



ELKHART
COMMUNITY SCHOOLS

2018-2019
STUDENT-PARENT
GUIDE

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

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Dear Students and Parents:

Elkhart Community Schools is committed to meeting the needs of students, parents, and the community. To keep our promises, rules, regulations, and guidelines must be established to allow for the safe, efficient operation of the school corporation. This Student-Parent Guide is our best effort to summarize the things we are required to tell you as well as those things which we believe will allow you and your student(s) to be highly successful in school. As we work together to provide outstanding experiences for all students and to encourage good, productive communications, I urge you to contact your student's teachers and building principal; we welcome your questions and comments.

Thanks for helping to make Elkhart Community Schools a wonderful place for all students to learn and grow!

Mark T. Mow, Interim Superintendent

School Calendar for 2018-2019

School begins for students August 16, 2018
School ends for students June 5, 2019

No School for Students:

Labor Day	September 3
Parent Teacher Conferences in evening hours (full day for all students)	October 23 - 24
Fall Recess	October 25 - 29
Thanksgiving Recess	November 21 - 23
Winter Recess	December 24 - January 4
Martin Luther King Jr. Day	January 21
Parent Teacher Conferences for Elementary only/Professional	
Development Day for Secondary Teachers (no school for all students)	February 7
Presidents Day Recess	February 18
Spring Recess	April 1 - 5
Memorial Day	May 27

Note: Early Release will occur every Monday



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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; however, students who have been identified by Elkhart Community Schools as high ability may be enrolled prior to their 5th birthday. 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 5112 for additional information.

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.

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.

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. If a family's financial situation changes after enrollment, the parent should talk with a school administrator about the need for assistance.

The right to request consideration for special services

Parents suspecting 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.

Parents may also request consideration for High Ability, Limited English Proficiency, and or Behavior Support services.

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 to discuss concerns and, at any time, speak 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.

To the greatest extent possible, parents should access their child's progress on Power School and attend to concerns related to lack of progress.

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, materials, and technology 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 5200. 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 more serious sanctions are unnecessary. "Absences of Concern" include all trancies, 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 7540. 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 District Counsel/Chief of Staff (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, including tobacco products as well as electronic, "vapor," or other substitute forms of cigarettes, is prohibited in any Elkhart Community Schools' building, vehicle, or on school property.

Cellular Phones and Other Electronic Devices

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

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 7540.03 – Network and Internet Acceptable Use and Safety

The Superintendent’s implementation of guidelines and procedures describing responsible and acceptable use of technology, networks, and information shall include, but not be limited to the following notifications to Users. It is the School Board’s expectation that the Superintendent will tailor the format of the information to be appropriate to its intended audience, such as: Employees, Students, or Families.

- A. Philosophy and Purpose
- B. A description of *Scope* from Policy 7540
- C. A statement regarding the *Limited Educational Purpose* of the corporation's technology systems from Policy 7540
- D. Notification that the *Use of System is a Privilege* from Policy 7540
- E. A description of expectations and limitations regarding *Technology Privacy* from Policy 7540.01
- F. The following notice regarding technology protection measures

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

- G. The following notice regarding instruction to be provided

students regarding technology safety:

Pursuant to Federal law, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while in school. This monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

1. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
2. the dangers inherent with the online disclosure of personally identifiable information;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Students (and their parents if they are minors) are required to sign an agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

H. Guidance for Responsible Use of Technology, including the following:

The Board believes that technology users have the same responsibilities while using Board technology that are expected in any other school activity. Responsible use of technology is legal, ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission.

While online, students should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate. Students shall not be required to divulge personal information for

access to a non-corporation managed technology.

Users will become familiar with and follow all laws, including copyright laws and fair use guidelines.

Users accessing information or communicating using Board technology shall be responsible for knowing what information is confidential under law or Board policy, and that the transmission of confidential information in error may result in discipline to the user transmitting the confidential information.

- I. A list of Unacceptable Uses, including, but not limited to the following:
 1. Users will not use the school corporation system to access, review, upload, download, store, print, post, or distribute;
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process or information or materials that could cause damage or danger of disruption;
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination, unless used as primary source material for the study of a subject under the direct supervision of a teacher;
 2. Users will not use external proxy servers or other means of bypassing the corporation's Internet content filter to gain access to these materials.
- J. Users will not use the school corporation system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.

- K. Users will not use the school corporation system to engage in any illegal act or violate any local, state or federal statute or law.
- L. Users will not use the school corporation system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; will not tamper with, modify or change the school corporation system software, hardware or wiring or take any action to violate the school corporation system's security; and will not use the school corporation system in such a way as to disrupt the use of the system by other users.
- M. Users will not use the school corporation system to gain unauthorized access to information resources nor to access another person's materials, information or files without the implied or direct permission of that person.
- N. Users will not use the school corporation system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- O. Users will not attempt to gain unauthorized access to the school corporation system or any other system through the school corporation system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
- P. Users will not use the school corporation system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Q. Users will not use the school corporation system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school corporation. Users will not use the school corporation system to offer or provide goods or services or for product advertisement. Users will not use the school corporation system to purchase goods or services for personal use without authorization from the appropriate school corporation official.

- R. Users will not use the school corporation system to access any material or resource which results in the school corporation receiving an unauthorized billing. Any financial obligation incurred by a User through the Internet is the sole responsibility of the staff member, the student, or the student's parents.
- S. Users will not use excessive data storage or network bandwidth for non-school related purposes. This includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messenger services, or the transfer of unusually large or numerous files or e-mail messages.
- T. Users may access the school corporation's wireless network using personal property if such access is approved by the appropriate Corporation official subject to the terms and provisions of that network. However, Users may not use personal property to gain access to the school corporation's wired network without proper authorization from a corporation official.

The aforementioned principles and guidelines are extended to networks and information technology resources outside of the school corporation which are accessed through the corporation network via the Internet. Networks or information technology resource providers outside of the corporation may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

A student or employee engaging in the foregoing unacceptable uses of the Internet when off school corporation premises also may be in violation of this policy as well as other school corporation policies. Examples of such violations include, but are not limited to, situations where the school corporation system is compromised, if a school corporation employee or student is negatively impacted, or if the educational setting or educational process is disrupted. (First Amendment Rights do apply in these situations, however.) If the school corporation receives a report of an unacceptable use originating from a non-school computer or resource, the school corporation may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school corporation computer system and the Internet and discipline under other appropriate school corporation policies, including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school corporation official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

- A. Information regarding the consequences associated with *Violation of this Policy* from Policy 7540

- B. Disclosure regarding *Limitations on School Corporation Liability* from Policy 7540
- C. A “*Responsible and Acceptable Use of Technology*” signature form for students and parents, including, but not limited to the following:

As a condition of using the Elkhart Community Schools’ computer system and network, I understand and agree to the following:

- A. I [My child] will comply with Board Policy 7540.03 which governs responsible and acceptable use of the technology, networks, and information of the Elkhart Community Schools.
- B. I hereby knowingly and voluntarily agree that Elkhart Community Schools shall have the right to review any material stored on any system provided by the school corporation to edit or remove any material.
- C. In consideration for [my child] using the Internet and having access to public networks, I hereby release Elkhart Community Schools, its officers, employees, and agents from any and all claims and damages arising from misuse, or inability to use Internet, loss of personal information or data, or information retrieved through the use of the corporation’s technical resources.
- D. I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my [child’s] access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

[Student Name] / [Student Signature] / [Date]

I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my [child’s] access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

As the parent or guardian of this student, I agree that my child will abide by Board Policy 7540.03 relating to acceptable use of the school corporation computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold the school corporation or its employees or agents responsible for materials acquired on the Internet.

I further agree that I will assume full responsibility for any and all costs, financial and otherwise, that may be incurred by the student while using Elkhart Community Schools-provided access to the Internet when such costs have not been authorized or

approved by the school corporation.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

[Parent Name] / [Parent Signature] / [Date]

January 1, 2017

Board Policy 5517.01 – Bullying Prevention

The Bully Prevention Policy of the Elkhart Community Schools establishes its efforts to create a safe environment in the school District.

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.

Definition

- A. Bullying
 - 1. As defined by the Board, bullying means intentional behaviors involving unwanted and unwelcomed actions which are severe, persistent, or pervasive.
 - 2. Bullying includes unwanted, often 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 which have an effect of harassing, ridiculing, humiliating, intimidating or harming the targeted student and creating for the targeted student, an objectively hostile school environment which:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;

- b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. 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.
3. The term bullying may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- a. participating in a religious event;
 - b. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
 - c. 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;
 - d. 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;
 - e. participating in an activity undertaken at the prior written direction of the student's parent; or
 - f. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Procedures

- A. Elkhart Community Schools has adopted rules which address 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.

- B. 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 (1) 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.
- C. 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.
- D. 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., anonymous report, email, memo, etc.) of the incident shall also be prepared by the school within one(1) school day of receiving the verbal report.
- E. 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 an anonymous reporting system. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

- F. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying behavior received using the Bullying Investigation guidelines. The investigation shall be initiated by the principal or the principal's designee within one (1) 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 (5) 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. This time line may be extended for reasonable cause as determined by the School District. 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.

- G. 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.
- H. 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.
- I. 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.
- J. 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.

- K. 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.
- L. Elkhart Community Schools may take disciplinary action for the false reporting of alleged bullying incidents.
- M. 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.
- N. 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.
- O. 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.
- P. 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.

January 1, 2017

Student Insurance

There is no provision 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. Information about specific coverage and benefits can be found on the District website at <http://elkhart.k12.in.us/home/administration/policies-forms/>.

The Elkhart High School Athletic Departments do not provide insurance for student athletes; however, there is inexpensive insurance through Student Athletic Protection, Inc. which is available through an outside carrier for those families who may be interested. Hoosier Healthwise is another option for families interested in less expensive insurance coverage for their student athlete. Information about these programs can be obtained in the Athletic Director's office at Central and Memorial High Schools.

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 5330.

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 school 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. This application may also be found online at LunchApplication.com.

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.

Summer School

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.

Assessment

ILEARN (Grades 3-8)

Beginning in 2018-19, the State of Indiana will transition from ISTEP+ to ILEARN, a new summative accountability assessment to measure student achievement and growth according to Indiana Academic Standards. The ILEARN will assess English/Language Arts and Mathematics in grades 3-8, Social Studies in grade 5, and Science in grades 4, 6 and High School Biology. ILEARN is an online, computer adaptive test for English/Language Arts and Mathematics and adjusts the test questions students see based on their performance. This adaptation allows each student to receive an individualized assessment providing more precise data about student achievement. Students will participate in ILEARN during a single test window in late Spring of each year and test results are returned to schools and parents in August, or later, depending upon the test vendor.

IREAD-3 (Grade 3)

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 purpose of the IREAD-3 assessment is to measure foundational reading skills and standards through grade three. Students who do not pass the exam will have remediation opportunities and will be able to take a retest. In accordance with HEA 1367, students who do not pass the IREAD-3 assessment will continue to receive instruction in Grade 3 Reading and must retest 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. Students who receive a good cause exemption will also continue to receive additional reading interventions.

ISTEP+ Grade 10 (High School Graduation Requirement)

Beginning in 2016-17, the ISTEP+ Grade 10 English/Language Arts and Mathematics tests replaced the End of Course Assessments in Algebra I and English 10 as the graduation requirements for the class of 2019 and 2020. Every Indiana student in the graduating class of 2019 and beyond must demonstrate mastery of the Indiana Academic Standards measured by the ISTEP+ Grade 10 assessments. The ISTEP+ Grade 10 assessments are first administered to all students in grade 10. Students who do not pass will be given remediation and retest opportunities during subsequent school years. Students must pass the ISTEP+ Grade 10 assessments in both English/Language Arts and Mathematics to be eligible for an Indiana diploma. Students who do not meet the assessment requirements may be eligible for a graduation waiver.

IAM (Alternate Assessment)

I AM is the summative accountability assessment for students in grades 3-8 with significant cognitive disabilities. A Case Conference Committee may determine Indiana’s Alternate Measure (I AM) is the most appropriate assessment utilizing the criteria for determining eligibility to participate. I AM measures student achievement and growth according to Indiana’s Alternate Academic Standards or Content Connectors; it assesses English/Language Arts and Mathematics (grades 3-8 and 10), Social Studies (grade 5), and Science (grades 4, 6, and High School Biology).

Students will participate in I AM during a single test window in late Spring of each year.

WIDA (Grades K-12)

Under the No Child Left Behind Act of 2001, schools are required to identify limited English proficient students, assess their progress in English language proficiency, and provide eligible children with services to increase their English proficiency and academic achievement. The WIDA Screener is the Indiana English language proficiency screener assessment used to determine whether a student enrolling in an Indiana school for the first time is an English Learner. The WIDA Screener is required to be administered within 30 days of arrival of newly enrolled students or out of state students who listed a language other than English on the Home Language Survey. The WIDA ACCESS is a summative assessment for students in grades K-12 who have been identified as an English Language Learner. Schools are required to administer the assessment to all English Learner students regardless of whether parents have declined services. The WIDA ACCESS assessment is given annually in January or February of each school year.

NWEA (Grades K-9)

In addition to assessments required by the state, Elkhart Community Schools also administers formative assessments to students in order to better inform teachers about student academic needs. Students in Grades K-9 take the NWEA Measures of Academic Progress (MAP) assessments three times each year (Fall, Winter, and Spring) to inform instruction and measure student growth.

High Ability

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 required to attend school. It is the responsibility of the student and/or parent to assure 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.

Applications for assistance will be mailed to all households prior to the end of July. Applications are also available to be completed online at LunchApplication.com; in the Food Services Department located at 1135 Kent Street, Elkhart, IN 46514; or, during the school year, in the office of each school. When applying for free or reduced price meals and/or textbook rental assistance for your child, be sure to fully complete the application, list each child for whom you are requesting benefits, and then return it to the 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 Chief Financial Officer, 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.

Board Policy 5771 – Search and Seizure

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's own reasonable suspicion to believe the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Whenever law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers and law enforcement agency policies.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero

tolerance for alcohol use.

D. **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The building administrator shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

January 1, 2017

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 Boards 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.

Instructional Cycle Committee

In lieu of the traditional textbook adoption committee, the district will annually establish a standing Instructional Cycle Committee for each discipline. The committees will address six ongoing phases on behalf of all schools in the district: (1) Organize the standards and the big ideas by quarter, (2) Define assessments that will be used to measure progress, (3) Identify the resources for district-wide procurement (including equipment, supplies, and digital/print curriculum), (4) Assure implementation district wide, (5) Verify the fidelity of implementation, and (6) Evaluate the effectiveness of the plan. This cycle will advance iteratively and continuously repeat the six phases.

Each committee will meet each quarter. The composition of the committee will include one representative from each school K-12, administrators, and parents appointed to the Committee by a variety of methods. Any parent interested in serving on an instructional cycle committee should contact the Instructional Leadership Department.

Literacy Committee

The district will annually establish a standing Literacy Committee that includes representatives from every school and every discipline. This committee will meet every quarter to (1) Establish a leadership team for this priority, (2) Foster a culture of readers, pre-K through adulthood, (3) Promulgate strategies for literacy across curriculum, and (4) Create a platform from which interdisciplinary unit can be created.

This committee will meet each quarter. The composition of the committee will include at least one representative from each school K-12 and one representative from each subject areas. Administrators and parents are welcomed to serve. Any parent interested in serving on the Literacy Committee should contact the Instructional Leadership Department.

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: Music Parents Associations, Career Center Advisory Councils, High Ability Broad Based Planning 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 people 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 the collection, maintenance, and limited dissemination of such data is essential in school operations, but also 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 34)

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 8330 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 34)

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 less 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 Director of Special Education, 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 262-5517.

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

Title IX—Sex
District Counsel/Chief of Staff
2720 California Rd.
Elkhart, IN 46514
(574) 262-5517

Title VI—Race, Color, National Origin and Limited English Proficiency
District Counsel/Chief of Staff
2720 California Rd.
Elkhart, IN 46514
(574) 262-5517

Title VII—Civil Rights Act
District Counsel/Chief of Staff
2720 California Rd.
Elkhart, IN 46514
(574) 262-5517

Section 504 and Americans with Disabilities Act—Handicap/Disability
Director of Special Services
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 District Counsel/Chief of Staff 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 District Counsel/Chief of Staff

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 District Counsel/Chief of Staff 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
- www.elkhart.k12.in.us

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. District Counsel/Chief of Staff
- D.2. District Counsel/Chief of Staff
- D.3. Director of 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