



ELKHART
COMMUNITY SCHOOLS

2016-2017 STUDENT- PARENT GUIDE

Elkhart Community Schools
Educational Service Center
2720 California Road
Elkhart, IN 46514
Phone: 574-262-5500

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To: Students and Parents

The Elkhart Community Schools must have rules, regulations, and guidelines so that it can effectively meet the needs of students, parents and the community. This Student–Parent Guide represents an effort on the part of the Elkhart Community Schools to put into one package a summary of those things we must tell you as well as things we want to share to help your student get an excellent educational value. It is our hope, as school staff members and parents work together for each student, information and concerns will be shared freely and constructively.

We welcome your personal questions and comments. We respectfully suggest that the best place to begin is in your school with your child’s teacher and principal.

Dr. Robert Haworth, Superintendent

School Calendar for 2016-2017

School begins for students August 4, 2016
School ends for students May 26, 2017

NO SCHOOL FOR STUDENTS:

| | |
|---|-----------------------|
| Labor Day | September 5 |
| Parent Teacher Conferences in evening hours (full day for all school students) | October 5-6 |
| School Out of Session | October 7 |
| Fall Recess | October 17-21 |
| Thanksgiving Recess | November 23-25 |
| Winter Recess | December 19—January 2 |
| Martin Luther King Jr. Day | January 16 |
| Parent Teacher Conferences/Elementary Only and Professional Development day for secondary teachers (no school for all students) | February 2 |
| Presidents Day Recess | February 20 |
| Spring Recess | April 3-7 |
| Memorial Day | May 29 |



ELKHART
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School Admissions

A record of immunizations and a legal birth document are required of all students for entry and must be provided by the parent or legal guardian within 20 days of entry. Failure to provide a record of immunizations will be cause for removal from school. Failure to provide a legal birth document will result in notification to the Indiana clearinghouse for information on missing children. All students must have documentation of required immunizations. A list of required immunizations is available from your school nurse, Student Services, or the Elkhart Community Schools website. Only when a doctor certifies that a required immunization may be detrimental to the child's health, or when the parent indicates in writing a religious objection to such immunization, will the requirement be waived. If a parent is unable to secure immunizations, local service providers are available to provide the immunizations. For this service, the parent needs to contact the school nurse.

Each child of legal settlement shall be eligible for kindergarten providing s/he has attained the age of five (5) on or before August 1st. Children who transfer into the School Corporation who have attended private or public kindergarten in another locality shall be eligible for Kindergarten. See Board Policy JEA for additional information.

All children are required to attend the school in the attendance area of their legal residence unless they have been approved for a transfer by the Student Services Department or are otherwise entitled to transfer.

School Attendance Areas

The boundaries for each school district are detailed in Administrative Regulation JC and are available for view in any administrative office in the school district.

Although realtors may know the school district in which a piece of property is located, it is best to call the Educational Services Center at (574) 262-5569 to confirm the information.

Any student interested in a transfer from one school to another within the Elkhart Community Schools must file a transfer request with the Student Services Department. Questions may be directed to (574) 262-5540.

Rights

The right to attend any public meeting of the school district

Parents are invited to attend any public meeting of the school district or the school in which their child is enrolled. School Board meetings are held regularly on the second and fourth Tuesday of each month at 7 p.m. in the J.C. Rice Educational Services Center or in designated school buildings.

The right to make suggestions or to ask questions about the school's curriculum

Parents may make suggestions and inquiries concerning curriculum. They may review any instructional materials being used by their children by setting up an appointment with the building principal or the child's teacher. In addition, citizens who find materials being used which are objectionable may use the process provided in Administrative Regulation INB to question the use of certain materials. Questions may be directed to (574) 262-5559.

The right to request assistance in payment of the book rental fee

Parents needing assistance in payment of Book Rental (as determined by household income level) should request payment of the fee by completing and returning to the school the "Application for Free and Reduced Price School Meals and/or Textbook Assistance." Applications are available at all schools.

The right to request consideration for special services

Parents suspecting that their child may have a disability which would qualify him/her for special education services under the Individuals with Disabilities Education Act (IDEA) or Indiana's Article Seven should contact the building principal regarding their concern. If special education is to be considered, parents must provide written consent for individual evaluation. Decisions regarding identification of a student as a child with a disability and eligibility for special education services are made by a case conference committee, which includes the parents.

A student who does not qualify as a student with a disability under IDEA/Article Seven may be eligible for services under Section 504 of the Vocational Rehabilitation

Act of 1973 if he/she has a disability which substantially limits one or more of life's major activities. Parents suspecting that their child may have a disability which would qualify him/her for services under Section 504 should contact the building principal or the coordinator of Section 504 services (262-5542) regarding their concern. Elkhart Community Schools does not discriminate in admission or access to its programs and activities on the basis of disability.

The right to request exemption from immunizations or attendance in health classes

When the parent indicates a religious objection, a school child shall not be required to be immunized or to receive medical instruction or instruction in hygiene. Such request for exemption must be in writing and filed with the building principal.

The right to review their child's record

Parents have a right to review the school record of their child. A request needs to be made to the building principal who will schedule an appropriate time and place to meet.

The right to approve their child's participation in field trips

Parents will be asked to provide written consent for their child's participation in educational field trips which may be scheduled away from the school or its nearby surroundings.

The right to contest an expulsion

Parents will be notified by mail of a student's pending expulsion. The parent and student have a right to an expulsion conference, if requested, and to appeal in accordance with Student Due Process procedures. Those procedures are thoroughly outlined in the Guidelines for Good School Order, copies of which are provided to all students.

Responsibilities

Parental Responsibilities

It is critical parents require their child to attend school each day. It is very important for parents to attend parent-teacher conferences and discuss concerns and, at any time, talk with teachers, counselors, administrators, and other school personnel about their child's progress in school. The parent is to report to the school office upon entering the school.

Indiana Code 20-33-8-26 indicates that a person having care of a dependent student may be required to participate in any action taken in connection with that student's behavior.

It is very important for parents, at all times, to keep the school informed as to how they can be reached in case of an emergency. Please promptly notify the school office of any change in address, phone number, emergency phone number, child custody, or legal residence.

Parents should talk with their children about school and homework every day. Providing a quiet space for children to study (limit distractions like television,

computers, phones, videogames, etc.), reading with children, and encouraging children to do their best helps to promote educational success.

A child's welfare and custodial care are the parent's responsibility. In addition to school services provided for a child's academic and emotional needs, there are agencies in the community prepared to assist families who are having financial difficulties or problems with the emotional well-being of their child. For information and help, contact the Student Services Department, phone (574) 262-5540.

Financial Responsibility

Parents are legally and financially responsible for their children's deliberate destruction or damage of school property and property of others. This includes, but is not limited to, all books and materials which are used by their child.

Compulsory Attendance

Indiana's compulsory attendance law requires children from the age of 7 to 18 to attend school. If a parent chooses to enroll their child in school when he or she is younger than 7 years of age, the student is then included in the compulsory attendance requirement.

Certain absences may be excused in accordance with Board Policy JE. Parents or guardians are responsible for reporting absences within 48 hours of the onset of the student's absence. Family vacations need to be scheduled when school is not in session.

Elkhart Community Schools participates in the Countywide Attendance Program which includes five levels of sanctions which may end in reporting the student to the Department of Child Services and Juvenile Probation, and the prosecution of either the parent(s)/guardians(s) or student by the Elkhart County Prosecutor's office. It is the intent of the school corporation to allow students to improve their attendance at the initial levels so that more serious sanctions are unnecessary. "Absences of Concern" include all truancies, non-verified absences, unexcused absences, and absences which continue to concern the principal/designee.

Driver's License and Learner's Permit Ineligibility

A student who accumulates more than ten unexcused absences during the school year shall be considered a habitual truant. The Elkhart Community Schools is required to report the names of habitual truants to the Bureau of Motor Vehicles. The Bureau of Motor Vehicles may not issue a driver's license or learner's permit a habitual truant, and may invalidate a student's driving privileges.

Use of District Computers and Networks

A child's use of school computers, networks, and the Internet is governed by Board Policy IGBC. Parents will be asked to provide a written consent form for this use each time their child enters a new school. The school will continue to honor that consent while their child attends that school, unless the parent chooses to withdraw it or it is revoked by the school.

Problem Solving

We want a student's and parent's experience with the school to be positive; however, teachers and administrators recognize the fact sometimes things go wrong. Should there be a concern or problem, please contact the child's teacher or principal at the earliest possible moment.

The free flow of information between the school and home, teacher and parent, is vitally important to a cooperative relationship which can aid in providing the best possible school experience for students.

Steps toward the solution of school problems

The Board of School Trustees has established various due process procedures to deal with problems, concerns related to textbooks and instructional materials, student discipline, and concerns related to a classroom or school incident. School personnel attempt to solve a problem within the school. Provisions are made for the parent or student to carry the concern all the way to the Board of School Trustees, if no satisfactory resolution is reached with the teacher, principal, director, or superintendent.

Parents are encouraged to solve problems as they arise and keep working to resolve them until satisfied everything possible has been done. Be sure of the facts. Although it may be difficult not to take sides, try to see the whole picture. In the event a problem appears to be at impasse, parents are also encouraged to contact the Executive Director of Personnel and Legal Services (262-5517), who will assist in bringing the concern to the attention of the right person.

Encourage children to solve their problems

Parents need to talk with their student and make suggestions, but let the student work out a solution if possible. Suggest alternatives which the child can do without parental assistance in an effort to resolve the problem. Any action a child takes needs to be in compliance with the Guidelines for Good School Order. Parents need to encourage their child to talk with their teacher when other children are not present.

Drug Free/Smoke Free Schools

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances, or any substance that is represented to be an illicit substance, in the workplace, on school premises, or as part of any school sponsored activities is strictly prohibited. Smoking is prohibited in any Elkhart Community Schools building, vehicle, or on school property.

Cellular Phones and Other Electronic Devices

Cell phone use during the school day, including but not limited to phone calls, texting, email, picture taking, etc., is prohibited unless specifically authorized by a

teacher or administrator.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is a Level 5 felony as defined by I.C. 35-42-4-5 to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Board Policy IGBD – Employee Use of Social Media and Guidelines for School-Related Social Media Sites

Social media is a powerful communication tool which has a significant impact on organizational and professional reputations. The Board of School Trustees (Board) recognizes the importance of social media as a communication tool and believes social media, when used responsibly, can further the mission of the Elkhart Community Schools (ECS).

Section 1. Purpose

The Board understands social media tools serve a dual purpose for employees. In their private capacities, employees use these tools to communicate with friends and families, and to exercise their right to engage in free and public discussions. In their professional capacities, employees may use such tools to communicate among groups of students or members of the community to further the mission of the school district.

Social media often blurs the lines between personal voice and institutional voice;

therefore, the Board has created the following policy to clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media for those who choose to use it. The purpose of this policy is to establish expectations for

1. responsible use of social media by ECS employees;
2. classroom use of social media;
3. management of district-approved school-related social media sites;
4. general publication and the maintenance of student and staff safety and privacy; and
5. procedures for reporting concerns related to the inappropriate use of social media by ECS employees.

ECS takes no position on an employee's decision to participate in the use of social media networks for personal use on personal time. Employee's personal use of social media during the work day shall take place outside of student contact time and limited to occasional, incidental use, without regard to whether the use is via school- or employee-owned equipment and networks.

All school employees shall comply with the requirements of this policy, even when using social media for personal purposes on personal time.

In addition to the provisions set forth in this policy governing the use of social media, employee use of social media, whether it be personal or professional, is at all times governed by the policies and administrative regulations adopted by the ECS, and is explicitly governed by the following policies:

1. Board Policy AC - Discrimination and Harassment
2. Board Policy GBC - Ethics
3. Administrative Regulation GBC - Employee Ethics
4. Board Policy GBCC - Professional Boundaries between Employees and Students
5. Board Policy IGBC - Acceptable Use of Electronic Information Services and Networks

Section 2. Definitions

The term "social media" includes, but is not limited to, public resources, such as:

1. social networking sites, i.e. Facebook, Tumblr, LinkedIn, Google+;
2. micro-blogging sites, i.e. Twitter;
3. blogs, wikis, and forums;
4. video and photo sharing sites, i.e. Flickr, YouTube, Vimeo, Instagram, and Pinterest; and
5. district-approved private, educational, password-protected resources, classroom management sites, and communications tools, i.e. Edmodo and Moodle.

The term "Content Manager," describes the ECS employee responsible for performing the regular administration, monitoring, and maintenance of a district-sanctioned social media site.

Section 3. Staff Use of Social Media

Employees who use social media, whether for personal or school-related purposes, must be aware the content they post may be viewed by anyone, including students, parents, and community members. Readers of social media networks may view

employees as representatives of the schools and ECS; therefore, ECS expects employees to observe the rules herein when referring to the ECS and its schools, students, programs, activities, employees, volunteers, and communities on any social media network.

Staff Use of Personal Social Media Accounts:

Employees shall not communicate with students through their personal social media account unless one of the foregoing conditions exists:

1. An employee may communicate with a student to the extent the employee and the student have a family relationship or other type of appropriate relationship which originated outside of the school setting, and/or exists with the knowledge and approval of a student's parent;
2. Communications in an emergency situation, provided the employee notifies his/her supervisor as soon as possible after the event so a parent can be informed of the reason for the exception; or
3. Other exceptions with the written approval of the Executive Director of Personnel and Legal Services or designee.

ECS employees who engage in any public communication, including social media, should be aware any use which interferes with the educational mission of ECS, breaches confidentiality obligations of ECS employees, insults or demeans students or other employees, or harms the goodwill and reputation of the district in the community is prohibited, and may subject the employee to disciplinary consequences.

ECS recognizes student groups or members of the public may create social media representing students or groups within ECS. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.

ECS employees are advised to be thoughtful when engaging in any public communication regarding their personal opinions or when promoting or endorsing political issues or candidates; while ECS takes no position on an employee's decision to engage in such communications on personal sites and on non-work time, such communication on school sites or during the work day is prohibited.

Employees have a responsibility to maintain appropriate employee-student relationships at all times and to follow up on inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

Section 4. District-Approved School-Related Social Media Sites

Schools and school-based organizations wishing to establish a school-related social media site must first obtain written approval from the Senior Director of Communication and Data or designee.

Requests to establish a school-related site (1) shall identify an ECS employee to serve as the content manager for the site, and (2) must be approved by the building principal/administrator who would be responsible for supervising the content manager.

The Senior Director of Communication and Data or designee shall maintain an accounting of all district-approved school-related social media sites and their associated content managers. All school-related sites must provide access to and name the Senior Director of Communication and Data and designee as administrators

for the site.

When possible, content managers should post from a professional account or as the approved institution or organization itself rather than from a personal account.

Content managers shall be prohibited from the following:

1. promotion or endorsement of any illegal activity;
2. promotion or endorsement of violence against any person or persons;
3. any action which violates other policies and/or administrative regulations adopted by ECS;
4. disclosure of any confidential information;
5. expression of opinions on topics not directly related to the mission of the approved school-related social media site;
6. promotion or endorsement of political issues or candidates;
7. conduct which undermines or interferes with an employee's ability to perform his or her duties; and
8. conduct which undermines or interferes with the effective and efficient operation of ECS.

Content managers shall conform to any additional guidelines or guidance which may be provided by the Senior Director of Communication and Data or designee.

School-related social media sites created prior to the date of the adoption of this policy are expected to conform to this policy in its entirety.

Section 5. Classroom Use of Social Media

ECS-Approved Private Social Media Sites

Teachers may elect to use ECS-approved private, educational, and password-protected social media in the classroom for purposes of instruction and to facilitate communication between teachers and students. *These are resources* which reside within ECS network or outside resources which ECS has approved for educational use. Such resources allow ECS greater ability to protect students from inappropriate content and allow for greater safety by limiting public access to the resources.

Public Social Media Sites

Teachers may use their professional, public social media accounts for the display or demonstration of high-quality educational content; and to serve as the communications conduit between their classrooms and persons such as scientists, authors, doctors, and experts; or between their classroom and other classrooms around the country or world. In all such cases, the teacher must ensure such activities are safe and appropriate for children.

Teachers wishing to create a professional, public social media site for their classroom or subject area shall submit a written request to the building principal setting forth the rationale and the educational purpose for the creation of a classroom site. Whenever the principal approves the request, the principal, by approving the request, accepts the responsibility to regularly and frequently monitor the site. All school-related sites must provide access to and name the principal or designee as administrators for the site. Teachers creating such a site will provide written notice to parents/guardians regarding the creation of a classroom site, and allow parents to have access to the site as well. Teachers must protect the intellectual property and privacy rights of students at all times. Teachers shall not post images of students

when parent(s)/guardians(s) have opted out from the release of directory information on the site without the express written permission of parents. Teachers will not post student work on the site without the express written consent of students and parents. Principals shall, at all times, maintain an accurate listing of classroom social media sites and provide the list to the Senior Director of Communication and Data.

Teachers shall not post any of the following student information:

1. first and last name;
2. home or other physical address including the street name, city, or town;
3. email address;
4. telephone number; or
5. Social Security number.

Content managers shall conform to any additional guidelines or guidance which may be provided by the Senior Director of Communication and Data or designee.

Section 6. Expectations Regarding General Publication and the Maintenance of Student and Staff Safety and Privacy

1. Published content must conform to all policies and administrative regulations established by ECS, and by all applicable state and federal laws, including laws regarding copyright and intellectual property as well as the security of test materials.
2. Employees may not act as a spokesperson for ECS or post comments as a representative of ECS beyond the areas for which they have been employed and given responsibility, except as authorized by the Senior Director of Communication and Data or designee.
3. Employees may not use or post school or district logos or images of mascots without permission from the Senior Director of Communication and Data or designee.
4. Employees may not disclose information which is confidential or proprietary to ECS, its students, or employees, or is protected by data privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
5. Employees may not post images of co-workers taken within the work environment without the co-workers' consent.
6. Employees may not post images of students for whom parents have withheld consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
7. Employees may not post student work without written parental consent, except for work which does not identify or risk disclosure of the creator by name, and work for which publication will not diminish the student's intellectual property rights.
8. Employees may not post staff or student personal contact information such as phone numbers, e-mail addresses and/or home addresses without the prior consent of the Senior Director of Communication and Data or designee.
9. Employees may not post any nonpublic images of ECS premises and property, including floor plans.
10. Employees shall not be required to provide passwords to their personal social

media accounts, nor shall they be required to include ECS employees on their personal social media accounts.

- II. Employees will make reasonable efforts to comply with any student or parent request to remove published content related to ECS students.

Section 7. Procedures for Reporting Concerns Related to the Inappropriate Use of Social Media by ECS Employees

An employee who is responsible for a personal or professional social media posting which fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the content they post on any social media network, including the disclosure, whether purposeful or inadvertent, of confidential or private information, or the disclosure of information which violates the privacy rights or other rights of a third party.

Any individual who suspects a violation of this policy shall report the alleged violation to their supervising administrator, who shall report the incident to the Senior Director of Communication and Data, Senior Director of Technology, or Executive Director of Personnel and Legal Services for investigation.

December 10, 2013

Board Policy JFCB – Bullying Prevention

The following policy has been established by the Board of School Trustees of the Elkhart Community Schools (“Board”) regarding efforts to prevent incidents of bullying occurring in the school district.

- I. The Board prohibits acts of bullying of a student. The Board has determined a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be expected and commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or similar bullying behaviors.
- II. Definition
 1. Bullying
 - a. As defined by the Board, bullying means intentional behaviors involving unwanted negative actions which are often repeated over time and involve an imbalance of power.
 - b. As defined by Indiana Code, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors which are committed by a student or group of students against another student with the intent to harass, ridicule,

humiliate, intimidate, or harm the targeted student and create for the targeted student, an objectively hostile school environment which

- i. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- i. participating in a religious event;
 - ii. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
 - iii. participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both;
 - iv. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults;
 - v. participating in an activity undertaken at the prior written direction of the student's parent; or
 - vi. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Procedures

1. Elkhart Community Schools has adopted rules which prohibit bullying behavior and includes provisions concerning education, parental involvement, and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred (i.e., the bully and the targeted student are students at a school within the school corporation); the bullying has created, for the targeted student, an objectively hostile school environment; and disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school shall implement procedures which are consistent with the Guidelines for Good School Order and Rules for Student Conduct and ensure both appropriate consequences and remedial measures be provided for students who commit one or more acts of

bullying. Appropriate consequences and remedial measures are those which vary according to the severity of the offenses, and consider both the developmental ages of the student offenders as well as the students' histories of inappropriate behaviors, per the code of student conduct.

3. The principal at each school shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All school employees who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee in an expedited manner after an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report (e.g., Sprigeo, email, memo, etc.) of the incident shall also be prepared by the school within one (1) school day of receiving the verbal report.
5. Students, parents, and visitors of a school are encouraged to report alleged policy violations to the principal (or principal's designee) in an expedited manner. A written report shall be prepared by the school following receipt of this information. Such a report may be made using Sprigeo.

Students, parents, and visitors may also make anonymous reports through Sprigeo. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

6. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying behavior received. The investigation shall be initiated by the principal or the principal's designee within one school day of the submission of the written incident report. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying behavior. The principal shall submit a report of confirmed incidents of bullying behavior to the superintendent or designee within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation confirming incidents of bullying behavior to the Board on a quarterly basis during regularly scheduled board meetings.
7. Each school shall record the frequency of confirmed incidents of bullying behavior in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic or written communication bullying. Each school shall report this information to the superintendent, who will report it to the Board and Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
8. The principal shall provide information about the investigation, in accordance with Federal and State law and regulation, to the parents of the student(s) who was bullied as well as the parents of the student(s) with the bullying behavior. The information provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying behavior, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying

behavior was substantiated. This information is to be provided in an expedited manner following completion of the investigation.

9. Any school employee who observes bullying behavior or receives a report of behavior which violates the terms of this policy and fails to report this information may be subjected to disciplinary action.

Any school employee responsible for conducting an investigation under this policy and fails to investigate the reported behavior which violates this policy may be subject to disciplinary action.

10. Elkhart Community Schools has defined a range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying behavior is confirmed. Some acts, which violate the terms of this policy, may be isolated incidents requiring the school officials to respond appropriately to the individuals committing the acts. Other acts may be so serious they require a response either at the school corporation level or by local law enforcement officials.
11. The principal shall proceed in accordance with the Guidelines for Good School Order and Rules for Student Conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the— Guidelines for Good School Order and Rules for Student Conduct have been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying behavior and enhance school climate, enlist parent cooperation, and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the student with bullying behavior.
12. Elkhart Community Schools may take disciplinary action for the false reporting of alleged bullying incidents.
13. The superintendent shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy which is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation which set forth the comprehensive rules, procedures, and standards for schools within the school corporation.
14. Each school shall provide researched based bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected this instruction will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and the age appropriate, research based instruction for all students in grades 1-12.
15. Each school shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers, and contracted service providers who have direct and on-going contact with students.
16. The Board understands the characteristics and resultant needs of each school will continue to evolve, and the existing base of knowledge

regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the data on the nature of bullying behaviors will continuously change. It is essential for school administrators and officials to regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency, and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

May 27, 2014

Student Insurance

There are no provisions for the Elkhart Community Schools to carry general medical insurance on its students at taxpayers' expense.

Student accident insurance may be purchased by parents through a private company approved by the Board of School Trustees. Information about specific coverage and benefits is available in every school office.

All students participating in any high school athletic program, including cheerleaders, are required to purchase the appropriate student athletic insurance. Details are provided through each school at the opening of each season for each sport.

Health Related Information

Doctor or Dentist Visits

Parents are encouraged to schedule doctor and dentist appointments which do not conflict with school hours. However, if it is absolutely necessary to schedule such a visit during school hours, students will be excused. Parents should follow school procedures when making such appointments.

Medication in School

Administration of medication prescribed by a licensed physician and supplied by a parent must be arranged with the school by filling out the required form. Nonprescription medication will be administered only if there is written permission of the student's parent or legal guardian and if it is sent in the original container. Additional information regarding medication can be found in Board Policy JHCD.

Emergency Medical Care

Nurses are on duty in all schools on a regularly scheduled basis. Parents need to be sure that phone numbers where they can be reached in case of emergency are on file in the school office.

Health Screening

Public Schools in Indiana are required to conduct health screenings (e.g. vision, hearing, etc.). Parents who have questions or objections regarding this should contact the school nurse.

School Food and Beverage Guidelines

As of July 1, 2014, all food items sold during a school day (midnight before to 30 minutes after the end of the official school day) are required to meet particular nutrient standards. This includes ala carte items in the cafeteria, school store, snack cart, vending machines, and culinary education programs.

The Board of School Trustees of Elkhart Community Schools has adopted a Student Wellness policy regarding food and beverages at school as developed by the Elkhart Community Schools Wellness Committee. The guidelines do not apply to school breakfasts and school lunches, but do apply to all other food and beverages at school. Copies of the guidelines are available at the J. C. Rice Educational Services Center and in school offices.

Fees

Book Rental

Book rental fees, which are charged to each student for textbooks and materials, shall be paid at the school. Checks should be made payable to Book Rental Fund. If for any reason a parent is unable to make payment at the beginning of the year, special arrangements must be made with the principal or designee. If the parent believes they will be unable to pay the book rental fee during the school year, they may apply for assistance. The "Application for Free and Reduced Price School Meals and/or Textbook Assistance" is available in every school office. Legal action may be pursued to collect all delinquent book rental accounts.

Class and Project

Fees may be assessed to cover individual projects and may be required in such courses as art, industrial arts, music, vocational education, and home economics. These fees must be approved by the individual building principal. Teachers will inform students of such fees prior to the beginning of a project. In cases where the student cannot afford such a project and if the circumstances warrant special consideration, the teacher will contact the principal or designee who may seek assistance for the student.

Fees for summer school are established annually by the School Board.

Instrument Rental

Various musical instruments are available for the use of students of Elkhart Community Schools. These instruments, when available, may be rented by students on a per-semester basis.

Testing

All state-accredited and voucher schools in Indiana are required to administer the Indiana Reading Evaluation and Determination (IREAD-3) assessment to all third grade students in March of each school year. The test assesses a student's reading skills. Students who don't pass the exam will have the opportunity to attend summer school, and take a retest. If a third grade student does not pass the test, the student is legally required to be retained in grade three the following year. Special education students, as well as English Language Learners, are eligible for what Indiana calls "Good Cause Exemptions." Decisions about whether those exemptions are appropriate for specific students are made by each student's case conference

committee, or individual learning plan committee. Even students who receive an exemption from retention are eligible to receive remediation.

Please note: At the time this document was printed, the State of Indiana was in the process of transitioning to a new assessment system; therefore details for the new tests are not included in this publication. Elkhart Community Schools also participates in the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) testing program. This test assesses English/language arts and mathematics standards in Grades 3-8 and 10, science in Grades 4 and 6 as well as Biology, and social studies in Grades 5 and 7. The test is given in two parts in the spring of each school year: In March students respond to constructed response questions in all subjects tested, and in late April/early May students are presented with multiple choice as well as technology enhanced questions in the same areas. Scores from the two sessions are combined, and are returned to schools in May, or later depending on test vendor accuracy.

High school students are required to pass the ISTEP+ to qualify for graduation. The tests are given to students several times a year, depending on the students' year of graduation and retest opportunities are provided during subsequent school years for students who don't pass on their initial attempts. A passing score on the Biology I exam is not required for graduation.

In 2014, Indiana added another compulsory exam to the array. The Accuplacer Diagnostic exam is given to junior students who have not yet earned high PSAT scores. The purpose of the test is to identify students who are eligible for additional instruction in an effort to help them be college ready by graduation.

Another state testing requirement is the February administration of the World-class Instructional Design and Assessment (WIDA) Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Language Learners. Elkhart Community Schools is required to administer the test to all students (K-12) for whom English is not their native language—regardless of whether parents have declined services.

In addition to tests required by the state, Elkhart Community Schools also administers diagnostic assessments to students in order to better inform teachers about student academic needs. Students in Grades K-9 take the Measures of Academic Progress (MAP) achievement tests to inform instruction. All students in Grades K, 2, and 5 also participate in a test of cognitive abilities as a preliminary screening assessment for high ability services. Students scoring at the highest levels will have more comprehensive testing prior to identification.

Transportation

Free bus transportation is provided to 1) elementary students (grades K-6) who reside outside a one-mile radius from the school to which they are assigned, 2) middle school and high school students who reside outside a one-and-a-half mile radius from the school to which they are assigned, and 3) students assigned to special programs not available in their attendance area of legal residence. When rivers or other natural barriers cause students to travel well beyond the normal radius distance, or when

extremely hazardous conditions exist, transportation may be provided.

Riding a bus is a privilege and must be regarded as such. Rules of school bus conduct and safety have been established for the protection of the student, other students, and the school system.

Copies of school bus rules are provided to students who ride school buses. Parents and students should familiarize themselves with these rules. Students who do not follow these rules, or who refuse to follow the directions of the bus driver, may lose their riding privileges.

The bus driver is in charge of the school bus at all times. In cases requiring serious disciplinary action (removal from the bus for an extended period of time), a review is held which includes the student and/or parent(s), the bus driver, the building administrator, and/or a supervisor from the transportation department. When a student loses his or her riding privileges, a letter indicating such is given to the student to be given to the parents.

Students are still required to attend school. It is then the responsibility of the student and/or parent to assure that the student gets to school.

Student Meals/Textbooks/Application for Assistance

The Elkhart Community Schools serves nutritious meals throughout the school year. This includes breakfast and lunch in all schools.

Children from households whose income is at or below levels established by the federal government are eligible for free/reduced price meals and/or textbook assistance.

To apply for free or reduced price meals and/or textbook rental assistance for your child, complete an application and list each child for whom you are requesting benefits and return it to the school. Applications are available at the J.C. Rice Educational Services Center or, during the school year, in the office of each school. Within ten days of receiving an application, the parent will be notified in writing whether or not their children are eligible. If the parent does not agree with the decision and wishes to review the decision further, he/she has a right to a fair hearing. This can be done by writing to the Director of Business Operations, 2720 California Road, Elkhart, IN 46514.

We WILL use information provided by the parent to see if children are eligible for free or reduced-price meals, to run the program, and to enforce the rules of the program. We MAY share eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into misuse of program rules.

All children are treated the same regardless of ability to pay. No child will be discriminated against on the basis of race, sex, age, color, religion, disability, or national origin.

If there is a question or concern regarding the Food Service Program, call 262-5551 for assistance.

Lockers Searches

Board Policy and Administrative Regulation JEG— A student using a locker that is the property of the Elkhart Community Schools is presumed to have no expectation of privacy in that locker or its contents. Lockers are simply made available for students to store school supplies and personal items necessary for use at school.

A principal or designee, in accordance with the rules of the Elkhart Community Schools, may search a locker and its contents at any time. Assistance may be provided by law enforcement personnel.

Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The content of a student's locker is deemed to belong to the student(s) to whom the locker is assigned.

Any staff member who has been so authorized by the building principal may search a locker and its contents. No prior notice (other than the notice provided for herein) to the student to whom the locker is assigned is required before such a search is conducted.

Law enforcement personnel, including trained canines and their handlers, may be requested to assist school personnel in searching a locker and its contents.

General searches of lockers of students, or searches of individually designated lockers, may be conducted whenever, in the sole discretion of a school principal or other designated certified staff member with supervisory authority, there exists a reasonable suspicion that any weapons, controlled and/or illegal substances, or other prohibited items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules, are being stored in student lockers.

General searches of groups of lockers also may be conducted by school officials periodically, with or without police assistance, in order to deter students from bringing illegal or prohibited items on to school property. Any illegal objects or substances or other prohibited items found during any search of a school locker are subject to seizure by school officials and/or law enforcement personnel, and students found in violation of state law or school rules as a result of a locker search are subject to discipline by school authorities and/or law enforcement personnel. Each student and each student's custodial parent or legal guardian shall, at the beginning of each school year or when that student first begins attending Elkhart Community Schools, be provided a written copy of these rules.

Personal Search

Board Policy JEG-2—The principal, or another member of the school staff designated by the principal and acting at the direction of the principal, may search the person of a

student who is on school grounds, or attending a school activity, if the staff member has reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or school rules. Searches of the person of a student shall be limited to:

1. Searches of the pockets of a student's clothing;
2. Searches of any object in the possession of the student, such as a purse, briefcase, bookbag, or similar object;
3. A "pat down" (see below) of the exterior of a student's clothing; and/or
4. Searches of outer garments, such as a hat, coat or jacket or footwear.

Searches of the person of a student which require removal of clothing other than outerwear such as a hat, coat, jacket, or footwear shall not be conducted by school personnel.

Searches of the person of a student which require a "pat down" of the exterior of a student's clothing other than outer garments shall be conducted and witnessed by staff members who are of the same sex as the student.

Student-Operated Vehicles

Students operating automobiles, motorcycles, or other vehicles on school property are expected to obey posted speed limits and other school regulations and Indiana laws that may apply. Student-operated vehicles are to be kept free of drugs and alcohol, weapons, and other items prohibited by law and school rules. Students who fail to comply with these rules may be subjected to school discipline. Students' privilege to park or otherwise operate a motor vehicle on school grounds is contingent upon consent by the student to random searches of that vehicle by authorized school officials, and compliance with other board policies, including random drug and alcohol testing for student drivers.

Patron Involvement

There are many ways parents and students may become involved in the Elkhart Community Schools.

School Board

Public control of education is one of the cornerstones of American free society; the people exercise their control through the Board of School Trustees. The Elkhart Community Schools school board is composed of seven members with overlapping terms of four years each.

The Board encourages and welcomes citizen involvement and participation in the governance of the school system. Patrons may speak to the Board at any public meeting. Public participation may take place following the Board's initial announcement of any agenda item which does not require a vote; and if a vote is required, participation takes place following a motion but prior to the Board's vote on the agenda item. Following the conclusion of all scheduled agenda items, any member of the public may bring up a concern or discuss any other topic not on the formal Board agenda.

Textbook Adoption

One standing committee which is organized each school year is the Textbook Adoption Committee. This group reviews textbooks to be adopted for the next school year by the Board of School Trustees. The committee is composed of school administrators, teachers, and parents. Any parent interested in serving on a textbook adoption committee should contact the Instructional Leadership Department. By Indiana law, forty percent of the Textbook Adoption Committee must be parents. Parents are appointed to the Committee by a variety of methods.

Superintendent's Advisory Council

The purpose of the Superintendent's Advisory Council shall be to keep the school administration in close contact with members of the community to seek their counsel, to determine the needs as they see them, and to communicate what the school system is doing to meet the community needs. This also implies that the Council will be in touch with and responsible to the total community.

Superintendent's Student Advisory Council

The purpose of the council shall be: 1) to provide young citizens an opportunity to experience first-hand the governmental operation of the community educational process, 2) to afford the Board of School Trustees the opportunity to gain first-hand reactions from students regarding the decisions that affect students in their educational development, and 3) to keep the Superintendent in closer contact with the students, to communicate what the school system is doing to meet the educational needs of the students, and to seek student concerns about the educational process of the Elkhart Community Schools.

Volunteers

Parents and citizens with expertise or skills in any area may offer to help the schools as resource people. They are very much needed to supplement the classroom activities offered by each school. Anyone interested in helping is encouraged to contact his or her child's school or the CARES Coordinator (574) 295-4830. All volunteers must pass a criminal history background check.

Other Committees

Other committees which involve patrons include: Cooper Science Laboratory Committee, Music Parents Associations, Career Center Advisory Councils, P.E.P. Advisory Committee, Title I Parent Advisory Councils, and Principals Parent Advisory Councils.

Parent, Student, Patron Opinion

Any parent, student or other member of the community may call or write to any principal, teacher or administrator to express an opinion about any school program or problem.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled at all schools so parents can discuss the progress of their child with their child's classroom teacher(s). The times of the parent conferences are announced by the individual schools. Throughout the school year, parents are encouraged to call their child's school to arrange for a meeting with their

child's teacher to review their child's school work. Continuous communication between the teacher and parents is vital.

Weather Delays and Closings

Elkhart Community Schools takes the decision to close school very seriously. When facing the possibility of a weather-related closure, our administrators not only rely on the expertise of local meteorologists and government officials, but also go out into the weather ourselves and consult with other area school administrators. ECS administrators and transportation staff drive around Elkhart and Bristol very early in the morning when weather conditions are questionable, evaluating road conditions for students who ride buses and monitoring weather conditions with consideration for our students who walk. We strive to make a final determination on school delays and closings by 5:30 a.m., but we continuously monitor weather conditions and may make a determination to close later if needed.

If You Have a Question

Where a citizen or school patron has a question including the operation or programs of the schools, he or she should contact the office or person most directly responsible for the area in which the problem exists. Where the question involves an individual student or class, the classroom teacher and/or the principal are the proper persons to contact.

In instances where the person feels that after contacting the proper and responsible office or individual, his or her question has not been fully answered or given proper consideration, the problem may be directed to the Office of Superintendent of Schools, phone 262-5516.

Summary of Policies on Education Records

The Family Educational Rights and Privacy Act of 1974 as amended provides certain safeguards to the privacy of parents and students. During a student's school career, the school system collects and records data concerning each student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, providing access to the data by the student and parents, and the student's or parent's right to correct data is equally essential.

Who may see a student's record?

The parent, guardian, or student of age 18 or older, has the right to examine the student's record and to have it explained. An appointment must be made to see the student's record.

The administrators, secretaries, counselors, teachers, and other school officials who have responsibility for supervising, instructing, or helping a student shall have access to that student's permanent and personal records.

A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; or a person or company with whom the district has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Any record which is the property of the individual teacher, administrator, or counselor, and has not been shared, is an unofficial record and is open to anyone only as that individual permits.

Recourse in Case of Error

If a parent, guardian, or student age 18 or older has reason to believe that some portion of the record is in error or violates the student's rights in any way, he or she should discuss the matter with the principal of the school in which the record resides. If the matter is not resolved, a request for modification or deletion may be made in writing. Forms for such a request will be provided. A ruling will be made and returned in writing with instruction on how to further appeal for correction, if desired.

Directory Information

"Directory Information" means a student's name, address, telephone listing, if published, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs and images obtained by the district for other than safety and security purposes, team photographs, video of student activities or programs, and the most recent previous educational agency or institution attended by the student.

Release of Student Records

Directory Information may be released without prior consent of the parents. A parent or eligible student who does not want directory information to be released may restrict the release of such information by providing the principal a written statement requesting such restriction. A parent or eligible student must make this request, in writing, within two (2) weeks of the student's first day of school attendance during each school year. (See form on page 30)

From time to time schools in the district may release to news media the names of students involved in current school activities. Cast members in plays, team members in sports, and other teams and students achieving academic and other honors, are examples of the information that could be released.

A student's official record will be transferred from one school to another within the Elkhart Community Schools. The parent, guardian, and/or student may review the record transferred at that time or at any time, for that matter.

A student's record will be transferred to a school outside the Elkhart Community Schools, to a college, a prospective employer, or anyone only upon the written request of the parent, guardian, or student, if age 18 or older. That written request needs to specify which records are to be sent and whether the requesting party desires to review the record before it is sent. These records will be forwarded following receipt of the request without further notice to the requesting party.

If a student's record is subpoenaed by a court, the parent, guardian or student, if age 18 or older, will be informed of the subpoena before the record is provided in compliance with the order.

The foregoing is a brief summary of the significant details on education records adopted by the Board of School Trustees. The Indiana Legislature adopted a law, Access to Public Records, which went into effect on January 1, 1984. A Board resolution to affect the law was adopted in December of 1983. Copies of the complete policy and regulation (JO) and the resolution are available in each school and the J.C. Rice Educational Services Center.

Military Recruiters

Federal law authorizes military recruiters to access student directory information unless the student or the parent requests that such information not be released. In order to comply with the requirements of this Indiana statute, a high school student and/or the student's parent must submit a signed, written request to their high school no later than the end of the student's sophomore year requesting that the student's directory information not be provided to military recruiters. (See form on page 30)

How long will a record be kept?

Student Permanent Records are a lasting collection of key school performance measures. All other records will be destroyed not more than five years after a student leaves a school.

Can you have copies?

Graduates or students may have copies of their transcript or education records. There is a charge for these copies, except for the first two transcripts requested at the high school.

Statement of Non-Discrimination

Elkhart Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Equal Opportunity and Diversity

Elkhart Community Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, handicap, or age. Inquiries regarding students with disabilities (related to Section 504 and ADA) may be made by contacting the Assistant Director/Student Services, whose office address is Elkhart Community Schools, 2720 California Road, Elkhart, Indiana, 46514, and whose telephone number is 262-5542. The best qualified persons who are available at the salary levels established for school employment are employed. Academic and athletic programs are available to all students without discrimination. A Diversity in Employment Policy has been adopted by the School Board which is designed to achieve the goal of equal employment opportunity for all individuals. Inquiries regarding equal opportunity or diversity may be directed to the Equal Opportunity Officer by calling 262-5510.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Title IX—Sex

Executive Director of Personnel and Legal Services

2720 California Rd.

Elkhart, IN 46514

(574) 262-5517

Title VI—Race, Color, National Origin and Limited English Proficiency

Executive Director of Personnel and Legal Services

2720 California Rd.

Elkhart, IN 46514

(574) 262-5510

Title VII—Civil Rights Act

Executive Director of Personnel and Legal Services

2720 California Rd.

Elkhart, IN 46514

(574) 262-5517

Section 504 and Americans with Disabilities Act—Handicap/Disability

Assistant Director of Student Services/Director of Special Education

2720 California Rd.

Elkhart, IN 46514

(574) 262-5542

Title IX of the Education Amendments of 1972

It is the policy of the Elkhart Community Schools not to discriminate on the basis of sex in educational programs or activities which it operates, and the Elkhart Community Schools is required by Title IX not to discriminate in such a manner. The Director of Employee and Student Relations has been designated as the official responsible for Title IX compliance. Inquiries concerning the application of said Title IX and the implementing of regulations may be made by contacting the Director of Employee and Student

Complaint Procedure for: Title VI, Title IX, Section 504, and A.D.A.

Section 1. Definitions

- a. "Board" means the Board of School Trustees of the Elkhart Community Schools.
- b. "Corporation" means the Elkhart Community Schools
- c. A "complaint" is an allegation of action or inaction by the Corporation in violation of Title VI, Title IX, Section 504, or Americans with Disabilities Act, or the implementing regulations.
- d. "Days" means calendar days.
- e. "Employee" means a person who is a full or part-time employee, not engaged as temporary or casual labor, and who is on the payroll of the Corporation.
- f. The "responsible official" means the employee designated by the Corporation to coordinate its efforts to comply with and carry out its responsibilities under Title VI, Title IX, Section 504, and Americans with Disabilities Act, and the implementing regulations.

- g. “Student” means a person enrolled in one of the schools operated by the Corporation.
- h. “Superintendent” means the superintendent of schools or designee.
- i. “School Corporation Officer” means a member of the Board of School Trustees.
- j. “Patron” means a parent or guardian of a student enrolled in Elkhart Community Schools.

Section 2. Procedure

All complaints brought by students, employees, patrons, or school corporation officers shall be handled in the following manner:

Step One – Informal

- a. Students. Within fifteen (15) days of the time that the student knew, or reasonably should have known of the complaint, the student shall present a completed written complaint report form to the responsible official, who shall expeditiously appoint three (3) persons to meet and discuss the complaint with the student, and send a copy of the complaint to the building principal. Within five (5) days of the completion of such discussion, the student may submit the written complaint to the building principal. If the building principal desires a conference with the student, the student may request that one of the above three appointees be present for such discussion. Within ten (10) days after presentation of the complaint, the building principal shall respond in writing. This section shall not prohibit an informal oral discussion of a concern or problem between the student and the building principal.
- b. Employees. Within ten (10) days of the time that the employee knew, or reasonably should have known of the complaint, the employee shall present the complaint orally to the employee’s immediate supervisor. Within ten (10) days after presentation of the complaint, the immediate supervisor shall orally answer the complaint.
- c. Patrons/School Corporation Officers. Within ten (10) days of the time that the individual knew, or reasonably should have known of the complaint, the individual should present the complaint in writing to the Director of Employee and Student Relations at Step 2.

Step Two – The Responsible Official

- a. Within five (5) days of the oral or written response, if the complaint is not resolved, it shall be stated in writing, signed by the student/employee and submitted to the responsible official on the form provided by the Administrative Regulation issued by the Superintendent.
- b. The complaint report shall 1) name the employee or student involved, 2) state the facts giving rise to the complaint, 3) identify the specific provisions of Title VI, Title IX, Section 504, or Americans with Disabilities Act, or the implementing regulations alleged to be violated, and 4) indicate the specific relief requested.
- c. Within five (5) days after receiving the written complaint, the responsible official shall make a determination in writing to the student/employee.

Step Three – The Board

- a. If the complaint is not resolved in step two, the student/employee may, within five (5) days of receipt of the responsible official's determination, appeal to the Board by filing the complaint and the responsible official's response, along with any written response of his/her own to the determination of the responsible official, with the office of the superintendent, which shall thereupon give notice of receipt.
- b. Within sixty (60) calendar days after receipt of the appeal of the responsible official's determination to the student/employee, the Board shall give its decision in writing to the student/employee. Such decision shall be final and binding.

Section 3. Failure to Observe Time Limits

In the event the student/employee fails to exhaust the remedies under the complaint procedure provided above, or to abide by the time limits with respect to each step, the complaint shall be presumed to be abandoned and the matter shall be settled in accordance with the Corporation's last response thereto. In the event the Corporation fails to give its response at any step within the time limits prescribed, the student/employee shall have the right to proceed immediately to the next step and must do so within the prescribed time limits. Any time limit may be extended by written mutual agreement of the student/employee and the responsible official.

Section 4. Effect of Settlement

Any settlement of a complaint shall be applicable to that complaint only and shall not be binding authority for the disposition of any other complaint.

Board Policies and Administrative Regulations

Throughout this guide, reference is made to Board Policies and Administrative Regulations. These can be reviewed at any of the following locations:

- J. C. Rice Educational Services Center
- Elkhart Public Library
- Administrative offices of all Elkhart Community School buildings

ALLEGED DISCRIMINATION/HARASSMENT/MISTREATMENT
COMPLAINT REPORT FORM

A. Name _____

B. Student, Employee, School Corporation Officer, or Patron? _____

C. Building _____

D. Specify type of discrimination alleged.

1. Title 9 - (sex)
2. Title 6 and 7 (race, color, national origin, limited English proficiency, or sex within the context of employment)
3. Section 504 and Americans with Disabilities Act - (handicap/disability)

E. Specific Facts of Complaint. (Who? What? Where? When?)

F. Specific Relief Desired. (What do you want done or corrected?)

(Date)

(Signature of Student/Employee)

Send by school mail or regular U.S. Mail to: J.C. Rice Educational Services Center
2720 California Rd.
Elkhart, IN 46514

- D.1. Executive Director of Personnel and Legal Services
- D.2. Executive Director of Personnel and Legal Services
- D.3. Assistant Director Student Services/Special Education

April 25, 2006

Objection to Release of Directory Information to the Public

Regarding: _____
Student's Name (Please Print)

Do not release any directory information about my child. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll, and other recognition lists, sports activities, and theatrical programs. It also means exclusion of my student's name, address, and phone number from the school or PTA directory. It means that directory information about my child will not be released to school-related organizations, such as PTAs or to county agencies unless specifically permitted by federal or state law. In addition, my child will not be featured in any videotape, television, motion picture, audio recording, broadcast, or still photograph production produced by and available to the public from Elkhart Community Schools, or (to the extent that access is within Elkhart Community Schools' control during school hours) the media.

Parent Signature

Date

Denial of Access to Military Recruiters

I object to the release of the name, address, or telephone number of _____ to military recruiters during this school year. I understand that once either the student or a parent has signed this form, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that the student information may be released.

Signature of student or parent: _____

Name of signing student or parent:

(Please Print) _____

Date: _____



ELKHART
COMMUNITY SCHOOLS