the next major tax payment in June. She also stated the Operations Fund cash balance remains lower than desired for long-term sustainability.

Ms. Ross reported the district's Rainy Day Fund remained unchanged and shared the combined cash balances of the district's major funds totaled approximately \$9.2 million at the end of March.

Finally, Ms. Ross updated the Board on district savings initiatives, noting payroll costs from August through March 31 had been reduced by approximately \$3.7 million compared to the prior year. Overall savings initiatives have generated approximately \$6.5 million in cost reductions, continuing the district's efforts to improve long-term financial stability.

Ms. Ross presented the district's monthly insurance report, noting a favorable loss ratio of 59% compared to 86% during the same period last year. She explained the district's plan expenses were currently lower than plan premiums, resulting in positive financial performance for the insurance plan.

Insurance
Report

Interim Superintendent Michele Riise shared several staff and student highlights and previewed upcoming district events and initiatives.

From the
Superintendent

Mrs. Riise recognized Brandin Fontes, nurse at Pierre Moran Middle School, who was selected as a recipient of an award from the Indiana Immunization Coalition in recognition of her advocacy and commitment to student health and immunizations. The award ceremony will be held on May 7 in Indianapolis.

She also congratulated Brenden Divido for earning individual medalist honors at the Goshen Invitational, helping lead the boys golf team to a first-place finish.

Mrs. Riise noted end-of-year celebrations are being planned for schools impacted by consolidation, including opportunities for alumni and community members to visit the buildings. She encouraged the community and Board members to attend the upcoming Bristol celebration.

Additionally, Mrs. Riise announced that Elkhart Virtual School will open in the fall providing additional flexibility for families while keeping students connected to the Elkhart community. She stated additional information will be shared later in the week.

In closing, Mrs. Riise thanked all district support staff for their dedication and gave a special congratulations to Christine, Sylvester, Shelby, and Charrell, the Support Staff of the Year.

In closing, Mr. Scott officially welcomed Mrs. Riise in her new role and expressed the Board's excitement about working with her moving forward. He commended her communication, collaboration, and thoughtful approach during her first Board meeting, noting his confidence in her leadership and the work of the administrative team.

From the Board

The meeting adjourned at approximately 7:24 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)
EHS- Academic Comp Teams	AC Teams will sell graduation items, flowers, and keepsakes. Funds will be used for competition registration, snacks, shirts, and other costs associated with competition.	6/11/2026	4/15/2026	Julie Tyrakowski
EFD - Cheerleading	Supporters may choose a day on the calendar and donate the corresponding amount. Funds will be used towards safety gear, raincoats, pom-poms, and financial assistance to athletes.	6/1/2026 - 6/30/2026	4/24/2026	Sydney Mais
EFD - Cheerleading	Supporters can purchase digital vouchers for donuts online. A portion of each purchase goes to the team. Funds will be used towards safety gear, raincoats, pom-poms, and financial assistance to athletes.	7/27/2026 - 8/13/2026	4/24/2026	Sydney Mais
EFD - Cheerleading	Cheerleaders will sell football/competition cheer shirts through Bonfire, an online store. Funds will be used towards safety gear, snacks, water, and awards.	8/13/2026 - 10/1/2026	4/24/2026	Sydney Mais
EFD - Cheerleading	Supporters can purchase raffle tickets for a chance to win half the total of the sale. Funds will be used towards safety gear, raincoats, pom-poms, and financial assistance to athletes. This fundraiser is also pending approval of a gaming license that would be obtained if approved to move forward by the Board.	9/1/2026 - 9/25/2026	4/24/2026	Sydney Mais
EFD - Cheerleading	Cheerleaders will sell basketball/competition cheer shirts through Bonfire, an online store. Funds will be used towards safety gear, snacks, water, and awards.	10/15/2026 - 12/18/2026	4/24/2026	Sydney Mais

EFD - Cheerleading	Cheerleaders will wrap presents for a donation to the cheer team. Funds will be used towards safety gear, snacks, water, and awards.	12/5/2026 - 12/19/2026	4/24/2026	Sydney Mais
Middle School Competition Cheer	Competition Cheerleaders will sell raffle tickets for gift cards to various local businesses. Proceeds will help pay for cheer camp at Grace College. This fundraiser is also pending approval of a gaming license that would be obtained if approved to move forward by the Board.	6/24/2026 - 7/22/2026	4/24/2026	Sydney Mais
Middle School Competition Cheer	Cheerleaders will share their online store to sell gourmet popcorn. Proceeds will be used on signs, safety gear, flags, competition fees, travel, snacks, and equipment storage.	8/28/2026 - 9/5/2026	4/24/2026	Sydney Mais
Middle School Competition Cheer	Supporters can bid on a variety of items and experience through an online auction. Proceeds will help support competition fees, travel, gear, bows, equipment storage, signs, and flags.	10/5/2026 - 10/31/2026	4/24/2026	Sydney Mais
EHS - Band, Orchestra, & Choir	Mum sale - proceeds will help purchase music, instruments, classroom supplies, equipment, and trips.	8/17/2026 - 9/2/2026	4/13/2026	Kyle Weirich
EHS - Football	Launch-A-Thon and Leading Edge - raise funds for the 2026 football season.	4/16/2026	4/16/2026	Travon Curry
	Please note the following fundraisers are presented for confirmation only.			
EFD - Intense Intervention Classroom	Autism Awareness Month - selling bracelets, stickers, and lanyards. Proceeds will go towards community based instruction.	4/27/2026 - 5/1/2026	4/20/2026	Julie Guthrie
Bristol Elementary - Student Council	Student Council is selling pop at Family Golf Night to support end of year student celebrations.	4/25/2026	4/21/2026	Caitlin Wynne



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: April 29, 2026
RE: Extra-Curricular Purchase

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

School/Account	Item	Amount
Elkhart High/Athletics	5' Regular Pop Up	\$1,844.30



Rae Crowther Quote: 37136

1 message

Rae Crowther <hans@raecrowther.com>
Reply-To: rcinfo@raecrowther.com
To: jrost@elkhart.k12.in.us

Thu, Apr 16, 2026 at 7:09 PM


Rae Crowther

Quote From Rae Crowther (also attached as a PDF)

Quote n. 37136

To turn your quote into an order please email a school Purchase Order to orders@raecrowther.com and please attach your quote in the email or call us with a credit card 800-841-5050 (please use the quote number below as a reference when calling)

Thank you – The Rae Crowther Team

Product	Qty	Subtotal
 <p><u>5' REGULAR POP UP</u> SKU:POP5R-BK Pop Up Dummy Color: 5' REGULAR POP UP IN BLACK</p>	2	\$1,478.00
Subtotal:		\$1,478.00
Shipping:		\$366.30 via Flat Rate

Product	Qty	Subtotal
	Tax:	\$0.00
	Total:	\$1,844.30

TURN YOUR QUOTE INTO AN ORDER

Customer's details

Jacquie Rost

Elkhart High School

2608 California Road

Elkhart

Indiana

46514

Email: jrost@elkhart.k12.in.us

Billing Phone: (574) 262-5633

Request date: April 16, 2026

Expiration date: May 16, 2026

Rae Crowther



Human Resources Department

2720 California Road • Elkhart, IN 46514

Phone: 574-262-5500

To: Mrs. Michele Riise, Interim Superintendent *MAR*
Board of School Trustees

From: Maggie Lozano, Director of Human Resources

Date: May 5, 2026

RE: Donation

The Human Resources Department is pleased to share that Horace Mann has generously donated \$1,000. The donation will go towards the Staff Recognition event on May 6, 2026, at Wellfield Botanical Gardens.

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

Horace Mann
Attn: Laurie Marks
203 S. main St. Ste. 3
Goshen, IN 46526



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: APRIL 29, 2026

RE: DONATION APPROVAL - EACC

OSMC has donated miscellaneous medical supplies (please see attached for a breakdown) with an estimated value of \$1,335.59. 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:

OSMC
Attn: Heidi Schaffer
2310 California Rd
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: APRIL 29, 2026

RE: DONATION APPROVAL - EACC

Nico Valentin has donated lighting equipment which will be used in our Commercial Photography program.

These lights will be very helpful 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:

Nico Valentin
719 Bay Rd
Bay City, MI 78706



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: APRIL 29, 2026

RE: DONATION APPROVAL - EACC

Brenda Sheppard has donated a CPR Instructor's bag filled with CPR manikins and supplies to be used in our medical programs.

These manikins will be very helpful 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:

Brenda Sheppard
56587 County Road 19
Bristol, IN 46507



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: APRIL 30, 2026

RE: DONATION APPROVAL - EACC

Michael Koons has donated a 2011 Dodge Journey, VIN #3D4PG4FB1BT522039 with an owner estimated value of \$1,250.00 and a 2017 Chevrolet Traverse, VIN #1GNKRHKD0EJ237514 with an owner estimated value of \$2,000.00. These vehicles will be used for training purposes for students in our Automotive Technology cluster.

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:

Michael Koons
1743 Canterbury Dr
Elkhart, IN 46514

Grant Approvals to Board of School Trustees - 5/12/2026

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?
STEM Stars Program Grant	Glenn W. Bailey Foundation	EHS - ETI/EIKLogics Robotics	Nick Seidl	\$25,415.99	Funds will be used to purchase CNC equipment for the Robotics Team, and for summer camp opportunities for students. 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.	Wazer Pro Desktop Waterjet: \$22,205.99. One week camp at Kettering University (\$1070 x 3) \$3210.00. TOTAL: \$25,415.99	5/31/2026
STEM Activity Grant	Views on Learning	Assistive Tech Team for Elkhart Community Schools	Megan Anagnos	\$6,955	The grant funds will be used to increase equitable access to STEM learning for students with significant disabilities, supports inclusive and standards-aligned instruction, strengthens literacy with STEM contexts, and builds sustainable district-wide AAC implementation practices. The grant funds will be managed by the Director of Exceptional Learners.	By removing communication barriers, students are empowered to think critically, innovate, collaborate, and demonstrate their true academic potential.	PicSee Pal Waterproof Communication Boards, Cost \$115-\$135 per board, 5 boards requested = \$675 Boardmaker Software Licenses, Cost \$379 per license, 10 requested = \$3,790 AAC Implementation Kits, Cost \$50 per kit, 20 requested = \$1,000 TD Snap Enterprise Licenses, Cost \$149 per enterprise license, 10 requested = \$1,490 Grand Total = \$6,955	5/29/2026

Michael Bird
5/14/26

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
K-12 Robotics Competition Grant	IDOE	EHS	Cary Anderson	\$7,000	<p>Grant funds will be used to support the development and sustainability of our high school FIRST Robotics Competition team by providing students with the tools, materials, and experiences necessary to successfully design, build, and compete with a competition robot. Funds will be allocated toward robotics kits, control systems, sensors, and replacement parts, as well as essential tools and software used in the engineering design and programming process. In addition, funding will help offset team registration fees, competition expenses, and travel costs associated with regional events, ensuring that all students have equitable access to participate regardless of financial barriers.</p> <p>Participation in FIRST Robotics provides students with hands-on, real-world experiences in engineering, coding, and problem-solving, while also developing critical skills such as teamwork, communication, and project management. These experiences directly support college and career readiness, particularly in high-demand STEM fields.</p> <p>Nick Seidl will oversee the management of the grant. He will be responsible for ensuring that all funds are used in alignment with the grant's purpose, maintaining accurate financial records, and monitoring the impact of the funded resources on student participation and performance. Mr. Seidl will also work in collaboration with school and district leadership to ensure compliance.</p>	<p>The use of grant funds to support our high school **FIRST Robotics Competition** team directly aligns with the district's vision of ensuring every student is known, challenged, and supported, and graduates prepared for college, career, and life. This program provides students with meaningful, hands-on learning experiences that connect academic content to real-world applications, reinforcing the district's commitment to high-quality instruction and student engagement.</p> <p>The robotics program supports the district's focus on expanding career pathways and increasing access to high-demand STEM opportunities. Through participation, students develop critical skills in engineering design, coding, problem-solving, and collaboration—skills that are essential for success in today's workforce. This aligns with district goals around college and career readiness, as well as increasing student participation in career and technical education experiences.</p> <p>Additionally, the grant helps remove financial barriers to participation by covering materials, equipment, and competition-related costs. This ensures equitable access for all students, supporting the district's commitment to serving diverse learners and expanding opportunities for underrepresented student groups in STEM fields.</p> <p>Finally, the program fosters partnerships with local businesses and community organizations, strengthening connections between education and industry. These experiences help students see clear pathways from high school to postsecondary education and careers, reinforcing the district's broader goal of preparing students for success beyond graduation.</p>	Entry Fees: \$6300. Robot Parts: \$700. Total: \$7000	5/15/2026



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For Final Consideration

TO: BOARD OF SCHOOL TRUSTEES

FROM: W. DOUGLAS THORNE *my MAR*
DISTRICT COUNSEL/CHIEF OF STAFF

DATE: MAY 12, 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
Network Solutions, Inc.	DJ Rhoades	Recommendation to approve purchase of maintenance coverage for district hardware. This allows the district the ability to have warranty work done on wireless controller, security camera servers, phone system router, standard networking switches, and core networking switches.	Technology Fund	\$38,916.04
Seesaw Learning, Inc.	Dr. Amy Rauch	Recommendation to approve renewal contract with Seesaw Learning, Inc. for the 2026-2027 school year. Seesaw is currently our LMS platform used daily across the district to support teaching and learning for our elementary teachers and students.	Education Fund	\$34,599.98

WDT/crr

Cc: Michele Riise
Dr. Amy Rauch
Ronda Ross

Book	Policy Manual
Section	7000 Property
Title	Proposed New Policy - Use of School District Vehicles
Code	po7510.01
Status	Second Reading
Last Reviewed	May 12, 2026

7510.01 - USE OF SCHOOL DISTRICT VEHICLES

Elkhart Community Schools ("ECS" or the "Corporation") maintains District-owned and/or leased vehicles to support building services, transportation, safety, and administrative operations. This policy establishes mandatory standards governing the assignment, operation, storage, and oversight of District vehicles to protect students, employees, the public, and Corporation assets.

This policy is adopted to insure compliance with applicable federal law, Indiana law, and ECS School Board policies.

Authorization to operate a District vehicle is a privilege, not a right, and compliance with this policy is a condition of employment.

DEFINITIONS

For purposes of this policy:

1. **District Vehicle:** Any motor vehicle owned, leased, rented, or otherwise provided by ECS, including cars, vans, trucks, buses, utility vehicles, and specialty vehicles.
2. **Authorized Driver:** An ECS employee who has received express authorization to operate a District vehicle and who holds a valid driver's license appropriate for the vehicle being operated.
3. **Take-Home Vehicle:** A District vehicle authorized for overnight storage at an ECS employee's residence.
4. **Official Corporation Business:** Activities that are job-related, ECS-directed, or otherwise necessary to carry out Corporation operations.
5. **Personal Use:** Any use that is not Official Corporation Business, including commuting errands, except as expressly permitted by this policy or an approved guideline.

AUTHORIZATION TO OPERATE DISTRICT VEHICLES

A. Only Authorized Drivers may operate District Vehicles.

B. Authorization may be granted only when the employee:

1. Holds a current and valid Indiana driver's license (or other valid license recognized by Indiana law) appropriate for the vehicle;
2. Meets all ECS, insurance, and legal driving requirements;
3. Has been approved by the employee's supervisor or designee; and
4. Completes any required training, defensive driving, or motor vehicle record review required by ECS.

C. ECS reserves the right to review an employee's motor vehicle record at any time. Authorization to operate a District Vehicle constitutes the employee's express consent to such reviews, and ECS may suspend or revoke driving authorization based on safety concerns, driving history, or violations of this policy or related ECS policies.

PERMITTED USE

District Vehicle shall be used exclusively for Official Corporation Business, including but not limited to:

1. Travel between ECS sites or programs;
2. Emergency response or on-call duties;
3. Transportation of ECS equipment, materials, or supplies;
4. Building Services, transportation, safety, or administrative operations;
5. Approved conferences, trainings, meetings, or field activities.

Incidental or de minimis personal use is prohibited unless expressly authorized in writing pursuant to ECS administrative guidelines.

PROHIBITED USE

The following uses are strictly prohibited:

1. Personal errands or activities not directly related to ECS business;
2. Transporting unauthorized passengers;
3. Operation by any individual other than the Authorized Driver;
4. Operation under the influence of alcohol, controlled substances, or impairing medication, consistent with ECS Board Policy 3170.02ACS (Driving or Working While Influenced by Drugs, Alcohol and/or Any Other Impairing Condition), 3122.01ACS (Drug-Free Workplace);
5. Smoking, vaping, or use of tobacco products, consistent with ECS Board Policy 3215ACS (Use of Tobacco by Employees);
6. Texting or handheld electronic device use while driving, except as permitted by Indiana law;
7. Transporting alcohol, illegal drugs, weapons, or other prohibited items unless expressly required by job duties;
8. Unauthorized repairs, modifications, or alterations;
9. Use for illegal, unsafe, reckless, or negligent purposes.

DRIVER RESPONSIBILITIES

Authorized Drivers shall:

- A. Comply with all federal, state, and local laws, including Indiana traffic laws;
- B. Wear seat belts and require all occupants to do the same;
- C. Conduct basic safety and visual inspections prior to operation;
- D. Maintain vehicles in a clean and orderly condition;
- E. Secure vehicles when unattended;
- F. Use fuel cards only as authorized;
- G. Maintain mileage, trip logs, and other documentation as required;

H. Promptly report mechanical issues, damage, citations, or safety concerns;

I. Be personally responsible for traffic citations, parking violations, fines, and court costs.

TAKE-HOME VEHICLES AND COMMUTING

A. Take-Home Vehicles may be authorized only when an operational necessity exists, including emergency response, on-call status, or multi-site assignments.

B. Take-Home Vehicle authorization must be in writing and approved by the Superintendent or designee.

C. Employees assigned Take-Home Vehicles shall;

1. Use the vehicle solely for Official Corporation Business;
2. Secure the vehicle and ECS property at their residence;
3. Make the vehicle available for maintenance as directed; and
4. Accurately track commuting mileage.

D. Employees shall not permit personal use beyond commuting without written approval.

E. Commuting constitutes personal use for federal tax purposes. ECS shall report any taxable fringe benefit associated with commuting in accordance with Internal Revenue Service requirements.

PASSENGERS

Only ECS employees, students, or individuals whose presence is directly related to Official Corporation Business may be transported in District Vehicles. Any transportation of students must be conducted in full compliance with Board Policy 8600 (Transportation) and all applicable transportation safety requirements. Family members, friends, or other unauthorized individuals are prohibited unless expressly approved in writing for specific purpose.

ACCIDENTS, INCIDENTS, AND REPORTING

A. Any accident, damage, theft, or incident involving a District Vehicle must be reported immediately to the employee's supervisor and in accordance with ECS Board Policy 8442 (Reporting Accidents and Injuries).

B. Drivers shall remain at the scene when safe and cooperate fully with law enforcement and ECS investigations.

C. Employees may be required to submit to post-accident drug and alcohol testing consistent with ECS Board Policy 3170.02ACS (Driving or Working While Influenced by Drugs, Alcohol and/or Any Other Impairing Condition) and applicable law.

D. Failure to report an accident or incident may result in disciplinary action.

VEHICLE MONITORING AND PRIVACY

District Vehicles are ECS property. Employees have no expectations of privacy in District Vehicles, including but not limited to GPS data, mileage records, cameras, or vehicle usage logs.

DISCIPLINE AND LIABILITY

A. Violations of this policy or related guidelines may result in;

1. Revocation of vehicle privileges;
2. Disciplinary action up to and including termination, consistent with ECS Board Policy 3139AC (Staff Discipline);
3. Financial responsibility for losses caused by misuse, negligence, or failure to report.

B. Serious or repeated violations may result in permanent loss of authorization to operate District Vehicles.

ADMINISTRATION

The Superintendent is authorized to adopt administrative guidelines, procedures, forms, training requirements, and enforcement measures necessary to implement this policy.

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Human Resources Department

2720 California Road • Elkhart, IN 46514

Phone: 574-262-5500

TO: MRS. MICHELE RIISE *MAA*
FROM: MS. MAGGIE LOZANO
DATE: MAY 12, 2026

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Responsibilities Stipend** – We recommend the approval one (1) stipend for additional administrative responsibilities from April 3, 2026 through June 30, 2026.
- b. **Administrator Appointment** – We recommend the appointment of two (2) administrators effective July 1, 2026.
- c. **Administrative Resignation Revision** – We recommend a revision to the resignation date for one (1) administrator.
- d. **Administrative Resignation** – We report the resignation of one (1) administrator.
- e. **Certified Staff Transfers** – We recommend the transfer of six (6) certified staff for the 2026-27 school year.
- f. **Administrative Resignation** – We report the resignation of one (1) administrator.
- g. **Separation** – We report the resignation of six (6) certified staff.
- h. **Unpaid Leave** - We recommend the approval of two (2) unpaid leaves.
- i. **Death** – We regretfully report the death of one (1) certified staff.
- j. **Temporary Assignment Relocation** – We report the temporary relocation of twenty-eight (28) certified employees from Monger Elementary to Bristol Elementary for the remainder of the 2025-26 school year, due to water damage affecting Monger Elementary.

CLASSIFIED

- a. **New Classified Staff** – We recommend two (2) new classified staff for employment in the 2025-26 school year.
- b. **Classified Staff Transfers** – We recommend the transfer of two (2) classified staff for the 2025-26 school year.

- c. **Classified Staff Transfers** – We recommend the transfer of eleven (11) classified staff for the 2026-27 school year.
- d. **Substitute Teachers** – We recommend the employment of four (4) substitute teachers for the 2025-26 school year.
- e. **Claims** – We recommend the employment of two (2) employees for the 2025-26 school year.
- f. **Coaches** – We recommend the employment of seven (7) coaches for the 2025-26 school year.
- g. **Separation** – We report the separation of twenty-three (23) classified staff.
- h. **Rescission** – We report the rescission of one (1) classified staff.
- i. **Temporary Assignment Relocation** – We report the temporary relocation of 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 Elementary.



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

**For First Consideration
and to Waive Final Reading**

TO: BOARD OF SCHOOL TRUSTEES

FROM: W. DOUGLAS THORNE *WDT* *WDT*
DISTRICT COUNSEL/CHIEF OF STAFF

DATE: MAY 12, 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
Integrated Technology	DJ Rhoades	Recommendation to approve the proposal for a 36-month lease of the Papercut Solution software for district-wide photocopier management.	Technology Funds	\$50,192.48
Neola, Inc.	Doug Thorne	Recommendation to approve the supplemental addendum to the license agreement with Neola, Inc. Neola will review and update ECS's Board Policies and Administrative Guidelines.	Operations Fund	\$3,000 - \$5,000
Network Solutions	DJ Rhoades	Recommendation for approval of the renewal quote from Network Solutions. The renewal covers eighty-four (84) Veeam Data Platform Advanced Subscription Universal Licenses for a one-year term. The software is used to back up ECS servers in the event of data loss.	Technology Funds	\$12,120.36
ServPro of North Elkhart County	Tony Gianesi	Recommendation to approve the Scope of Work (SOW) with ServPro related to the supply line break that occurred at Monger Elementary School.	Operation	\$300,000

Contractor	Requesting Administrator	Description	Funding Source	Amount
Skybound Education	Dr. Amy Rauch	Recommendation to approve Memorandum of Understanding (MOU) with Skybound Education. The purpose of this MOU is to confirm ECS's intent to partner with Skybound in support of the NextGen SIG application and, if awarded, throughout the grant's planning and implementation phases.	Next Generation School Improvement Grant	\$175,000

WDT/crr

Cc: Michele Riise
 Dr. Amy Rauch
 Ronda Ross





DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For First Consideration

TO: BOARD OF SCHOOL TRUSTEES
FROM: W. DOUGLAS THORNE *WDT* *MDR*
DISTRICT COUNSEL/CHIEF OF STAFF
DATE: MAY 12, 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
Beacon Health System, Inc.	Phil Shults / Jacquie Rost	Recommendation for approval of the agreement with Beacon Health System for two (2) athletic trainers to support the district's varsity athletic program. The athletic trainers will attend practices and competitions where there is an increased risk of injury. The maximum combined hours during the one (1)-year term are 4,000 hours.	HS Operations Fund	\$72,000 for each trainer
Beacon Health System, Inc.	Brandon Eakins	Recommendation to approve two (2) Clinical Affiliation Agreements with Beacon Health System. The agreements will support student placements for clinical work-based learning experiences within EACC's Health Science programs.		No cost involved

Contractor	Requesting Administrator	Description	Funding Source	Amount
Bell Techlogix	DJ Rhoades	Recommendation for approval of the renewal with Bell Techlogix for Microsoft EES. The renewal supports multiple district technology functions, including Windows licensing for desktops, laptops, and servers; Window virus protection; and Microsoft Office applications.	Technology Budget through Operations and STAA Loan	\$85,336
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
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



Contractor	Requesting Administrator	Description	Funding Source	Amount
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
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



Contractor	Requesting Administrator	Description	Funding Source	Amount
Instructure, Inc.	DJ Rhoades	Recommendation to approve the proposed contract with Instructure for the Canvas LMS Cloud subscription.	Education Fund	\$61,062.38
Learn 21	DJ Rhoades	Recommendation to approve the renewal with Learn 21 for the TDT-Asset platform. This software is used to track IT assets for our 1:1 program, including damaged, lost, and stolen devices.	Technology Budget in Operations Fund	\$15,529.50
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
PowerSchool Group LLC	DJ Rhoades	Recommendation to approve the PowerSchool renewal. The renewal includes multiple products purchased from PowerSchool: Student Information System, Registration, Registration Add-on, and PD+.	Technology Fund	\$130,495.81
Transfinder	Jamie Snyder	Recommendation to approve Transfinder's Tripfinder software for departmental use. The software will replace the current paper system used to schedule field trips and extracurricular travel.	Transportation Operations Fund	\$7,875 with annual renewal costs of \$2,625



Contractor	Requesting Administrator	Description	Funding Source	Amount
Zendesk Renewal	DJ Rhoades	Recommendation to approve the Zendesk renewal. The software is used to track IT requests and manage workflows for the Technology Services Department.	Technology and Operations Funds	\$47,159.40

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	
Adopted	November 22, 2016
Last Revised	March 24, 2026
Last Reviewed	May 12, 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	First Reading
Adopted	November 22, 2016
Last Reviewed	May 12, 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	First Reading
Adopted	November 22, 2016
Last Reviewed	May 12, 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	First Reading
Adopted	May 27, 2025
Last Reviewed	May 12, 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
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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	First Reading
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Last Revised	August 26, 2025
Last Reviewed	May 12, 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	First Reading
Adopted	November 22, 2016
Last Revised	January 12, 2021
Last Reviewed	May 12, 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
Code	po7540.02
Status	First Reading
Adopted	November 22, 2016
Last Reviewed	May 12, 2026

~~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
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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	<p>40 C.F.R. Part 141</p> <p>Indiana Department of Health Model Policies</p> <p>I.C. 16-41-21.2, 16-41-37.5</p> <p>410 IAC 33-4-1 through 8</p>
Cross References	<p>Policy 8615 - Idling School Buses and Other Idling Vehicles on School Property</p> <p>Policy 8453.01 - Control of Blood-Borne Pathogens</p> <p>Policy 8453 - Control of Noncasual-Contact Communicable Diseases</p> <p>Policy 8450 - Control of Casual-Contact Communicable Diseases</p> <p>8442 - Reporting Accidents</p> <p>Policy 8432 - Pest Control and Use of Pesticides Policy</p> <p>Policy 8431 - Chemical Management and Preparedness for Toxic or Asbestos Hazard</p> <p>Policy 8420 - Emergency Preparedness Plans and Drills</p>

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452
Status	First Reading
Adopted	November 22, 2016
Last Revised	May 12, 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	First Reading
Adopted	November 22, 2016
Last Revised	June 9, 2020
Last Reviewed	May 12, 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

Rules for a Safe Learning Community and Good School Order

Everyone in the school community plays a role in the creation of a safe place for learning.

The expectations for the community, in regards to a safe learning environment, are based on exhibiting PRIDE. PRIDE is an acronym for the work and life characteristics which are important to becoming a successful and productive member of society which stands for **P**ersistence, **R**espectfulness, **I**nitiative, **D**ependability, and **E**fficiency. PRIDE has been developed to support the efforts of students satisfying the standards for the Governor's Work Ethic Certificate which are as follows:

- Academic – has a 2.0 GPA and meets all graduation requirements.
- Attendance – attends school on a consistent basis; notifies school of planned absences in advance (98%).
- Discipline – avoids disciplinary referrals by displaying self-discipline and self-responsibility (no more than one (1)).
- Community Service – applies Governor's Work Ethic standards in real-world situations while completing the minimum hours of community service during the school year.
- Organization – displays strong personal and time management skills and the ability to be flexible in different situations.
- Punctuality – punctual in completing classroom assignments.
- Respectfulness – respects the rights of others and demonstrates this to fellow students, teachers, and administrators.
- Teamwork – demonstrates cooperation with others.

Section 1: General Responsibilities

Persistence:

- The school community will persevere through challenges and problem solving (Never give up).

Respectfulness:

- The school community will accept and demonstrate both respectful and helpful behavior to fellow students and all school staff.
- The school community will seek and accept the opinions of others (Treat others as you would like to be treated).

Initiative:

- The school community will encourage students to be a self-starter, critical thinker, able to prioritize, make decisions and complete required tasks with minimal assistance (Be a self-starter).

Dependability:

- The school community will be reliable and demonstrate responsibility, teamwork and community/job readiness (Do the right thing, even when no one is looking).

Efficiency:

- The school community will operate in an organized, timely manner and will encourage self-management ("Get the job done" quickly and accurately).

Section 2: School Responsibilities

Persistence:

- Elkhart Community Schools is committed to social, emotional, physical, and academic growth for all students.

Respectfulness:

- Elkhart Community Schools will demonstrate respect and mutual concern for all members of the school community.
- Elkhart Community Schools is dedicated to recognizing all members of the school community have dignity and any disciplinary action will be implemented with integrity.

Initiative:

- Elkhart Community Schools will provide each student with an opportunity to acquire meaningful knowledge and skills and help to fully develop their potential as an individual.
- Elkhart Community schools will research and implement best practices including a model of continuous improvement.

Dependability:

- Elkhart Community Schools will provide a safe and orderly school environment.
- Elkhart Community Schools will also provide procedures allowing for restorative practices, review of disciplinary actions, and student due process when taking disciplinary action.

Efficiency:

- Elkhart Community Schools will provide a variety of timely communication to all members of the school community.

Section 3: Student Responsibilities

Persistence:

- Students will demonstrate perseverance through challenges and problem solving (Never give up).

Respectfulness:

- Students will demonstrate respectfulness by following reasonable directions of school employees.
- Students will demonstrate respectfulness by refraining from disruptive behavior interfering with a safe learning environment.
- Students will show respect for self and for others.
- Students will demonstrate respect and mutual concern for all members of the school community.
- Students will recognize all members of the school community have dignity.

Initiative:

- Students will be involved in the educational process to the fullest extent possible.

- Students will prioritize responsibilities, make decisions, and complete required tasks.
- Students will seek assistance, when needed, from appropriate staff.

Dependability:

- Students will accept responsibility for their own behavior.
- Students will engage in the discipline process and restorative practices.

Efficiency:

- Students will be organized, punctual and demonstrate self-management (“Get the job done” quickly and accurately).

Section 4: Parent/Guardian Responsibilities

Elkhart Community Schools rely on community partnerships, especially with parents and guardians. Parent awareness and support of these behavior expectations are necessary in establishing and maintaining a safe environment for learning; therefore, Elkhart Community Schools asks parents and guardians to provide support by utilizing these rules.

Persistence:

- Engage in their student’s education.

Respectfulness:

- Demonstrate respect and mutual concern for all members of the school community
- Recognize all members of the school community have dignity.

Initiative:

- Be involved in the educational process to the fullest extent possible.
- Seek assistance, when needed, from appropriate staff.

Dependability:

- Engage in the discipline process and restorative practices.
- Ensure their student has consistent and timely attendance.

Efficiency:

- Support and encourage organization and timeliness.
- Communicate with the school community in a timely manner.

Section 5: Implementation of Student Behavior Expectations

In order to create a safe learning community, each administrator, teacher, or any other school personnel is responsible for implementing these rules for student behavior adopted by Elkhart Community Schools.

Behavior Expectations for Students—

Students will be expected to meet the behavior expectations listed below. A student who does not meet these expectations may be disciplined for the disruption of a safe learning community.

A. **Respectfulness:**

1. Defiance. Students will be expected to obey or follow a reasonable order or instruction given by any Elkhart school staff member. Staff members shall mean teachers, administrators, custodians, bus drivers, paraprofessionals, all other employees and officials, and authorized volunteers. When a student refuses to do this, it will be considered an act of insubordination; for State reporting purposes, insubordinate behavior shall be considered defiance.
2. Student Identification. Students will clearly display a school identification card when this is required by a student's school.
3. Theft. Students will respect the property of others. Theft of school property or property belonging to another student or staff member or being in possession of stolen property does not meet this expectation.
4. Fighting or Acts of Violence. Students will respect the rights of other individuals. Fighting and/or committing any act which jeopardizes the health, safety, or welfare of other students, staff members, or visitors does not meet this expectation.
5. Vandalism. Students will respect the property of others. Students who fail to demonstrate respect by damaging any property belonging to other students, staff, or to the Elkhart Community Schools do not meet this expectation.
6. Disrespectful Language. Students will not use, display, or participate in any form of profanity, indecency, or obscenity.
7. Threats and Intimidation. Students will not engage in conduct or use of language which reasonably threatens, intimidates, or indicates disrespect of another person.
8. Bullying Behavior. Students will show respect for others by not engaging in intentional behaviors involving unwanted negative actions towards another student which may be repeated over time and involve an imbalance of power.
9. Students will consume food or drink in designated areas in the building such as the cafeteria.
10. Students will use electronic devices (e.g. cellular phone, tablet computer, music device, digital camera, etc.) in a manner which does not constitute an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or which is profane, indecent, or obscene.
11. Substance Abuse. Students will not possess or use of tobacco in any form including cigar, cigarette, pipe, snuff, or any other matter or substance which contains tobacco or nicotine (unless prescribed by a doctor), as well as electronic, "vapor," or the substitute forms of cigarettes; possess, use, or be under the influence of alcohol; or possess, use, be under the influence of, or transmit any controlled substance or substance represented as a controlled substance, or paraphernalia for the use of such substance.
12. Students will be respectful of the school learning environment. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision does not meet this expectation.

13. Students will demonstrate respect by not knowingly possessing, handling, or transmitting a knife, gun, destructive device, or any other object which can reasonably be considered a weapon at school or a school function.
14. Students will demonstrate respect by not possessing and/or using matches, cigarette lighters, or any pyrotechnic device, including firecrackers, on school grounds without authorization from school officials.

B. Dependability:

1. Violations of the Board of School Trustees' Policy on Network and Internet Acceptable Use and Safety (7540.03). Students will display dependability through appropriate use of school corporation computers and networks.
2. Students exercise dependability by following directions during an emergency or an emergency drill.
3. Students exercise dependability by following cafeteria procedures and rules.
4. Students exercise dependability by only using the elevator with the specific and express permission of a staff member.
5. Students exercise dependability by only leaving a class station or other assigned area with the permission of a staff member.
6. Students will show dependability by only leaving school property at a time other than the end of the student's scheduled day, when specific permission is granted by the administration and the sign-out procedure is followed by the student.
7. Students will display dependability by following school attendance and tardy policies.
8. Students will follow study hall, detention, and/or in-school suspension regulations.
9. Students will attend assigned detention including, but not limited to, after-school detention, lunch detention, weekend detention, etc.
10. Students will follow driving and parking regulations. Reckless driving is prohibited.
11. Students will follow bus regulations.
12. Students will comply with the school's release time regulations.
13. Students will satisfy and not violate any reasonable condition of probationary enrollment status for which proper notice has been given.
14. Students will follow building dress codes.

C. Initiative

1. Students will demonstrate initiative by bringing required materials and equipment to classes.
2. Students will demonstrate initiative by engaging in learning activities.

Some behaviors are more serious than others and require different approaches and clearly defined actions.

Section 6: Grounds for Suspensions and Expulsions

A. Prohibited Behaviors Which May Result in a Suspension or Expulsion:

The following types of student conduct may constitute grounds for suspension, expulsion, or other disciplinary action, subject to the limitations which exist under law. Such behavior is defined to include, but not to be limited to, the following acts committed on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or when traveling to or from school or a school activity, function, or event. The discipline rules may also apply when the student is using property or equipment provided by the school.

1. Interference with a Safe Learning Environment. Using violence, force, coercion, threat intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
2. Speech/Behaviors. Engaging in speech or behaviors including but not limited to disparaging of another's race, disability, religion, ethnic background, sexual orientation, gender, or gender identity, when it interferes with a safe learning environment.
3. Vandalism. Causing, or attempting to cause, damage to school or private property.
4. Theft. Stealing, or attempting to steal, school or private property, or being in possession of another person's property.
5. Fighting or Physical Injury. Intentionally causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief it was necessary to protect some other person does not, however, constitute a violation of this provision.
6. Bullying Behavior, Intimidation, or Harassment. Intentionally engaging in bullying behavior as defined in Board Policy 5517.01.
 - Threatening, intimidating, or harassing any person, causing injury to an individual's person or property, or with the intent of obtaining money or anything of value from the person.
 - Engaging in sexual harassment of another person, which involves sexually-related verbal statements, gestures, or physical contact.
 - This section also includes bullying behavior through the use of data or computer software which is accessed through a computer, computer system, or network of the school.
 - When reasonably foreseeable, bullying behavior through the use of social media constitutes a violation of Board Policy 5517.01.
7. Hazing. Participation in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity which causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.
8. Drug involvement.
 - Knowingly possessing, using, providing, or transmitting to another person or

- being under the influence of any illicit substance, including but not limited to narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind; or any paraphernalia for the use of such substance.
- An individual who uses an authorized drug as prescribed for him or her by a registered physician shall not be in violation of this rule. (Any student who is unsure if possession, use, or providing another person with any particular substance would violate this rule should contact the building principal before possessing, using, or transmitting the substance in question.)
 - A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition, without risk of discipline for possession of drugs, if certain conditions are met.
9. Possession of Tobacco Products. Possession of product which is, looks like, or which is or was represented to be a tobacco product, including; cigar, cigarette, pipe, snuff, or any other matter or substance which contains tobacco or nicotine, as well as electronic, “vapor,” or other substitute forms of cigarettes.
10. Possession of Alcohol. Possession of an alcoholic beverage or substance containing alcohol.
11. Student Operated Vehicles. Improperly operating motorized vehicles on school property, failing to obey posted speed limits, failing to display parking passes, or failing to obey other school regulations and Indiana laws which may apply. Keeping prohibited items in any automobile while it is on school property.
12. Electronic Devices.
- Knowingly using on school grounds during school hours an electronic device (e.g. cellular phone, tablet computer, music device, digital camera, electronic equipment, etc.) in a manner which constitutes an interference with a safe learning environment, invasion of privacy, or act of academic dishonesty; or is profane, indecent, or obscene.
 - In addition to being subjected to discipline, students who use an electronic device in a manner which is inconsistent with these expectations may have the device confiscated by the school. Such devices will be returned to the parent upon request.
 - This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.
13. Sale of drugs. Engaging in the unlawful selling of a controlled substance or engaging in a violation of criminal law which constitutes a danger to other students, an interference with a safe learning environment, or an educational function.
14. Defiance. Failing to follow reasonable directions of teachers or other school personnel shall be considered insubordination and be reported to the State as defiance.
15. Academic Dishonesty. Submission by a student of any schoolwork, for the purpose of meeting course requirements, which does not represent the efforts of the individual

student. Any form of academic dishonesty is prohibited.

- Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, or unauthorized use of hard copy or software to develop one's own software.
16. Violation of the law. Engaging in unlawful activity on or off school grounds, including any unlawful activity during weekends, holidays, other school breaks, and the summer, if
- the unlawful activity may be considered to be an interference with a safe learning environment or an educational function; or
 - the student's removal is necessary to restore order or protect persons on school property.
17. Violation of school rules. Violating or repeatedly violating any rules which are reasonably necessary and are validly adopted.
18. Refusing a Search. Refusing to permit a lawful, reasonable search by authorized school officials of the student's person and/or possessions. A student who uses a locker which is the property of the school is presumed to have no expectation of privacy in the locker or the locker's contents.
19. Pyrotechnic Devices. Possessing and/or using, on school grounds without authorization by school officials, any pyrotechnic device, including firecrackers.

B. Prohibited Conduct Which Will Result in an Expulsion

The following conduct will constitute grounds for expulsion, subject to the limitations which exist under law:

1. Possession/Use of a Firearm, Destructive Device, or Deadly Weapon. Bringing or possessing a firearm or destructive device to school or on school property will result in expulsion for at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period. Bringing or possessing a deadly weapon to school or on school property may result in expulsion for not more than one (1) calendar year. The following definitions apply with regard to this section:
 - a) A firearm is any weapon which is capable of expelling, is designed to expel, or may readily be converted to expel a projectile by the action of an explosion.
 - b) The following items are considered to be destructive devices:
 - i. an explosive, incendiary, or overpressure device which is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device substantially similar to an item described above;

- ii. a type of weapon which may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel which has a bore diameter of more than one-half inch; or
 - iii. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
- c) The following items are considered to be deadly weapons:
- i. a loaded or unloaded firearm;
 - ii. a destructive device, weapon, taser or electronic stun weapon, device, equipment, chemical substance, or other material which, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - iii. an animal which is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - iv. a biological disease, virus, or organism which is capable of causing serious bodily injury.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who has brought a firearm or destructive device to school.

The superintendent shall immediately notify the county prosecuting attorney's office when a student is expelled for bringing or possessing a firearm or destructive device. The superintendent may give similar notice if the student brings or possesses a deadly weapon.

Section 7: Definitions

- A. As used in these Rules for a Safe Learning Community and Good School Order, the term "conduct constituting an interference with school purposes" means actions taken by a student or students which cause a disruption to a safe learning community and prevents the school from providing students with the opportunity to improve their knowledge and learning; or which can reasonably be foreseen to cause, a substantial disruption or material interference which prevents the school from maintaining a safe learning community. Suspicion alone is not adequate proof the behavior occurred.
- B. As used in these Rules for a Safe Learning Community and Good School Order, the term "dismissal from school, class, or activity" means disciplinary action whereby a middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods, and an elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.
- C. As used in these Rules for a Safe Learning Community and Good School Order, the term "educational function" means the performance by the school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.
- D. As used in these Rules for a Safe Learning Community and Good School Order, the term "expulsion" means a disciplinary action whereby a student
 - 1. is separated from school attendance for a period exceeding five (5) school days;
 - 2. is separated from school attendance for the balance of the then current semester or

current year, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year;
or

3. is separated from school attendance for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not apply to situations in which a student is disciplined using a method described in Section 9 (A) to (M) of these Rules for a Safe Learning Community and Good School Order, when a student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.

- E. As used in this administrative guideline, the term “school function” means any activity sanctioned or sponsored by the school.
- F. As used in these Rules for a Safe Learning Community and Good School Order, the term “school purposes” means the purposes for which the school operates, including:
 1. promoting knowledge and learning;
 2. maintaining a safe, orderly and effective educational system; and
 3. taking any action under the authority conferred on the school corporation by any statute.
- G. As used in this Administrative Guideline, the term “suspension” means any disciplinary action which does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than five (5) school days. The term does not apply to situations in which a student is excluded from school after being found ill, or when the student is excluded from school for failure to comply with the immunization requirements.

Section 8: Delegation of Authority

In carrying out the purposes of the school corporation, the following grants of authority are made, subject to the limitations which exist under law:

- A. A principal, including any principal’s designee, may take any action concerning their school or any school activity within their jurisdiction reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.
- B. The superintendent, and other administrators with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose.
- C. The superintendent and principal may adopt procedures establishing lines of responsibility in compliance with Elkhart Community Schools’ discipline policies and administrative guidelines.
- D. The Board of School Trustees may also make such other delegations of rule-making, disciplinary, and other authority, as are reasonably necessary in carrying out the purposes of the school corporation.

Section 9: Behavior Interventions and Strategies

In order to create a safe learning community, each administrator, teacher, or any other school personnel is responsible for addressing incidents where students are not meeting the expectations for behavior adopted by Elkhart Community Schools. School personnel may use any or all of the following interventions or strategies progressively, in addition to any research based interventions, to address behavior of students under their supervision, subject to the limitations which exist under law:

- A. Utilizing restorative practices with the assistance of the community partners;
- B. counseling with a student or group of students;
- C. conferences with parent(s)/guardian(s);
- D. participating in a relevant educational opportunity related to the behavior;
- E. rearranging class schedules;
- F. requiring a student to remain at school after regular school hours to participate in an educational opportunity related to the behavior or for counseling;
- G. restricting extracurricular activities;
- H. rescinding the privilege of riding the school bus;
- I. recommendation or referral by the principal of a special course of study, an alternative educational program, or an alternative school;
- J. assignment of not more than one hundred twenty (120) hours of service with a non-profit organization, as outlined by statute;
- K. referring students to law enforcement personnel in cases related to violations of the law;
- L. denial of attendance at extra-curricular activities;
- M. complying with state laws which prevent issuance of or invalidation of driver's licenses or learner's permits;
- N. Dismissal from Class or Activity – Teacher

- 1. A middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods.
- 2. An elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.

O. Suspension from School – Principal

A school principal (or designee) may deny a student the right to attend school or take part in any school function for not more than five (5) school days. However, a student may be suspended for more than five (5) school days, if the suspension is pending an expulsion decision and the continued suspension will prevent or substantially reduce the risk of interference with an educational function or purpose or a physical injury to the student, other students, school employees, or visitors to the school.

P. Expulsion from School

In accordance with the due process procedures defined in this administrative regulation, a student may be expelled from school for a period no longer than the remainder of the school year in which the expulsion took effect, if the misconduct occurred during the first

semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. A principal may request a student, who is at least sixteen (16) years of age and who wishes to return to the traditional school setting after expulsion, to attend an alternative educational program or school.

Q. Expulsion Based Upon Legal Settlement

1. A student may be expelled, subject to the limitations which exist in Federal and State law, when the student's legal settlement is not in the attendance area of Elkhart Community Schools and the student is not authorized by any other provision of School Board Policy or State Law to attend the Elkhart Community Schools.
2. The Assistant Superintendent of Student Services/designee shall have the authority to recommend expulsion to the Superintendent for this reason.

Section 10: Student Due Process Procedures

A. Procedure for Dismissal from Class or Activity

When dismissing a student from an educational function, teachers or other school personnel shall follow this procedure:

1. Inform the student of the reason(s) for his or her dismissal. (In the rare event a student's continued presence creates a danger to persons or property or an ongoing disruption of a safe learning environment the student may be immediately dismissed from class without being informed of the reason(s) for dismissal.)
2. Verbally notify the office that the student is being dismissed from the educational function, the reason(s) for the dismissal and whether the student may return to the classroom or activity.
3. Instruct the student to leave the classroom or activity and report to the office. If necessary, the student shall be escorted to the office.
4. The office should notify the teacher in the event the student has not reported to the office in a timely manner.
5. Complete and send a referral form to the office reporting the reason(s) for the student's dismissal.
6. The administrator shall notify the parent(s)/guardian(s) ("parent") of the dismissal and the need for a conference with the parent(s), teacher, student, and administrator for the purpose of developing a contract to address the behavior leading to the dismissal.
 - a) A contract shall be developed during this conference and should contain the following:
 - a goal related to the behavior causing the dismissal,
 - a strategy to address the behavior,
 - consequences and rewards relevant to the behavior, and
 - monitoring procedures.
 - b) In the event the student and parent(s) do not meet with the principal and the student's teacher within a reasonable amount of time, the principal has the

discretion to assign the student to another appropriate class.

- c) The administrator shall have the discretion to assign the student to another appropriate class or placement within the school pending the conference.

B. Procedure for Suspensions

Any principal or designee may suspend a student from school and all school functions for a period of five (5) school days or less after an investigation has determined such suspension is necessary to further school purposes or to prevent an interference with school purposes.

When a principal (or designee) determines a student should be suspended, the following procedures will be followed:

1. The principal (or designee) shall meet with the student during this meeting, the student is entitled to the following:
 - a) a written or oral statement of the charges;
 - b) a summary of the evidence against the student, if the student denies the charges; and
 - c) an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student and the student's parents or guardians will be notified as soon as possible after the meeting is concluded. In addition, the student's parents or guardians will be given written notification of the suspension. The notification will describe the student's misconduct, and the action taken by the principal.
3. In the rare event where the nature of the misconduct requires the immediate removal of the student, the meeting with the principal will then be held within a reasonable time following the date of the suspension.
4. Prior to the student's return to school from a suspension of three (3) school days or more, the principal should attempt to schedule a meeting with the student's parent(s)/guardian(s) for the purpose of discussing the student's conduct.

C. Procedure for Expulsions

When a principal (or designee) recommends to the superintendent (or designee) a student be expelled from school, the following procedures will be followed:

1. The principal, vice-principal, or assistant principal shall, after consulting or attempting to consult with the District Counsel/Chief of Staff, complete the "Principals Written Charge Requesting Expulsion."
2. After said form has been completed, the form shall be delivered to the Superintendent, with a copy to the Assistant Superintendent of Student Services and the District Counsel/Chief of Staff. For a student with a disability, the form shall also be submitted to the Assistant Superintendent of Exceptional Learners. The Superintendent shall, after having reviewed the charge and determining reasonable grounds for an investigation exist, appoint an Expulsion Examiner and forward the charge, within one school day of its receipt, to such Expulsion Examiner.
3. The superintendent (or designee) shall either decide to conduct the expulsion

meeting or appoint one of the following persons to conduct the expulsion meeting:

- a) Legal counsel; or
 - b) A member of the administrative staff if the member has not expelled the student during the current school year and was not involved in the events giving rise to the request for expulsion.
4. The Expulsion Examiner shall, within two days after receiving the “Principal’s Written Charge Requesting Expulsion,” complete and personally deliver or send to the parent(s)/guardian(s) and student by certified mail the “Notice Regarding Expulsion Request.” The Notice must contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
 5. If the Expulsion Examiner does receive a request for an expulsion meeting in person or by mail within five school attendance days after receipt by parent(s)/guardian(s) of the Notice Regarding Expulsion Request, the Expulsion Examiner shall schedule the meeting within a period of five school days after it is requested. When scheduling such a meeting, the Expulsion Examiner should confer with the principal, District Counsel/Chief of Staff, and parent(s)/guardian(s) as to the date and time of the meeting.
 6. The superintendent or person appointed to conduct the expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at the expulsion meeting. If an expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position. The individual conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and should the individual conclude disciplinary action is necessary, make a recommendation to the Superintendent or Superintendent’s designee. The Superintendent or Superintendent’s Designee may accept, reject, or modify the recommendation of the individual who conducted the expulsion meeting.

Notice of the action taken shall be given to the student, the student’s parent, the principal, and the Assistant Superintendent of Student Services.

- ~~7. The student or parent has the right to appeal the decision of the Superintendent to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing and must provide a statement of the reasons, written information or submissions in support (provided said written information or submissions were provided at the original expulsion meeting) and arguments for overruling the decision of the Superintendent. If an appeal is properly made, the board must consider the appeal. The board shall hold a meeting to consider the written summary of the expulsion meeting and the written arguments of the school administration and the student and/or the student’s parent. The board will make its decision based upon the written submissions of the parties and any documents introduced during the original expulsion meeting, unless the board votes to conduct a meeting at which the school administration and student and/or the student’s parents shall appear. In the event the board votes to conduct a~~

~~meeting at which the school administration and the student and/or the student's parents shall appear, the meeting shall be held in executive session and the Board President shall communicate to the school administration and the student and/or the student's parents the procedure to be used during the meeting. The board may then take any action deemed appropriate. The decision of the board may be appealed only through judicial review. The board may vote to not hear appeals of actions taken after an expulsion meeting. If the board votes not to hear such appeals, subsequent to the date of the vote, a student or parent may appeal only through judicial review.~~

- ~~8. If the Expulsion Examiner does not receive a request for an expulsion meeting within five (5) school attendance days after receipt by parent(s)/guardian(s) of the Notice of Expulsion Request, or a student/parent fails to appear at an expulsion meeting after receipt of the Notice, then all rights administratively to contest and appeal the expulsion shall be forfeited. The Expulsion Examiner shall then notify by memorandum the Superintendent, the principal, the Assistant Superintendent of Student Services, and the District Counsel/Chief of Staff that the action requested in the charge by the principal concerning such student shall automatically become effective.~~
7. An expulsion which takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion remaining in effect during the first semester of the following school year must be reviewed before the beginning of the school year.
8. Based on Board Policy 5610, which governs student suspensions and expulsions, the following rules apply to the appeal process:
- i. Board Decision on Appeals: The Board of School Trustees has formally voted to decline hearing any student expulsion appeals.
 - ii. No Internal Review: Because of this decision, students and parents do not have the right to appeal an expulsion directly to the Board of School Trustees.
 - iii. Judicial Recourse: any appeal concerning an expulsion must be filed externally with the Elkhart County Circuit or Superior Courts.

D. Procedure for Students with Disabilities

Students with disabilities are subject to the same disciplinary action for violating school rules as any other student. However, if a student with a disability is subjected to disciplinary change of placement, there are additional procedural safeguards which apply. A disciplinary change of placement occurs when a student is removed for more than ten (10) consecutive school days or is subjected to a series of removals which cumulates to more than ten (10) school days in a school year and constitutes a pattern.

When a student with a disability is subjected to a series of removals accumulating to more than ten (10) school days in a school year, the principal (or designee) must determine if the series of removals constitutes a pattern. If the principal determines a disciplinary change of placement has not occurred, the school shall follow the procedures for suspension (outlined above) and in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to do the following:

1. Continue to participate in the general education curriculum, although in another setting.
2. Progress towards meeting the goals set out in the student's IEP.

If a disciplinary change of placement occurs, the following procedures must be followed:

1. The school must notify the student's parents and provide the parent with the Notice of Procedural Safeguards on the date the decision to make a removal that constitutes a change of placement is made. If the school is unable to notify the parent on the date the decision is made, notice must be mailed to the parent not later than the following business day.
2. Within ten (10) instructional days of any decision to change the placement of a student with a disability, the Case Conference Committee (CCC) must meet to determine whether the student's behavior is a manifestation of the student's disability. The conduct will be considered a manifestation of the student's disability, if the CCC determines the conduct was
 - a) caused by, or had a direct and substantial relationship to the student's disability; or
 - b) the direct result of the school's failure to implement the student's IEP.
3. If the conduct was a manifestation of the student's disability, the CCC must either:
 - a) conduct a functional behavioral assessment (FBA), unless an FBA was conducted prior to the behavior resulting in disciplinary action, and implement a behavioral intervention plan (BIP) for the student; or
 - b) review the BIP and modify it, as necessary if a BIP has already been developed for the student.

Then, the student shall be returned to the placement from which the student was removed, unless the parent and school agree to a change of placement as a part of a BIP or an interim alternative education setting (IAES) is required due to weapons, drugs, or serious bodily injury.

4. If the conduct was NOT a manifestation of the student's disability, the school may impose disciplinary sanctions in the same manner as it does for students without disabilities. However, the student must continue to receive appropriate services.
5. The school may remove a student with a disability to an interim alternative educational setting for up to forty-five (45) school days; if the student, while at school, on school premises, or at a school function, does the following:
 - a) carries a weapon to school or possesses a weapon;
 - b) knowingly possesses or uses illegal drugs or sells or solicits the sales of a controlled substance; or
 - c) inflicts serious bodily injury upon another person.

Regardless of whether the CCC determines the student's conduct is a manifestation of the student's disability, the student may remain in the IAES for up to forty-five (45) school days. But, the student must continue to receive appropriate services.

~~August 22, 2023~~ May 12, 2026

Elkhart Community Schools
New Course Proposal for 2026-2027

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Course Name: Intro to Public Service Course Code: 3524
Course Description	Introduction to Public Service offers a comprehensive overview of public service, focusing on both military and non-military avenues. Students will explore the multifaceted benefits of military service, including personal and professional development, leadership skills, and community impact. A historical overview of U.S. military history and the history of non-military public service will provide context for the evolution of public service and its significance in shaping national identity. Key components of this course include an introduction to military customs and courtesies, instruction on ethical behavior and decision-making, development of leadership and analytical reasoning skills, an introduction to career paths (and their entrance requirements) available within public service, incentives for public service, and the significance of public service.
Grade Levels	9-12
Pathway	N/A
Length of Course	Semester
Prerequisites	None
Additional Required Information:	
Resources	<i>Essentials of Public Service: An Introduction to Contemporary Public Administration</i> by Guy and Ely.
Additional cost?	
Rationale for the course	The course is needed as a potential class for students to earn the Enlistment Honors Seal.
How does this course fit into your department's and your school's total program?	This course fulfills a requirement for students who cannot fit a full year of JROTC into their schedule the ability to earn the Enlistment Honors or Honors Plus Seal. This class details the importance of public service, develops leadership skills and incorporates the importance of community involvement.
Anticipated number of students	30 per semester
What courses might this replace in their schedules?	A general elective course

Elkhart Community Schools
New Course Proposal for 2026-2027

Name of person on staff licensed to teach Any Health, Physical Education or Social Studies Teacher. this course

Teacher Signature

Date:

Written Name of Teacher

Stefanie Foster

4/16/26

Department Chair
Stefanie Foster

Date:

Written Name of Department Chair

Lacey Curry

4-20-26

Director of Counseling

Date:

Lacey Curry

Written Name of Director of Counseling

J.P. Shultz

4/20/26

Principal or Assistant Principal

Date:

J.P. SHULTS

Written Name of Principal or Assistant Principal

Amy Ravel 5/5/26
Michelle Albie 5/6/26

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

WHEREAS, the Board of School Trustees of Elkhart Community Schools ("Board") is the governing body of Elkhart Community Schools ("School Corporation");

WHEREAS, the Board is responsible for the review and approval of claims submitted for payment by the School Corporation;

WHEREAS, the efficient operation of the School Corporation requires timely payment of properly submitted claims, invoices, payroll-related obligations, contractual obligations, utility charges, and other routine or necessary expenditures;

WHEREAS, during certain months, the Board may have only one regularly scheduled meeting, which may result in a substantial period of time between Board meetings;

WHEREAS, in order to avoid unnecessary delay in the payment of properly submitted claims during those months, the Board desires to authorize the Chief Financial Officer to provide preliminary authorization for payment of claims prior to the next regularly scheduled Board meeting;

WHEREAS, any such preliminary authorization shall be limited to claims that are otherwise lawful, properly documented, supported by available appropriations, and consistent with applicable Board policy, Indiana law, and School Corporation financial procedures; and

WHEREAS, all claims paid pursuant to this Resolution shall be submitted to the Board of School Trustees for confirmation at the next regularly scheduled meeting of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Trustees of Elkhart Community Schools that, during any month in which the Board has only one regularly scheduled meeting, the Chief Financial Officer is authorized to provide preliminary authorization for the payment of properly submitted claims when, in the judgment of the Chief Financial Officer, payment prior to the next regularly scheduled Board meeting is necessary or appropriate to support the orderly and efficient financial operations of the School Corporation.

BE IT FURTHER RESOLVED that this preliminary authorization shall not eliminate, replace, or limit the Board's authority to review claims. All claims paid pursuant to this Resolution shall be placed on the claims docket and submitted to the Board of School Trustees for confirmation at the next regularly scheduled Board meeting.

BE IT FURTHER RESOLVED that the Chief Financial Officer shall ensure that any claim submitted for preliminary authorization under this Resolution is properly documented, supported by an available appropriation, reviewed in accordance with the School Corporation's ordinary financial controls, and consistent with applicable law, Board policy, and School Corporation procedures.

BE IT FURTHER RESOLVED that this Resolution shall remain in effect unless modified or rescinded by subsequent action of the Board of School Trustees.

ADOPTED this 12th day of May, 2026.

BOARD OF SCHOOL TRUSTEES

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

ATTEST

Mike Burnett, Secretary



FINANCIAL UPDATE

Ronda Ross, CPA, JD, MBA, M.Ed.L

Board Meeting

5/12/2026

Legislative Update _ HEA 1210

- HEA 1210 contains language that allows school corporations to spread (SEA 1) losses from the new \$300/10% homeowner property tax credit among the district's property tax funds.
- Schools that opt to take advantage of this provision will prevent all of the losses from the new credit from being absorbed by the operations fund alone.
- ECS has opted to take advantage of this flexibility while reviewing the best options.
- **Homeowner \$300/10% credit loss to ECS ~at \$1.5M, likely allocation**
 - \$1M: Operations
 - \$ 500K: Debt Service Fund - cash balance can absorb
- **Operations Fund** - will have to continue to cut costs due to SEA 1 effects alone:
 - Homestead Credit \$300/10% credit to property owners - 2026
 - Business and Personal Property Deductions Increasing -2027
 - Charter Share -2028
 - Loss of LIT funds - 2029 (delayed one year)

Teacher Compensation _ Funding Floor

- **For FY 2026**, school corporations must meet certain requirements pertaining to teacher salaries and benefits as outlined in Indiana Code (IC) 20-28-9-27 through 28.
 - A school corporation must expend at least 65% of their state tuition support amount on **teacher compensation**.
 - Teacher compensation includes salaries and benefits for: Full-time, Part-Time, Adjunct, Permanent Substitute teachers and School Counselors

Budgeted Teacher Compensation	
Wages*	55,000,000
Benefits	19,000,000
Total Budgeted Cost	74,000,000
Tuition Support	89,485,000
Teacher % of Ed Fund	83%
Funding Floor	65%
Difference	18%
<i>*Reduced by \$2M Temp. Sub Costs</i>	



Actual spend is 93% as of 3/31/26



2026 Education Fund Budget _ Adjustments

	Working Budget	Working Budget v.2
Total Receipts	89,485,000	89,485,000
Expenses		
100 - Wages	51,000,000	57,000,000
200 - Benefits	19,000,000	19,000,000
300 - Professional Svcs	1,653,680	1,653,680
500 - Other Purchased Svcs	839,850	839,850
600 - Supplies	1,003,050	1,003,050
600 - Curricular Materials	1,601,000	1,601,000
800 - Other	35,000	35,000
900 - Transfers	2,100,600	2,100,600
901 - Transfers to Operations	9,000,000	3,000,000
Total Expenses	86,233,180	86,233,180
Net Revenue (Expense)	3,251,820	3,251,820
Plus 01/01/26 Cash Balance	1,382,217	1,382,217
Ending Cash Balance	4,634,037	4,634,037

Notes

- 26-27 estimate staffing ~\$54M
- Calendar Year 2026: on trend to spend \$60M-\$61M
- With avoiding \$6M transfer to Ops. fund, the Ed. fund remains over budget \$3-4M
- Staffing cost ARE decreasing compared to \$66M in calendar year 2025.